TEMPLATE: FEEDBACK FORM

*NOTE FOR ADOs: You can use this document as a checklist to assist with observations and evaluations of sample collection personnel. It is important that this document be reviewed and adapted to ensure it meets the needs of your program and additional procedures or process that might be in place (e.g., additional COVID-19 measures, processes, etc.) This document can be used when observing DCOs during mock sample collection session (e.g., during a training workshop) and also when observing a ‘DCO in training’ in the field. This template can also be used to evaluate Chaperones and BCOs by adapting this document (i.e., only including relevant sections). Please delete this text box once you have revised this position description.*

**Instructions**

While this document can be completed during mock sample collection, it is recommended that, when conducting observations on-site with a real athlete, it be completed immediately after sample collection (i.e., once the athlete has left).

One document per sample collection session/DCO should be completed.

This document provides key points to be mindful of while observing the following areas: selection and notification of athletes, preparing for and conducting sample collection, handling of samples, etc.

Feedback Forms should be kept in the sample collection personnel’s file.

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| **Name of DCO in training** |  |

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| --- | --- | --- | --- |
| **Date** |  | | |
| **Sport** |  | **Discipline** |  |
| **In-competition or Out-of-competition** |  | | |
| **Start Time** |  | **End Time** |  |

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|  | **Observations/Areas for improvement** |
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| **PREPARATION** | |
| The DCO ensured that the Doping Control Station (DCS) was adequate and could ensure the athlete’s privacy.  The DCS was secure and access was controlled. Only authorized individuals were present in the DCS.  The waiting room was adequate in size for the number of athletes to be tested.  The number of processing rooms was adequate for the number of athletes to be tested.  There were adequate supplies and equipment for the collection, processing and sealing of samples.  The DCO organized the sample collection equipment well in the processing area. |  |
| **SELECTION OF ATHLETES** | |
| Athletes were selected in accordance with instructions provided. | ***Observations/Areas for improvement*** |
| **NOTIFICATION OF ATHLETES** | |
| The athletes were notified at no advance notice.  The timing and location of notification was conducted to cause minimum disturbance to the competition/training of the athlete.  Any third-party notification was appropriate (i.e., athletes who are minors).  DCO identified themselves to the athletes.  The identity of the athlete was validated (e.g., driver’s license, passport, etc. was checked).  Athletes were informed of and understood their rights and responsibilities.  The notification documentation was completed correctly, including the athlete’s signature.  Any refusals or failure to comply were processed appropriately.  The athletes reported to the DCS as soon as possible.  Athletes were chaperoned at all times. |  |
| **CONDUCTING THE SAMPLE COLLECTION SESSION** | |
| **Urine Sample Collection** | |
| Upon arrival at the DCS, each athlete’s identity was verified and recorded.  Athletes who were minors had a representative with them or were assigned one.  Hydration was monitored.  The DCO explained the procedure to the athlete prior to sample collection.  Athletes were requested to wash their hands with water only or wear gloves during the provision of the sample.  A choice of equipment was available.  Although you should not witness the passing of a urine sample was it evident from the instructions that the sample was witnessed appropriately.  Athletes maintained control of their sample.  Partial samples were processed and stored appropriately (including appropriate combining with subsequent collections).  Sample volume was verified.  Samples were processed and sealed appropriately.  Sample codes were recorded on the DCF correctly.  Specific Gravity was measured and recorded appropriately. Additional samples were collected when required.  Medications and supplements were requested to be declared and recorded appropriately.  DCFs were completed accurately.  Samples were processed in a timely manner (as a guide urine only samples were processed in approximately 20 minutes and urine and blood in approximately 30 minutes).  Athletes were provided the opportunity to record comments and provide feedback.  Athletes received a copy of the DCF. |  |
| **Blood Sample Collection** | |
| The correct kit was used for the different types of blood test e.g., purple vacutainer for whole blood, ABP, yellow vacutainer for serum samples (hGH).  Venipuncture was performed appropriately e.g., no more than 3 attempts were made on an athlete.  Aftercare procedures were conducted appropriately.  Samples were inverted to aid coagulation.  Samples were stored in cool conditions.  Temperature data loggers were used. |  |
| **HANDLING OF SAMPLES** | |
| All samples collected during the sample collection session are securely stored until transportation to the laboratory.  Paperwork was securely stored.  Laboratory copies of the DCF did not disclose the identity of the athlete.  Chain of custody of the samples was recorded.  Transport boxes were adequate.  Transfer of samples to the courier was documented.  Samples were transported to the laboratory as soon as possible. |  |
| **DCO REPORTING** | |
| Doping Control Officer report completed.  Any issues, departures from procedure, intelligence gathered by SCP were documented. |  |
| **FEEDBACK** | |
| Did you receive any feedback from athletes or athlete support personnel regarding the performance of the DCO?  Did the DCO communicate clearly and confidently?  Any other comments or overall impressions? |  |
| **EVALUATION** | |
| Based on the notes above and your observations, was the DCO’s performance satisfactory? |  |
| Would you recommend additional training? |  |

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| **Name of overseeing DCO/Staff** |  |
| **Signature** |  |