

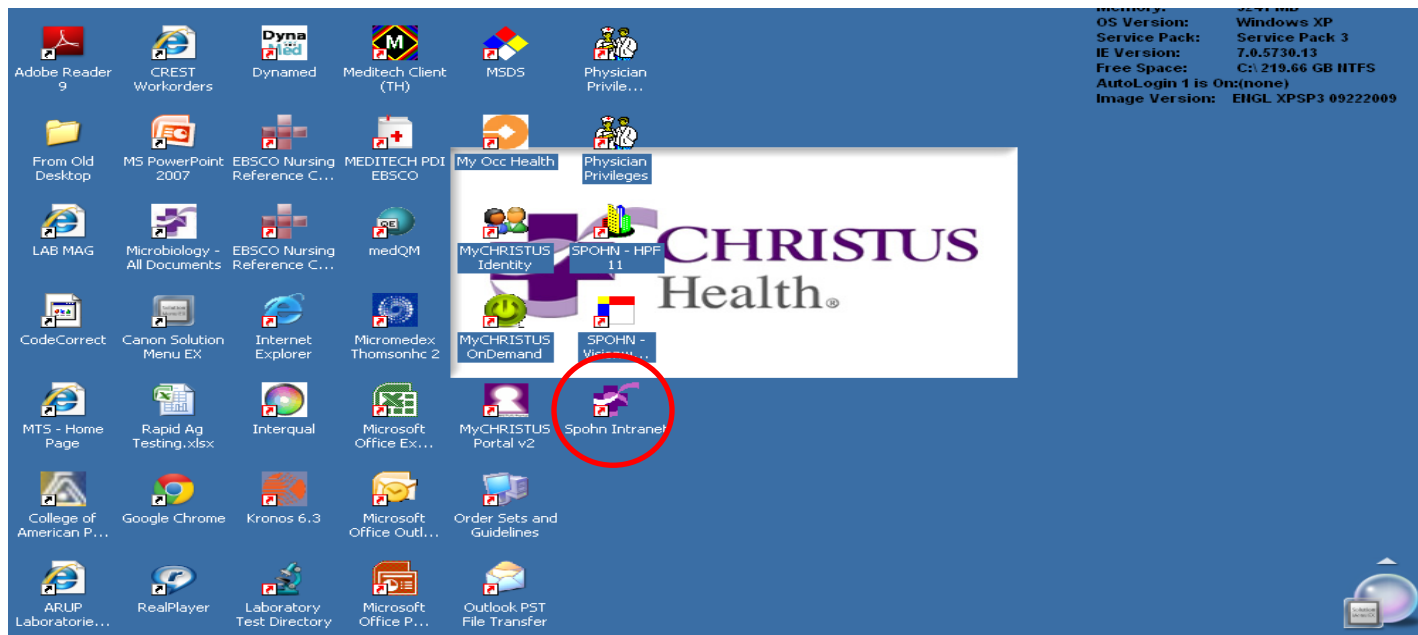
How to access Lab Policies/Procedures via CHRISTUS Connect

Purpose: All Laboratory Associates must be knowledgeable of policies and procedures relevant to their job description. Access to LAB policies/procedures/guidelines are within **CHRISTUS Connect** on the CHRISTUS Spohn Intranet.

Accountability: All Lab associates must be knowledgeable of policies and procedures relevant to Lab General and their respective section(s) and thus must know how to access such content.

Procedure for accessing content:

1. From the main desktop double click on the **Spohn Intranet** icon



2. Under **SPN Links**: choose **Dept. Sharepoint Sites** and choose **Laboratory**

Site Actions ▾

Regional Alert: Please call 1-888-681-5123 for issues related to CHRISTUS Connect. To return to the previous version of the Intranet click here.

Welcome Porche, Kristin ▾ log out | All Sites | eGuide Directory |

CHRISTUS System Links: Quick Links | News | Councils | Learn & Develop | Depts | Teams | Regions & Entities | Tools | Forms

SPN Links: Spohn Physician Roster | **Dept. SharePoint Sites** | Teams | Tools | CPOM

Spohn ▾ CHRISTUS Home
Spohn Regional Site

CHRISTUS Health.

Associate Quick Links

CHRISTUS Connect Help

IM Service Desk - Open a Ticket

Integrity Link

Password Self-Service

CHAARM

HealthStream

- Cancer Center
- Case Management
- CHRISTUS Spohn Foundation
- Community Health & Wellness
- Education
- Guidelines, Policies & Procedures
- Infection Control & Prevention
- Human Resources
- **Laboratory**
- Nursing
- Nursing Information
- Occupational Health
- Nutrition
- Pharmacy
- Quality Management
- Palliative Care
- Spiritual Care
- Rehab Services
- Volunteer Services
- SWAT: Skin & Wound Action Team

Nursing

You are now in the **CHRISTUS Spohn Laboratory CHRISTUS Connect Site.**

Site Actions ▾

SPN Links: **Spohn Physician Roster** | Dept. SharePoint Sites | Teams | Tools | CPOM

CHRISTUS Spohn LABORATORY

CHRISTUS Health.

