



**INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA**

**MAKERERE UNIVERSITY  
COLLEGE OF HEALTH SCIENCES**

**STANDARD OPERATING PROCEDURE**

TITLE: <b>COMPETENCY ASSESMENT</b>		PAGE 1 of 5
SOP #: <b>IBRH<sub>3</sub>AU-SOP-MGT-008.1</b>	Effective Date: <b>09/01/2014</b>	Next Rev: <b>DEC 2015</b>
Prepared by: _____	Reviewed by: _____	Approved by: _____
(Signature & Date) NAME: Musinguzi Henry TITLE: Lab Manager	(Signature & Date) NAME: Dr. Samuel Kyobe TITLE: Coordinator	(Signature & Date) NAME: Prof Moses Joloba TITLE: Principal Investigator

**VALIDATION AND RETIREMENT**

	NAME	DATE
Validated by:		
Retired by:		

**ACKNOWLEDGEMENT OF READING AND UNDERSTANDING**

**I have received and understood the training on this SOP. If I have not understood the training I have asked the trainer to retrain me to ensure that I completely understand all the requirements.**

	NAME	SIGNATURE	DATE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



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#### 1. PURPOSE

The purpose of this training and competency Standard Operating Procedure (SOP) is to describe training procedures for biorepository personnel and how to assess competency of trained personnel.

#### 2. SCOPE

The scope of this SOP applies to all Integrated Biorepository of H3Africa Uganda personnel.

#### 3. RESPONSIBILITY

The ultimate responsibility of ensuring that IBRH3AU personnel are trained and competent lies with the Scientific Director/Principal Investigator and it's the responsibility of all personnel to ensure they keep current with biobanking science and management.

#### 4. MATERIALS AND FORMS

- 4.1 IBRH3AU Policies.
- 4.2 IBRH3AU Standard Operating Procedures.
- 4.3 ISBER Best Practices; Third Edition.

#### 5. PROCEDURE

- 5.1 There will be internal training for staff members every year regarding all operational aspects of the biorepository at the beginning of the year (March)
- 5.2 During this training the members will be expected to train one another in the different aspects in which the staff specifically work with e.g. running tests, database, inventory maintenance and verification e.t.c.
- 5.3 The staff will be monitored by the trainees after whom they may deem them competent.
- 5.4 Allow for feedback from trainees after/during the training.
- 5.5 All new staff will be monitored by the trainers after whom they may deem competent by observation and EQA biospecimen result outcomes.
- 5.6 New staff shall have their competency assessed once every six months and thereafter once annually.
- 5.7 A three weeks formal course in biobanking science and management at the University of Luxembourg will be undertaken by management staff.



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5.8 This process will be complete when both the trainee and trainer sign the training and competency logs.

5.9 Other competency assessment methods include;

5.9.1 Evaluating personnel performance in External Quality Assurance for biospecimen processing.

5.9.2 Section performance during Internal Audits.

5.9.3 Customer feedback and surveys on biobanking activities.

5.9.4 Annual staff appraisals and Management reviews.

## 6. ATTACHMENTS

6.1 Training log; **IBRH3AU-FORM-009.**

6.2 Competency assessment log; **IBRH3AU-FORM-015.**

## 7 REVISION HISTORY

Revision	Effective	Description of Changes Made from Preceding	Approved by/
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No	Date	Revision	Date

#### ANNEX 1: DOCUMENTATION OF SUGGESTED CHANGES TO THIS SOP

CLAUSE	SUGGESTION	BY	DATE