

ANNUAL REVIEW OF BEAUMONT LABORATORY COMPLIANCE PLAN REVISIONS: YEAR 2018

Beaumont Laboratory Lab Section & RC: _____

Lab Leadership / Management Team: The Beaumont Laboratory Compliance Plan was updated in August 2017. All approved Department Compliance Plans are posted to the Corporate Compliance Website. **The revised Plan can also be accessed using the hyperlink below or the quick access links on the Laboratory Services web site.** *Inside Beaumont Online > Departments > "All Departments" link > Laboratory Services > Laboratory Compliance > Laboratory Compliance Plan link.*

- [Inside Beaumont - Laboratory Compliance](#)

Annual review of the current Beaumont Laboratory Compliance Plan is a mandatory compliance education activity for all Beaumont Laboratory employees/workforce with content change notification being handled in the following manner:

- **For Beaumont Laboratory Compliance Committee:** Meeting attendance log and minutes will be used to document annual review and approval by BL Compliance Committee membership.
- **For Pathologists, Administration, and Lab Section Supervisors:** E-mail will be used to notify management staff about Plan changes and message receipt tracking as documentation of annual review.
- **For all other lab staff (assistant supervisors, technical and support staff):** Lab section supervisors will be asked to communicate revisions as outlined below to their employees. Supervisors may utilize e-mail to notify staff about Plan changes and message receipt tracking as documentation of annual review. An optional log is provided on the reverse side of this memo to assist supervisors with documenting staff review. Other means of recording staff review include staff meeting agenda/minutes or notations in employee files. Regardless of method by which the supervisor elects to document this activity, the supervisor must have these records readily available for compliance auditing purposes.

Only minor changes to the Plan for year 2018:

- Updated Laboratory Leadership job titles and names.
- Updated policies referenced under "Associated Hospital and Department Policies and Procedures" section of the Lab Compliance Plan for all respective risk areas.
- Updated Laboratory Compliance Policies which underwent title changes in order to post on the Beaumont policy management system (Policy Tech)
- Removed laboratory RCs which had no staff assignments

LOG OF BL WORKFORCE REVIEW OF YEAR 2018
BEAUMONT LABORATORY COMPLIANCE PLAN REVISIONS

[illegible]

Document Control: The above log can be used to document annual review of current Beaumont Laboratory Compliance Plan. Completed log(s) will be maintained in BL section management files for BL compliance risk area monitoring purposes as outlined in the BL Compliance Plan.