**MiniSeq Employee Training Form**

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| **Employee Name** | **Training Start Date** |
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**Section I – Base Knowledge (Video and Reading Requirements)** *[select videos and documents relevant to your lab processes; add other videos and documents as appropriate]*

|  |  |  |
| --- | --- | --- |
| **Video Title** | **Trainee Initials** | **Date Watched** |
| [**MiniSeq: Preparing for Your Install**](https://support.illumina.com/sequencing/sequencing_instruments/miniseq/training.html) |  |  |
| [**MiniSeq: System Overview**](https://support.illumina.com/sequencing/sequencing_instruments/miniseq/training.html) |  |  |
| [**MiniSeq Sequencing System: Introduction**](https://illuminasupport.webex.com/cmp3300/webcomponents/docshow/docshow.do?javaEnable=false&setupStatus=0&siteurl=illuminasupport&jvm=false&rnd=0.09465692702593942) |  |  |
| [**Sequencing: Introduction to Sequencing by Synthesis**](https://illuminasupport.webex.com/cmp3300/webcomponents/docshow/docshow.do?javaEnable=false&setupStatus=0&siteurl=illuminasupport&jvm=false&rnd=0.6981711723965955) |  |  |
| [**Local Run Manager for MiniSeq**](https://illuminasupport.webex.com/cmp3300/webcomponents/docshow/docshow.do?javaEnable=false&setupStatus=0&siteurl=illuminasupport&jvm=false&rnd=0.6981711723965955) |  |  |
| [**MiniSeq: How to Start a Run**](https://support.illumina.com/sequencing/sequencing_instruments/miniseq/training.html) |  |  |
| [**Preparing Runs with BaseSpace Sequence Hub**](https://support.illumina.com/sequencing/sequencing_instruments/miniseq/training.html) |  |  |
| **Document Name** | **Trainee Initials** | **Date Read** |
| [**MiniSeq System Guide**](https://support.illumina.com/content/dam/illumina-support/documents/documentation/system_documentation/miniseq/miniseq-system-guide-1000000002695-02.pdf) |  |  |
| [**MiniSeq System Site Prep Guide**](https://support.illumina.com/content/dam/illumina-support/documents/documentation/system_documentation/miniseq/miniseq-system-site-prep-guide-1000000002696-00.pdf) |  |  |
| [**MiniSeq System Safety and Compliance Guide**](https://support.illumina.com/content/dam/illumina-support/documents/documentation/system_documentation/miniseq/miniseq-system-safety-compliance-guide-1000000002698-03.pdf) |  |  |
| [**Indexed Sequencing Overview Guide**](https://support.illumina.com/content/dam/illumina-support/documents/documentation/system_documentation/miseq/indexed-sequencing-overview-guide-15057455-05.pdf) |  |  |
| [**Cluster Optimization Overview Guide**](https://support.illumina.com/content/dam/illumina-support/documents/documentation/system_documentation/cluster-optimization-overview-guide-1000000071511-00.pdf) |  |  |

**Section II – Observation: Trainee observes the trainer perform all steps in the sequencing SOP**

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| --- | --- | --- |
| **Discussion Points** | **Trainer Initials** | **Date** |
| When is a manual post-run wash necessary? |  |  |
| Why is it essential to prepare freshly diluted NaOH for denaturing libraries for cluster generation? |  |  |
| Briefly explain how clusters are imaged using 2-channel sequencing chemistry |  |  |
| Why is fragment size important for producing high quality libraries? |  |  |
| *Add additional questions the trainer should ask the trainee to determine level of understanding specific to your protocol.* |  |  |

**Section III – Performance under Supervision: Trainee performs all steps in the sequencing SOP under direct trainer supervision**

Previously run, well characterized sample(s) will be provided to the trainee. The trainee will:

*(Please find example steps below, please insert steps specific to your lab)*

1. *Extract the DNA*
2. *Perform Quality Control on the extracted DNA*
3. *Shear the DNA (as applicable) and perform the Library Preparation*
4. *Perform Quality Control on the sheared DNA and the Library Preparation*
5. *Load the prepared library onto the MiniSeq*

Successful performance criteria: All samples result in good quality sequence data.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance Assessment** | **Yes** | **No** | **Trainer Initials** | **Date** |
| *Extracted DNA met quality requirements* | 🞏 | 🞏 |  |  |
| *Sheared DNA (as applicable) met quality requirements* | 🞏 | 🞏 |
| *Library Preparation met quality requirements* | 🞏 | 🞏 |
| *Sequence data metrics met quality requirements* | 🞏 | 🞏 |
| **Comments:** | | | | |

**Section IV – Independent Performance: Trainee individually executes all steps in the sequencing SOP**

Sample(s) will be provided to the trainee. The trainee will:

1. *Extract the DNA*
2. *Perform Quality Control on the extracted DNA*
3. *Shear the DNA (as applicable) and perform the Library Preparation*
4. *Perform Quality Control on the sheared DNA and the Library Preparation*
5. *Load the prepared library onto the MiniSeq*

Successful performance criteria: All samples result in good quality sequence data.

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| --- | --- | --- | --- | --- |
| **Performance Assessment** | **Yes** | **No** | **Trainer Initials** | **Date** |
| *Extracted DNA met quality requirements* | 🞏 | 🞏 |  |  |
| *Sheared DNA (as applicable) met quality requirements* | 🞏 | 🞏 |
| *Library Preparation met quality requirements* | 🞏 | 🞏 |
| *Sequence data metrics met quality requirements* | 🞏 | 🞏 |
| **Comments:** | | | | |

**Section VI – Employee Attestation**

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| --- | --- | --- | --- |
| **Attestations** | **Yes** | **No** | **Trainee Initials** |
| I read and understand the procedures listed in the required reading. | **🞏** | **🞏** |  |
| I had an opportunity to discuss my questions with the trainer. | **🞏** | **🞏** |  |
| I am satisfied with the explanations provided to me; all my questions were answered. | **🞏** | **🞏** |  |
| I understand the risks and mitigation practices that eliminate/minimize these risks. | **🞏** | **🞏** |  |
| I agree to comply with risk mitigation controls to eliminate/minimize these risks. | **🞏** | **🞏** |  |

**Section VII – Review and Signatures**

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| --- | --- | --- |
| **Trainee Name** | **Signature** | **Date** |
|  |  |  |
| **Trainer Name** | **Signature** | **Date** |
|  |  |  |
| **Quality Assurance** | **Signature** | **Date** |
|  |  |  |