Microtomy Competency Assessment

PARAFFIN MICROTOMY SKILLS AND QUALITY CHECKS

SOP/reference _____

Staff Member _____ Date _____

Assessor _____ Assessment period ☐ Initial ☐ 6 month ☐ Other: _____

C Competent R Remediation required O Not assessed N/A Not applicable

Identification & setup	C	R	O	N/A
Matches block, slide and worklist identifiers; resolves discrepancies.	☐	☐	☐	☐
Reviews orders for thickness, levels, slide type and additional studies.	☐	☐	☐	☐
Verifies microtome / bath settings and secures block and blade per SOP / IFU.	☐	☐	☐	☐
Sectioning skills				
Routine blocks: Aligns and faces tissue; cuts intact sections at prescribed thickness.	☐	☐	☐	☐
Small biopsies / cores: Conserves tissue; checks fragments and reports scant material.	☐	☐	☐	☐
Difficult blocks: Uses approved conditioning; corrects artifacts or seeks help.	☐	☐	☐	☐
Levels / serial sections / recuts: Follows ordered depth and sequence; labels sections.	☐	☐	☐	☐
Ancillary sections: Uses required slide type, thickness and handling.	☐	☐	☐	☐
Flotation & slide preparation				
Floats and mounts intact sections; prevents folds, tears and bubbles; dries per SOP.	☐	☐	☐	☐
Quality, safety & completion				
Checks tissue representation and section quality; resolves or escalates defects.	☐	☐	☐	☐
Clears bath and tools between blocks; prevents tissue carryover.	☐	☐	☐	☐
Reconciles slides to orders; preserves remaining tissue and completes handoff.	☐	☐	☐	☐
Uses PPE, handwheel lock and blade guard; handles sharps and cleans station safely.	☐	☐	☐	☐

CASE / SLIDE REVIEW

☐ Direct observation ☐ Slide review

Case / block ID	Notes

Case / block ID	Notes

Assessment outcome ☐ Competent ☐ Other: _____

Staff Member signature _____ Date _____

Assessor signature _____ Date _____

Medical Director signature _____ Date _____