

▶ How to Use this Training Assessment Guide

Purpose

The purpose of this training assessment is to assess the knowledge and skill level of new users who are learning how to operate the HemoFlow Model 300 Blood Draw Monitor/Mixer.

When to Administer this Training Assessment

The training assessment should be administered to the learners upon completion of one of the following:

- √ Self-paced training using the **HemoFlow Model 300 Quick Start Guide** interactive training CD-ROM
- √ Instructor-led training based on the **HemoFlow Model 300 Training Outline** and the HemoFlow Model 300 Operator's Guide (both documents are located on the CD-ROM in the Resources section), or
- √ an equivalent **instructor-led training program** designed by your facility to meet the same instructional goals and objectives listed in this training assessment.

Instructional Goals of the HemoFlow Operator Training Program/HemoFlow Quick Start Guide CD-ROM

This guide helps to assess the effectiveness of HemoFlow training programs. After successfully completing the training, the learner will be able to:

- √ Set up the HemoFlow for a draw
- √ Simulate using the HemoFlow for a draw
- √ Display information during a draw
- √ Recognize and recover from the low flow alarm
- √ End the draw

How to Administer the Multiple Choice and Skills Demonstration Training Assessments

After the training has been completed, administer the multiple-choice section of this training assessment to the learner in order to assess knowledge of basic HemoFlow use. The questions in this training assessment are the same questions that appear in the Quiz section of the HemoFlow Model 300 Quick Start Guide CD-ROM. Answers to the multiple choice questions are located on page 6 of this Training Assessment Guide.

Once the multiple choice section has been completed with at least 75% accuracy, the Skills Demonstration assessment should be administered to the learner. To administer the Skills Demonstration assessment skills:

1. Set up a testing area that includes (1) a HemoFlow floor stand or other mounting system, such as a bed mount, (2) a HemoFlow Model 300 Blood Collection Monitor/Mixer, (3) the unattached HemoFlow tray, and (4) a set of water-filled bags. One full bag acts as the "donor" and the other empty is the collection bag.
2. Using the Skills Demonstration sign off form located on page 5, ask the learner to perform each task listed. Check off or initial when the task has been successfully demonstrated. Use the Instructional Objectives list on page 2 to help you recognize specific performance actions necessary to demonstrate each task.
3. Once the Multiple Choice and Skills Demonstration sections have been successfully completed, the learner can be certified as a HemoFlow operator. The HemoFlow Operator's certificate is located on page 9.

▶ Instructional Objectives

Introduction

The following instructional objectives are a list of performance-based skills. These skills demonstrate the learner's understanding of the steps necessary to operate the HemoFlow for a draw. The trainer should refer to the conditions, performance and criteria standards to help set up a controlled and consistent testing environment during the Skills Demonstration assessment.

Instructional Objectives

Upon completion of the training program, the learner will be able to exhibit the following skills:

Conditions	Performance	Criteria
Without references, given a HemoFlow floor stand or existing mounting system, a HemoFlow and an unattached HemoFlow tray...	Be able to set up the HemoFlow for use , which includes: <ul style="list-style-type: none"> Mounting the HemoFlow Attaching the tray 	With 100% accuracy, no time limit. The HemoFlow must be securely mounted with the thumbscrew tight, and the tray securely in place.
Without references, given a HemoFlow that is already set up...	Be able to calibrate the HemoFlow	With 100% accuracy, no time limit. The learner must calibrate the HemoFlow with a 500 gm weight.
Without references, and given a HemoFlow that has been set up and calibrated...	Be able to check and change the collection volume setting.	With 100% accuracy, no time limit.
Without references, and given a HemoFlow that has been set up and calibrated, and a set of water-filled bags...	Be able to simulate using the HemoFlow for a draw , which includes being able to: <ul style="list-style-type: none"> Place the bag Thread the tubing into the clamp Start the HemoFlow State when the venepuncture (flow) should start. 	With 100% accuracy, no time limit. Bag must be placed on tray with bag slot through tray tab. Tubing must be inserted all the way into the clamp with no tension in the tube between the bag and the clamp. Learner must indicate that flow can start only after the display has stopped flashing.
Without references, and given a HemoFlow that is in use (in the collection process) with water-filled bags...	Be able to display information during a draw, including the flow rate, volume and elapsed time.	With 100% accuracy, no time limit.
Without references, and given (1) a HemoFlow in use using water-filled bags and (2) a low flow situation that has been simulated by clamping off the water flow during the draw...	Be able to recognize and recover from the low flow alarm , which includes: <ul style="list-style-type: none"> Silencing the alarm, and Explaining the correction process. 	With 100% accuracy, no time limit.
Without references, and given a HemoFlow that has completed a simulated draw...	Be able to end the draw by stopping the mixer (if necessary) and removing the tubing and bag.	With 100% accuracy, no time limit.

