



INSTRUCTIONS FOR COMPLETING THE LABORATORY PERSONNEL EVALUATION ROSTER

1. **Laboratory Name:** Enter the laboratory name, CLIA/CLIP number and the CAP number (if not already prepopulated).
2. **Laboratory Director:** Enter the name of the current CLIA/CLIP/CAP laboratory director and check applicable credentials. If the laboratory director holds multiple roles within the laboratory, check all that apply. For laboratories not subject to US regulations, the director must be a MD, DO, PhD or have commensurate education and experience necessary to meet personnel requirements as determined by the CAP.
3. **Clinical Consultant/Technical Consultant/Technical Supervisor/General Supervisor**
 - a. If the laboratory has sections that perform moderate complexity testing, enter the name of the staff member(s) fulfilling the clinical consultant position and the technical consultant position and check the appropriate credentials. These roles can be fulfilled by the laboratory director.
 - b. If the laboratory has sections that are performing high complexity testing, enter all staff members who fulfill the role of technical supervisor, clinical consultant and general supervisor and check the appropriate credentials. These roles can be fulfilled by the laboratory director. If that individual also performs patient testing, check the testing personnel box. Special qualifications are required for the Technical Supervisor role for Transfusion Medicine, Cytopathology, Histopathology, Cytogenetics, Oral Pathology and Histocompatibility. Include the names and credentials of those fulfilling the technical supervisor of the specific specialties listed if applicable.
4. **Cytology General Supervisor:** If the laboratory performs cytopathology testing, enter all staff members who fulfill the role of cytology general supervisor. Check each individual's credentials. If that individual also performs patient testing, check the testing personnel box.
5. **Cytotechnologist:** If the laboratory performs cytopathology testing, enter all staff members who fulfill the role of cytotechnologist. Check each individual's credentials. If that individual also performs patient testing, check the testing personnel box.
6. **Staff Pathologist:** Enter the names and credentials of all staff pathologists. If that individual also performs patient testing, check the testing personnel box.
7. **Laboratory Testing Personnel:** Enter all laboratory staff members who perform non-waived patient testing, the complexity of the testing performed, education verification source (diploma, transcript, laboratory license or primary source verification) and check if the employee has begun testing within the last two years.
Note: the license is acceptable for Laboratory Personnel ONLY- based on state requirements.
8. **Non-Laboratory Testing Personnel:** Enter the names of all non-laboratory staff members who perform non-waived patient testing, education verification source (diploma, transcript, or primary source verification) and check if the employee has begun testing within the last two years.
9. **For Florida laboratories only:** Enter the employee's shift, hours per week, license number and level (technologist, technician, etc.), license expiration date and licensed specialties.
10. **Attestation by Laboratory Director:** The current CLIA/CLIP/CAP Laboratory Director must print his or her name, sign and date the certification statement of the completed Personnel Roster form attesting that all individuals listed on the roster are qualified to function in the positions listed. **This is required. Unsigned forms will not be accepted.**