

Weekly Trainee Assessment / Directions

To: NERFI staff
Cc: <insert your supervisor's name here>
From: <insert student's name & title here>
Date: <insert date sent to NERFI staff here>
Re: <insert dates of the relevant week here, Mon - Fri >

Total number of samples in progress: *How many samples are you currently working on? These are samples that you have started work on in the lab but the case file is not complete or have not been signed-of on, this includes reagent blanks.*

Total number of samples completed: *Samples are considered "completed" when an acceptable profile has been obtained. A sample is deemed acceptable by NERFI staff when they sign-off on the technical review sheet for the case file.*

Sample Sets Completed: *Please list out the actual sample sets you have completed. (i.e. Sample sets: 1, 5, 10 and 12.)*

Simulated Cases Completed: *Please do the same for simulated data sets. (i.e. Simulated sets: 5, 10, 13, and X.)*

Sample sets and Simulated data sets are considered complete when NERFI staff has signed-off on the technical review sheet.

Total number of independent setups and operations of each instrument:

ABI 7500: _____ **ABI 3130:** _____

ABI 7500 – this includes the preparation of standards, plate preparation and software execution.

ABI 3130 – this includes plate preparation and operation of the instrument and software.

In order to count an exercise as an "independent setup and operation" you must have performed all of these tasks on your own or with a NERFI instructor.

Reruns: *How many re-runs have you performed on the capillary instruments. On the 3130 each injection consists of 16 samples. If you need to perform a re-injection you will have to re-inject all 16 samples but you may only need "new data" for two of those samples. Please record those two samples here. The same holds true for all of the*



analysis steps. If your analysis requires you to re-amplify, re-quantitate, or re-extract please indicate that information here.

Weekly Summary:

Monday

- Analyzed Sample Set 11 (from 3130 run)
- Ran rerun of Sample Set 11 on 310
- Turned in Sample Set 10 to Lucy
- Jamie returned Sample Set 10 for corrections

Tuesday

- Analyzed Sample Set 11 (310 run)
- Worked on LIMS report for Sample Set 11
- Received Study Guide for Quiz #3 (2nd oral)
- Corrections made to Sim Set 11 and turned in to Lucy

Comments/Concerns/Opportunities for Improvement:

This is the really important section, so be detailed. If the NERFI staff feels this section is lacking in detail or discussion you will **NOT** receive credit for the memo.

Please expand on **any** issues you may have encountered during the week:

- any mistakes you have made during procedures,
- discussions with trainers about your mistakes,
- corrective actions you have taken,
- how you plan to avoid this mistake in the future, and
- what you have learned from the mistakes – to improve techniques or to better understand theoretical basis of DNA typing.

Think about this as a learning tool. Verbalize your trouble shooting. You may have to continue commenting on how a problem turned out over several weeks of assessment memos.

The NERFI staff would like to hear about your problems and triumphs in the lab, are you doing well or are you frustrated, what have you learned (possibly from mistakes), this is meant to be a personal reflection of your work here at NERFI and to keep you and your instructors in-tune with your needs.

Instructor Responses:

Instructors will offer feedback for trainees.