

## Training Record – Biobank

### Employment Details

Trainee's Name:	Email:	Mobile:
Affiliation:	Group:	Position:
Supervisor/Manager's Name:	Email:	Phone number:

### Emergency Contact / Next of Kin Details

Emergency contact name:	Relationship to you:	Phone number:
-------------------------	----------------------	---------------

### Induction Checklist (Prep Lab, J.2.06)

Have you previously completed an induction for this laboratory?  Yes  No

If yes, for which equipment? \_\_\_\_\_ *Go to p. 3, no signature for induction is required*

If no, complete the induction below:

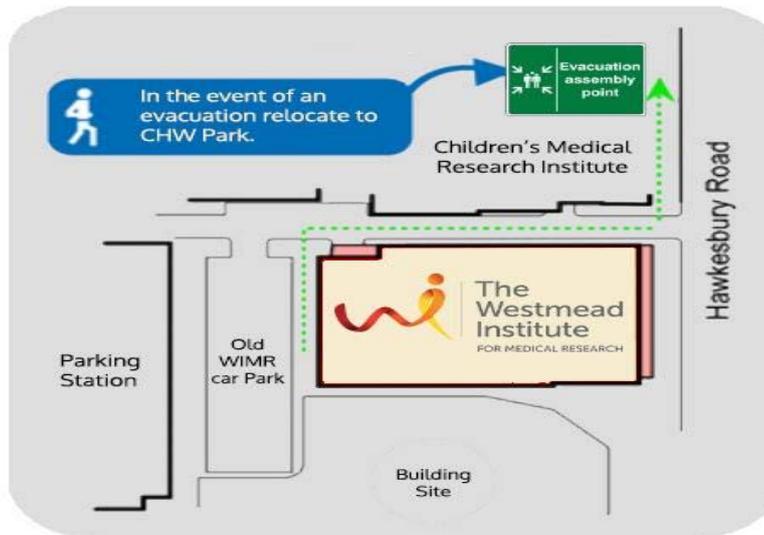
1	Access hours, Emergency exits, Assembly points
2	Injury or near miss reporting
3	Air conditioning purge, oxygen deficiency alarm
4	Gas & water valve locations
5	Safety shower, eye wash & hand wash sinks, PPE location
6	Lighting panel, different power points, emergency power off button
7	Workplace surveillance: CCTV, computer and other tracking
8	Chemical safety, chemical & biological spill kit locations
9	Operation of centrifuges
10	Operation of biosafety cabinets and fume cupboards
11	Booking: policy, PPMS, fees
12	Data management, analysis computer and software
13	Logons to AD, PPMS, instrument computers
14	PC2 certification emailed/attached
15	Publication acknowledgement

### Induction Completion

Signature of Inductee:	Date:
Name of Inductor:	Signature of Inductor:

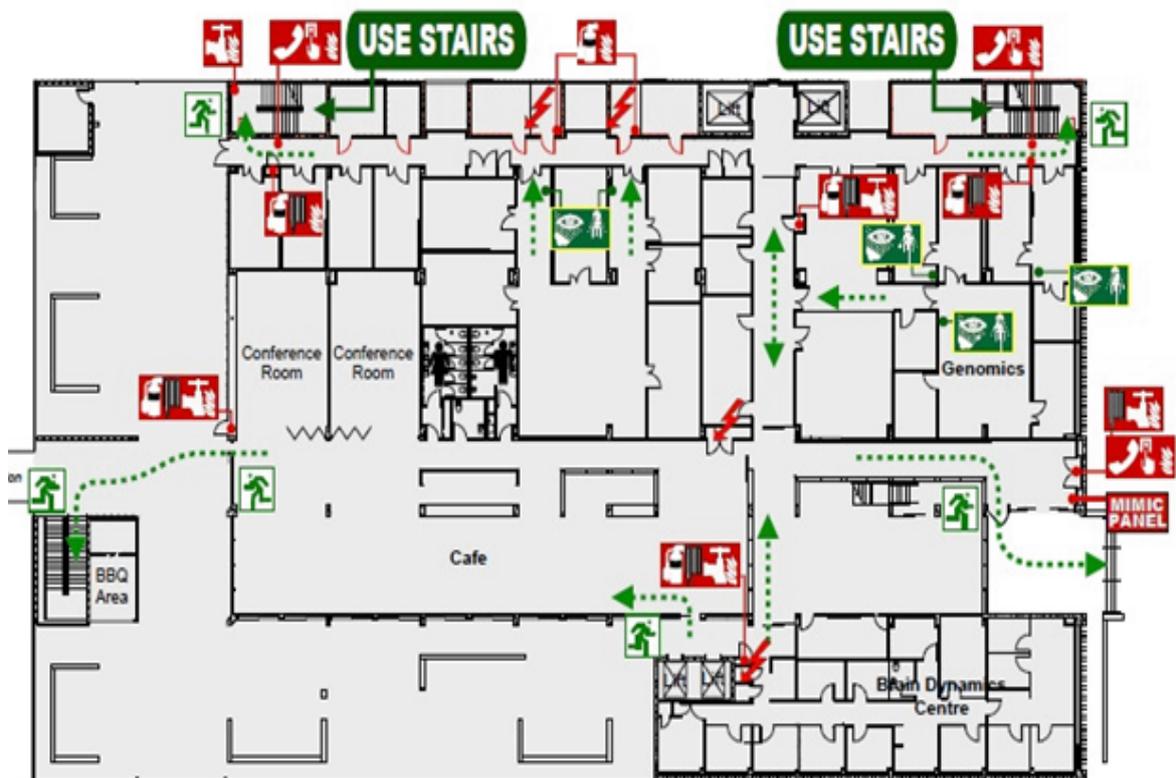
EMERGENCY ASSEMBLY AREA – CHILDREN’S HOSPITAL PARK

Emergency Assembly Area



**DO NOT ASSEMBLE IN FRONT OF CMRI.**

EMERGENCY EGRESS ROUTES LEVEL 2 – 3 FIRE STAIRS LOCATED IN THE BUILDING



## Instrument Training (Qubit Fluorometer v1.3, J.2.06)

	Training Checklist	Tick when completed:
1	Compatibility of Qubit assay kits with Qubit Fluorometer (concentration range and kit size)	
2	Critical assay parameters (reaction time, incubation time and calibration)	
3	Standards and sample preparation	
4	Start up equipment	
5	Using the control panel	
6	Read sample (concentration unit and dilution factor)	
7	Export data	
8	Shutdown	
9	Housekeeping and tidying up	

## Instrument Training Completion

Signature of trainee:		Date:
Name of trainer:	Signature of trainer:	