

# SUPERVISION OF UNLICENSED PERSONNEL PERFORMING EXEMPTED TESTS FORM

North Dakota Board of Clinical Laboratory Practice  
1/2006

Name of Licensee	
License Number	Work Telephone Number
Place of Employment	

As used in subsection 9 of North Dakota Century Code section 43-48-03 and section 96-02-10-01, "supervised" means the following:

1. The supervisor shall identify the individuals being supervised on a form provided by the board, and shall promptly notify the board of any changes to the information provided.
2. The supervisor shall ensure the individuals being supervised are appropriately trained in all tests and methods performed by the supervised individuals.
3. The supervisor shall:
  - a. Perform annual competency assessments of the individuals supervised using generally accepted clinical laboratory standards.
  - b. Not allow an individual supervised to start or continue performing tests until the individual has been properly trained and demonstrated competency.
  - c. Document training and competency assessments, retain the documentation for three years, and submit the documentation to the board upon request.
4. The supervisor shall regularly monitor and be available to consult with the individuals being supervised.

**Failure by the licensee to supervise is unprofessional conduct and may be subject to disciplinary action by the board.**

List the following for each unlicensed personnel under your supervision:

Name	Background	Tests performed

Facility where exempted tests are being performed:

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Is there a plan in place for training and annual competency for the individuals listed above?  
 Yes     No

Signature of Licensee \_\_\_\_\_ Date \_\_\_\_\_