

**Sample Pharmacy
Competency Assessment: Environmental Sampling**

Date of Evaluation: _____

Employee Name: _____

Position Title: _____

Evaluator Name: _____

Evaluator Position: _____

Type: Initial Competency Ongoing Competency Other: _____

Observations and subsequent evaluation must be made by qualified pharmacy staff. Using the space designated next to each discrete skill, the Evaluator will note the following: M= skill standard met, U= skill standard unmet, N/A = not applicable, N/O= not observed
Additional comment is required if any notations of U, N/A or N/O along with a specific plan to correct noted in the Remedial Plan section.

SKILL	RATING	COMMENTS
1. Describes the difference between viable and non viable contamination and the role of each in an Environmental Sampling Plan.		
2. Articulates the purpose of an Environmental Sampling Plan and what the data generated can be used to determine.		
3. States the location of the facility Environmental Sampling Plan and data forms.		
4. Describes the procedure for air, surface and personnel sampling at the facility.		
5. Describes the actions to take in the event that any of the environmental monitoring plates exceed established action limits.		
6. Describes the process for particle control and particulate counts at their pharmacy and when particle counts must occur.		
7. Describes pressure differential/velocity measurements at their facility and correctly states established limits.		
8. Gathers all supplies needed for environmental sampling including correct media, volumetric air sampler, tape, black "sharpie" pen, pen, documentation forms, gloves, lint free tech wipes.		
9. Checks all media for packaging integrity and expiration dates. Note lot # and expiration dates as well as manufacturer and type on documentation forms.		
10. Inspects each media unit to ascertain that there is no growth on the plate prior to beginning sampling.		
11. Cleans the outside of all containers and supplies before bringing into the clean room or anteroom.		
12. Labels each media unit using a "sharpie" identifying sample location (per environmental monitoring plan), date and time taken, sampler's initials.		
13. Resanitizes gloves and allow to dry. Resanitizes gloves after every 5 plates.		
14. Discards plates if during transport or placement, the media unit is exposed or contaminated prior to or during sampling.		
15. Places media units and accompanying documentation into a cleaned tote to go in to cleanroom.		

**Sample Pharmacy
Competency Assessment: Environmental Sampling**

Employee Name: _____ Date of Evaluation: _____

SKILL	RATING	COMMENTS
Viable Air Sampling		
16. Electronic Air Samples are taken at locations that are consistent with the established Environmental Monitoring Plan for the pharmacy.		
17. Samples are taken using a procedure that is consistent with policy and procedure.		
18. Samples are exposed for the time specified in the policy and procedure.		
Surface Sampling		
19. Contact plates are applied at locations that are consistent with the established Environmental Sampling Plan for the pharmacy.		
20. Samples are taken using a procedure that is consistent with policy and procedure.		
21. Cleans the area where the sample was taken to remove media residue per established policy and procedure.		
Gloved Fingertip Sampling		
22. Touch plates are sampled using a procedure that is consistent with established policy and procedure.		
Incubation and Post Sampling Procedures		
23. Samples are handled in an aseptic manner which prevents accidental exposure outside of the selected sampling location.		
24. Exposed samples are closed aseptically with tops secured to bottom with tape.		
25. All closed samples are placed in a bin and removed from the controlled environment.		
26. Documentation is completed immediately prior to placing the samples in the incubator.		
27. Samples are placed into the incubator in an inverted position.		
Reading Environmental Monitoring Samples		
28. Selects the correct Environmental Sampling Form that corresponds with the samples being read.		
29. Removes samples from the incubator in the time frame specified in established policy and procedure (incubation should be not less than 48 but not greater than 72 hours)		
30. Documents the date and time that samples are removed from the incubator to be read.		
31. Reads the plates one at a time counting the number of discrete colony forming units (CFUs) on each plate.		
32. Documents the number of CFUs on each plate in the correct corresponding location on the Environmental Sampling Data collection form.		
33. After all the results for each plate are read and documented, compares the result to the established Action Limit value for each location.		
34. If any sample/s fails, the failing plate is marked "fail" with a black "sharpie".		

**Sample Pharmacy
Competency Assessment: Environmental Sampling**

Employee Name: _____ Date of Evaluation: _____

35. Immediately reports any out of limit results (CFU # that exceed established Action limits) to the Pharmacy Manager and saves that plate/s to be sent for speciation.		
36. Reviews documentation form for those samples and once complete, files Environmental Monitoring Data Collection form per established policy and procedure.		
37. Properly disposes of plates (except failed plates) according to established policy and procedure.		

Remedial Action Plan/Additional Comments

Signature of Employee being Assessed

Date

Signature of Qualified Evaluator

Date

Signature of Pharmacy Manager required after review (if other evaluator completed)

Date