PURPOSE:

To ensure that patient specimens and requisitions are not misplaced or lost, every day the processing technicians must inspect their area/pod.

SCOPE:

Processing Department

RESPONSIBILITY:

The Medical or Section Director is responsible for ensuring that the procedure is in compliance with CAP and CLIA regulations. The Director must review and approve this procedure at appropriate intervals. The Medical Director may delegate some of the responsibilities to other CLIA/CAP qualified personnel.

The Processing Supervisor/Manager will have the overall responsibility for implementing this procedure. The supervisor/manager is responsible for ensuring that the procedure is followed accurately and that competency documentation is appropriate.

All processors performing this procedure are required to have appropriate training and competency approved. They are responsible for reading, understanding and competently performing this procedure without deviation.

EQUIPMENT: None

SUPPLIES: None

PROCEDURE: Lab Inspection Procedure

A. At the end of the overnight shift (0800):

1.   At the send-out station
     i.   All packages, boxes, envelopes, bins should be checked for unaccessioned items
     ii. All countertops should be bleached and searched for misplaced specimens
     iii. All incoming packages should be opened immediately, accounted for, and redistributed accordingly

2.   At station 1 and station 2
     i.   All tubs and paperwork should be removed and counters bleached
     ii. All tubs should be separated and restacked to ensure no specimens were overlooked.
     iii. Check to make sure the sorted and unsorted frozen ice coolers are empty.
     iv. The GML tablets must be restarted before the first morning route

3.   At the pods
       i.   All areas should be clear of debris and cleaned with bleach while searching for missed specimens.

4.   All trash cans at the pods
       i.   Should be empty
      ii.   Should be inspected for misplaced specimens

5.   After completion of inspection, the technician must sign off and date the daily laboratory inspection checklist

B. At the end of the morning (1700) and evening shift (0130):

1.   Processors must clean up all supplies used for their shift.

2.   All tubs and ice coolers are emptied and the surface areas cleaned with bleach.

3.   At station 1 and station 2
       i.   All tubs and paperwork should be removed and counters bleached
      ii.   All tubs should be separated and restacked to ensure no specimens were overlooked.
     iii.   Check to make sure the sorted and unsorted frozen ice coolers are empty.

4.   All buckets need to be checked for any missing samples.

5.   All countertops should be wiped down with bleach.

6.   All supplies should be stocked.

7.   At the pods
       i.   All areas should be clean and neat
      ii.   Wipe down with bleach while looking for any missed specimens.

8.   All trash cans at the pods
       i.   Should be emptied into the larger shred bed
      ii.   Should be inspected for misplaced specimens by checking the bags as they are originally placed in the bin
     iii.   Write Processor ID and Date on the large, clear bag. Tie a knot after removing as much air as possible. Place in the large shred bin.

9.   The monitor screens and keyboards should be cleaned with the appropriate cleaner.

10.   All the barcode printers should be clean and ready
      a.   Clean the head of the printer with an alcohol swab
      b.   Restock if labels are low
      c.   Inspect to ensure that the barcodes are aligned and printing properly

11. After completion of inspection, the technician must sign off and date the daily laboratory inspection checklist

12. Coordinator must check that all routes that should have arrived are reconciled and no longer in transit.

REFERENCES: N/A
RELATED DOCUMENTS: N/A
APPENDICES: N/A