

Instruction: Observer should check each activity as it is demonstrated or described.

\_\_\_\_\_  
Print Employee's Name

## Performance Check Sheet

### **Urine Microscopies Microscopic Examination of Urine Sediment**

#### 1. Specimen Collection

- \_\_\_\_\_ States proper specimen for the test (first morning urine is most concentrated and best, however for screening purposes a random voided specimen with specific gravity > 1.010 and pH < 7.0 may be satisfactory).
- \_\_\_\_\_ State specimens must be examined without delay to avoid cellular deterioration.

#### 2. Equipment and Supplies

Assembles supplies:

- Gloves
- Microscope
- Microscope slides
- Microscope coverslips
- 15mL conical bottom centrifuge tube
- Disposable pipette
- Quality Control Material
- Centrifuge

#### 3. Disposal of Hazards/Safety

- \_\_\_\_\_ States health department policy for appropriate biohazard sharps and medical waste disposal
- \_\_\_\_\_ Treats all blood, body fluids, and used testing apparatus as potentially infectious waste
- \_\_\_\_\_ Wears appropriate personnel protective equipment

#### 4. Control Storage and Use

- \_\_\_\_\_ States proper control storage and preparation (See product insert for instruction).

- \_\_\_\_\_ States when to perform quality control (two levels, every day for testing prior to any patient testing).
- \_\_\_\_\_ Performs quality control with or before patient testing.
- \_\_\_\_\_ Demonstrates proper documentation of quality control.

5. Performs Test Procedure

- \_\_\_\_\_ Mixes sample and places in labeled centrifuge tube
- \_\_\_\_\_ Properly centrifuges specimen
- \_\_\_\_\_ Resuspends the sediments and places sample on glass microscope slide and coverslips for examination
- \_\_\_\_\_ Waits approximately 1 minute before beginning examination
- \_\_\_\_\_ Places slide on microscope stage and adjust the light properly for specimen
- \_\_\_\_\_ Examines specimen thoroughly/ systematically
- \_\_\_\_\_ Counts and reports cast, abnormal crystals, squamous epithelial cells and mucus using low power. Counts a minimum of 10 fields using low power
- \_\_\_\_\_ Counts and reports RBCs and WBCs, normal crystals, non-squamous epithelial cells and other elements using high power. Counts a minimum of 10 fields using high power
- \_\_\_\_\_ Uses high power to identify casts
- \_\_\_\_\_ Reviews the report for correlation between the macroscopic, urine dipstick and microscopic results
- \_\_\_\_\_ Records the test results appropriately on the CH-12
- \_\_\_\_\_ State management guidelines

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Observer's Signature

\_\_\_\_\_  
Date