

## FREE COMPETENCY STAFF CHECK LIST

An assessment tool for operators of IPL & laser



<b>Staff name:</b>	<b>Trained to use device/s:</b>
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Skill to be demonstrated	YES Shown in a competent manner	NO Unable to demonstrate	STAFF UNSURE Training is required	Pass / Fail
Able to identify the type of device it is and its classification (eg: Class 4 laser)				
Able to identify the wavelengths used / or filters used and their purpose or use				
Able to explain in layman's terms what the treatment does and how it works (for clients benefit)				
Able to demonstrate correct hygienic cleaning techniques and can identify correct cleaning products and methods to be used to prevent cross contamination (eg: Herpes, HPV, Hep B)				
Staff member can demonstrate at least 2 different cooling techniques				
Staff member can identify key questions to ask at a client consultation (eg: medical conditions/ medications / sun tanning history) – and can differentiate between consult and consent process				
Staff member can identify 3 potential hazards in the laser or IPL treatment room. (whether currently managed or hazardous at present – eg: mirror)				

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Please complete the next page and add up pass / fail marks

	YES Shown in a competent manner	NO Unable to demonstrate	STAFF UNSURE Training is required	Pass / Fail
Staff member can explain the differences between Laser light and how it differs from IPL (intense pulsed light) – eg: should be at least 3 points mentioned – the way it is created, the way it works, the way it looks etc..				
Staff member can explain the steps required to prepare a clients skin for both hair removal and a skin rejuvenation treatment prior to IPL or Laser				
Staff member can explain at least two essential client post care instructions or steps to be taken by the client following both hair removal and skin rejuvenation treatments				
Staff member can explain what steps to take if a burn occurred (including what to do immediately), and what follow up should be instigated to operate at industry best practice				
Staff member can identify the Consumer law as it relates to fair trading, and the code of rights for provision of health care services according to the health law in NZ				

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Assessors comments:

Total amount of passes:

Total amount of fails:

Total amount of unsure's:

**How to deem a staff member competent for internal clinic use only** *(does not mean they are certified, or fully competent in all required skills)*

- Pass marks should be 12 / 12 – well done – you are doing a great job – deemed competent to this level of internal assessment
- Pass mark of 10/12 – Doing well – lets address the gaps in your knowledge
- Pass mark of 9 /10 – Doing ok – we need to look at what you are unsure of and address gaps in your knowledge
- Pass mark of 8 or less – Identified as a potential risk factor which could lead to complaints – will need to be re-trained, suggest additional training
- Pass mark or 7 or less – This person should not be using the IPL or Laser machine – very high risk for mistakes and unwanted side effects, burns and skin injury – deemed as incompetent

*Please contact NZ Laser Training Institute to work out what type of training is best suited for your staff member*

*Humans make mistakes and forget key information if not reminded or able to form best practice habits and be guided by laser safety protocols in their working environment*

*It is the clinic owner's responsibility to provide adequate and continued training to staff members as part of Work safe NZ law*

*This assessment tool should be used a minimum of once per year to assess staff for re-training*