▶ Name:

Multiple Choice Section

Instructions: Circle the letter of the correct answer.

- 1) When mounting the HemoFlow, it:
 - a. Must be precisely leveled and can only be mounted on a floor stand.
 - b. Can be mounted at any angle, almost anywhere.
 - c. Can be mounted on any half inch diameter floor stand or bed mount. Precise leveling is not required.
- 2) How often should the HemoFlow be calibrated?
 - a. Once per donation.
 - b. Once a day.
 - c. Once a week.
- 3) When calibrating the HemoFlow, you should hang the 500 gram weight from the HemoFlow tray:
 - a. Before the SCALE (cal) key is pressed.
 - b. Only after "CAL 0" is shown.
 - c. Only after "CAL 500" is shown.
- 4) The tubing between the bag and the automatic clamp should be:
 - a. Pulled tight with no loop.
 - b. Looped loosely with no tension below the HemoFlow tray.
 - c. Does not matter.
- 5) The collection volume can be programmed by:
 - a. Short pressing the VOL key.
 - b. Long pressing the VOL key during a draw.
 - c. Long pressing the VOL key when not in a draw.
- 6) The collection volume can be set to:
 - a. 250 to 550 milliliters.
 - b. 300 to 525 milliliters.
 - c. 450 or 500 milliliters.
- 7) Which of the following is the correct sequence for starting a draw?
 - a. Place the bag, insert the tubing and perform the venepuncture. When flow starts, press the START key.
 - b. Press the START key, place the bag in the tray, insert the tubing into the clamp, then perform the venepuncture.
 - c. Place the bag on the tray, insert the tubing into the clamp, press the START key, then perform the venepuncture.

▶ continue to the next page

▶ Name:

- 8) If “Job Err” alarm sounds at the start of the draw, what went wrong?
- The volume was not set correctly.
 - The HemoFlow needs to be calibrated.
 - Blood was already flowing *before* the START key was pressed.
- 9) What information can be displayed during a draw?
- Volume collected, flow rate, and elapsed time of the draw.
 - Programmed volume level, time of day, and weight of blood in grams.
 - Elapsed time, weight of blood in grams, and flow rate.
- 10) If the low flow alarm is triggered, what should be done?
- Press ALARM to prevent the alarm from sounding, and the FLOW key to help you correct the problem.
 - Correct the flow rate and the alarm will silence automatically.
 - Both of the above are correct.
- 11) At the end of the draw, which is the correct sequence to remove the bag?
- Manually clamp or seal the tubing, open the clamp by pressing the release button, then remove the tubing and bag.
 - Release the tubing from the clamp, remove the bag, then clamp or seal the tubing.
 - Remove the bag, clamp or seal the tubing, then release and remove the tubing from the HemoFlow clamp.
- 12) What does “Job Err” mean at the end of a draw?
- The time limit was reached.
 - Flow had already started before the START key was pressed at the beginning of the draw.
 - The collection volume went over the programmed amount.
- 13) If the “Lo Bat” alarm sounds, this means that:
- The batteries should be replaced or recharged at the end of the day.
 - The batteries need to be replaced or recharged before the next draw is performed.
 - The batteries should be replaced or recharged by the end of the week.

▶ SCORE

In order to move on to the skills demonstration, you must complete the multiple choice section with at least 75% accuracy (no more than 3 incorrect). If more than three questions are marked incorrect, review the questions again and refer to either the Training CD or Operator’s Guide for help.

TOTAL CORRECT:

▶ If the total correct = 10 or more, please continue on to the *Skills Demonstration*.

▶ Name:

▼ Performed Correctly?

TASK	YES	NO	Performance Standard
1. Set up the HemoFlow for use.			100% Accuracy (May try 1-3 times)
2. Calibrate the HemoFlow			100% Accuracy (May try 1-3 times)
3. Check and change the draw volume of the HemoFlow.			100% Accuracy (May try 1-3 times)
4. Use the HemoFlow to simulate a draw.			100% Accuracy (May try 1-3 times)
5. While the draw is in progress, display the: <ul style="list-style-type: none"> ▶ volume collected ▶ flow rate ▶ elapsed time 			100% Accuracy (May try 1-3 times)
6. During a low flow alarm, silence the alarm and explain how to recover.			100% Accuracy (May try 1-3 times)
7. At the end of the draw, remove the tubing and bag.			100% Accuracy (May try 1-3 times)

Notes

References to the location of the content that corresponds with each question is listed below. References include the HemoFlow Model 300 Operator's Guide and the HemoFlow Model 300 Quick Start Guide CD-ROM

- 1) When mounting the HemoFlow, it:
- Must be precisely leveled and can only be mounted on a floor stand.
 - Can be mounted at any angle, almost anywhere.
 - Can be mounted on any half inch diameter floor stand or bed mount. Precise leveling is not required.**

