

Beaumont

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Document Contact: *Colette Kessler: Mgr
Laboratory*Area: *Laboratory-Chemistry*

Key Words:

Applicability: *Royal Oak*

Review of Results and Procedures for Automated Chemistry - Royal Oak

Document Type: Guideline

I. PURPOSE AND OBJECTIVE:

The Laboratory Director may delegate some functions and responsibilities to others in the laboratory. The purpose of this document is to indicate which individuals, by job title, are authorized to act on his/her behalf for specific activities within the Automated Chemistry section.

II. GUIDELINES:

Review Function	Section Medical or Technical Director	Manager / Lead Medical Technologist	Staff
Manually Reported Assays (eg. hCG, stool occult blood)	-----	-----	Review worksheets versus Laboratory Information System (LIS) for clerical errors
Glucose Tolerance Tests		-----	Review before reporting
Maintenance Sheets	-----	Author and approve new; Review biennially; Initial and date as completed monthly	Review DAILY
Quality Control Exceptions	-----	Review at least weekly	-----
Quality Control Summary	Advise Lead Technologist if significant Mean or Standard Deviation (SD) changes	Compile Mean and SD changes monthly	-----
BioRad and other Quality Control	Review monthly	Compile data and submit monthly for peer	-----

		review	
Analytical Measuring Range Verification	Review and validate	Compile data every six months	-----
Autoverification Validation	-----	Validate analytes with new LIS and whenever changes are made	-----
Proficiency Testing/ Alternative Performance Assessments	Review all results. Sign approval for any corrective action	Review and address exceptions	Analyze specimens at workstation
Quality Assurance Monitors / Quality Management Reports	May author; Review all	May author; Maintain records; Post	Review as posted
Procedure Manuals, Technical	May author; Review biennially (NEW/ Substantial Revised - Site Medical Director approves)	May make minor revisions in document control format; Alert staff and post	Read procedure posted; Initial and date sign-off sheet
Procedure Manuals, Non-Technical (Administrative and Employee related)	May author (NEW/ Substantial, Revised – Administrative Director/ Assistant Director approves)	Author, approve and date; Supervisors review biennially; Alert staff and post	Read procedure posted; Initial and date sign-off sheet
Training Checklists	-----	Author, Review biennially. Review completed & sign for new employee/training	Complete for new employee/trainee as assigned
Reference Guides, Technical and non-Technical	-----	Author; Review biennially	-----

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Medical Director	Ann Marie Blenc: System Med Dir, Hematopath	1/27/2022
Policy and Forms Steering Committee Approval (if needed)	Colette Kessler: Mgr Laboratory [RC]	1/27/2022

Step Description	Approver	Date
Policy and Forms Steering Committee Approval (if needed)	Gail Juleff: Project Mgr Policy	1/27/2022
Lab Chemistry Best Practice Committee	Qian Sun: Tech Dir, Clin Chemistry, Path	1/27/2022
Lab Chemistry Best Practice Committee	Elizabeth Sykes: System Med Dir, Chemistry	1/21/2022
	Colette Kessler: Mgr Laboratory [RC]	1/21/2022

Applicability

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