

## ATTUNE OPERATOR TRAINING

Operator Training	Observation	Checked (Y/N)	Date	Trainer/Evaluator
<b>Documentation</b>				
Read and Signed Risk Assessment & Local Policy				
Read and Signed Local Laser Safety Rules				
Read and Signed IFCC Resumption and Code of Conduct SOP				
Aware of the IFCC Acknowledgement Policy				
<b>Instrument &amp; Autosampler</b>				
Complies with Health and Safety Procedures				
Can use iLab for reservations				
Knows how to switch on and start up the instrument				
Can perform system clean – sanitise, debubble etc				
Knows how to empty waste tank and add bleach				
Can fill fluidics systems – focusing fluid, wash, etc				
Knows how to shut down the instrument				
<b>Software</b>				
Knows how to log into the acquisition software				
Can set up an experimental template				
Define a plate experiment (including importing sample list)				
Can acquire samples (including recovery of samples)				
Adjust PMT gain (voltages)				
Design a Gating strategy for the project				
Statistics				
Can perform auto compensation				
Can export data in all relevant formats				
Core is not responsible for loss or corruption of data (data is removed at the end of year)				
<b>Advanced</b>				
Heat Map Analysis / Overlays				
Area scaling				
Threshold				
Can change filter configuration				
<b>Out of hours Users (Core Staff Working Hours Monday – Friday 9am – 5pm)</b>				
Supervisor has signed off on out of ours working and takes responsibility for user during this time				
Can troubleshoot – air bubble, computer issues, clogs				
Can perform instrument QC - run Performance Test beads, checks CV peak channel & graph results				
Signature of Operator	Signature of Trainer		Date	
Machine Used	Theory Course Taken			

Comments/Notes