▶ See the Operator's Guide - **Preparing the HemoFlow for Use**, or CD-ROM: **SETUP 1 of 3** and **SETUP 2 of 3**

- 2) How often should the HemoFlow be calibrated?
- Once per donation
 - Once a day.**
 - Once a week

▶ See the Operator's Guide - **Daily Calibration**, or CD-ROM: **SETUP 3 of 3**

- 3) When calibrating the HemoFlow, you should hang the 500 gram weight from the HemoFlow tray:
- Before the SCALE (cal) key is pressed.
 - Only after "CAL 0" is shown.
 - Only after "CAL 500" is shown.**

▶ See the Operator's Guide - **Daily Calibration**, or CD-ROM: **SETUP 3 of 3**

- 4) The tubing between the bag and the automatic clamp should be:
- Pulled tight with no loop.
 - Looped loosely with no tension below the HemoFlow tray.**
 - Does not matter.

▶ See the Operator's Guide - **Using the HemoFlow for a Draw**, or CD-ROM: **USE 2 of 6**

- 5) The collection volume can be programmed by:
- Short pressing the VOL key.
 - Long pressing the VOL key during a draw.
 - Long pressing the VOL key when not in a draw.**

▶ See the Operator's Guide - **Checking and Changing the Draw Volume**, or CD-ROM: **SETUP 4 of 4**.

- 6) The collection volume can be set to:
- 250 to 550 milliliters.**
 - 300 to 525 milliliters.
 - 450 or 500 milliliters.

▶ See the Operator's Guide - **Checking and Changing the Draw Volume**, or CD-ROM: **SETUP 4 of 4**.

- 7) Which of the following is the correct sequence for starting a draw?
- Place the bag, insert the tubing and perform the venepuncture. When flow starts, press the START key.
 - Press the START key, place the bag in the tray, insert the tubing into the clamp, then perform the venepuncture.
 - Place the bag on the tray, insert the tubing into the clamp, press the START key, then perform the venepuncture.**

▶ See the Operator's Guide - **Using the HemoFlow for a Draw**, or CD-ROM: **USE 1 of 6**

- 8) If "Job Err" alarm sounds at the start of the draw, what went wrong?
- The volume was not set correctly.
 - The HemoFlow needs to be calibrated.
 - Blood was already flowing before the START key was pressed.**

▶ See the Operator's Guide - **Errors at the Start of a Draw**, or CD-ROM: **ALARMS 1 of 3**

- 9) What information can be displayed during a draw?
- Volume collected, flow rate, and elapsed time of the draw.**
 - Programmed volume level, time of day, and weight of blood in grams.
 - Elapsed time, weight of blood in grams, and flow rate.

▶ See the Operator's Guide - **Displays During a Draw**, or CD-ROM: **DISPLAYS 1 of 3, 2 of 3, and 3 of 3.**

- 10) If the low flow alarm is triggered, what should be done?
- Press ALARM to prevent the alarm from sounding, and the FLOW key to help you correct the problem.
 - Correct the flow rate and the alarm will silence automatically.
 - Both of the above are correct.**

▶ See the Operator's Guide - **Automatic Low Flow Detection**, or CD-ROM: **ALARMS 2 of 3**

- 11) At the end of the draw, which is the correct sequence to remove the bag?
- Manually clamp or seal the tubing, open the clamp by pressing the release button, then remove the tubing and bag.**
 - Release the tubing from the clamp, remove the bag, then clamp or seal the tubing.
 - Remove the bag, clamp or seal the tubing, then release and remove the tubing from the HemoFlow clamp.

▶ See the Operator's Guide - **End of Draw**, or CD-ROM: **USE 4 of 6**

- 12) What does “Job Err” mean at the end of a draw?
- a. The time limit was reached.
 - b. Flow had already started before the START key was pressed at the beginning of the draw.
 - c. **The collection volume went over the programmed amount.**

▶ See the Operator’s Guide - **List of Error Displays**, or CD-ROM: **ALARMS 3 of 3**

- 13) If the “Lo Bat” alarm sounds, this means that:
- a. **The batteries should be replaced or recharged at the end of the day.**
 - b. The batteries need to be replaced or recharged before the next draw is performed.
 - c. The batteries should be replaced or recharged by the end of the week.

▶ See the Operator’s Guide - **Battery Replacement**, or CD-ROM: **ALARMS 3 of 3**

Applied Science, Inc.
Certificate of Training

THIS

**HemoFlow™ Model 300
Operator's Certificate**

IS AWARDED TO

IN RECOGNITION OF SATISFACTORY COMPLETION OF THE
HEMOFLOW™ MODEL 300 TRAINING PROGRAM

COMPLETED ON:

AT THE FOLLOWING FACILITY:



LARRY NICHOLSON
PRESIDENT
APPLIED SCIENCE, INC.