Welcome to the CHRISTUS Spohn Regional Laboratory Site!
Our Mission: "To Extend the Healing Ministry of Jesus Christ"

Announcements

CHRISTUS Spohn Hospital Corpus Christi 2013 On-Site CAP Inspection Survey a Success! ▾

THE CHRISTUS Spohn Hospital Corpus Christi System Laboratory recently underwent its biennial CAP Inspection (the equivalent of a TJC survey) with significant improvements cited amongst findings as well as several areas of commendation. This survey demonstrated the true spirit of teamwork and collaboration in action, as in harmony with our Mission. The CSH-CC System Laboratory, Quality Management, Administration, Human Resources, Occupational Health, Nursing, Plant Maintenance, Clinical Engineering, Nutritional Services, Environmental Services, Security and all other departments/interdisciplinary areas worked shoulder-to-shoulder in this most important endeavor - each team, comprised of hard-working, dedicated individual associates, are truly what made this survey a success.

Many thanks and heartfelt appreciation to everyone involved!

Upcoming Events

Links

- AACC (American Association for Clinical Chemistry)
- ARUP Consult
- ASCP (American Society for Clinical Pathology)
- CAP (College of American Pathologists)
- CDC Website
- CMS_CLIA Web Site
- EWTN - International Catholic Website
- HealthStream HLC - On Education System
- Med Lab Training (MTS) Site
- Safety Policies and Procedures Review
- CHRISTUS Spohn Policies, Procedures, and Guide
- CHRISTUS Spohn Accreditation Site
- CHRISTUS Health Advisory
- CHRISTUS Health Live

CHRISTUS Home

Laboratory General Policies and Procedures

Regional Laboratory Policies

Regional Laboratory Procedures


CSH-CC General Laboratory Policies and Procedures

CSH-CC Laboratory Information Systems Manual

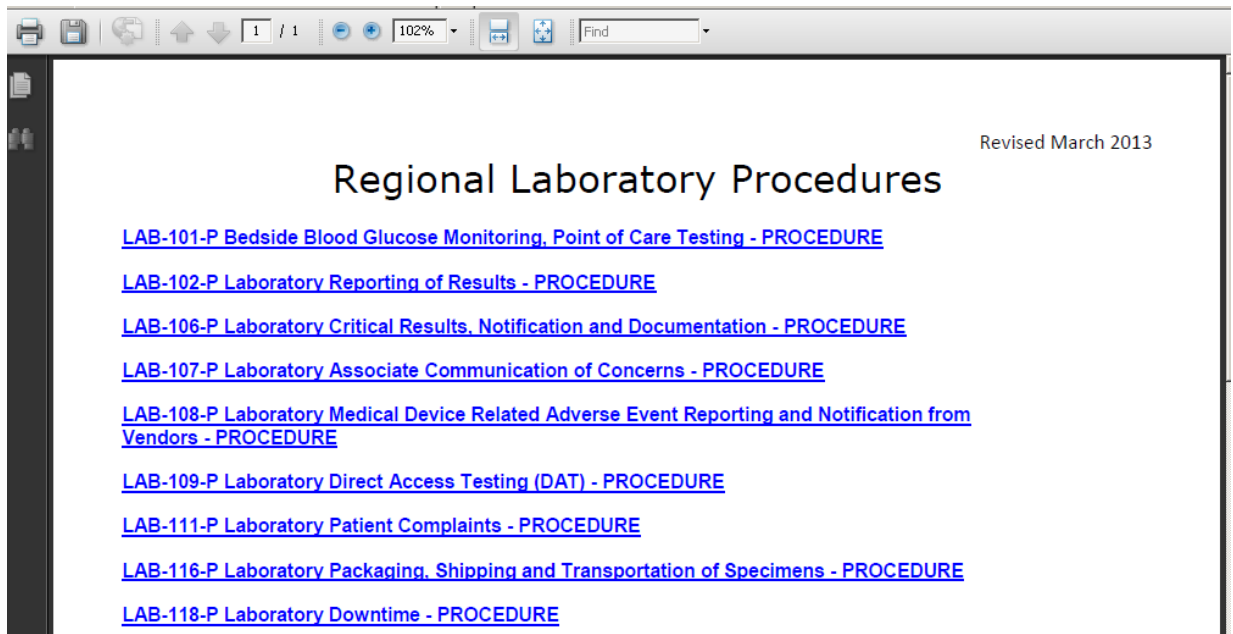
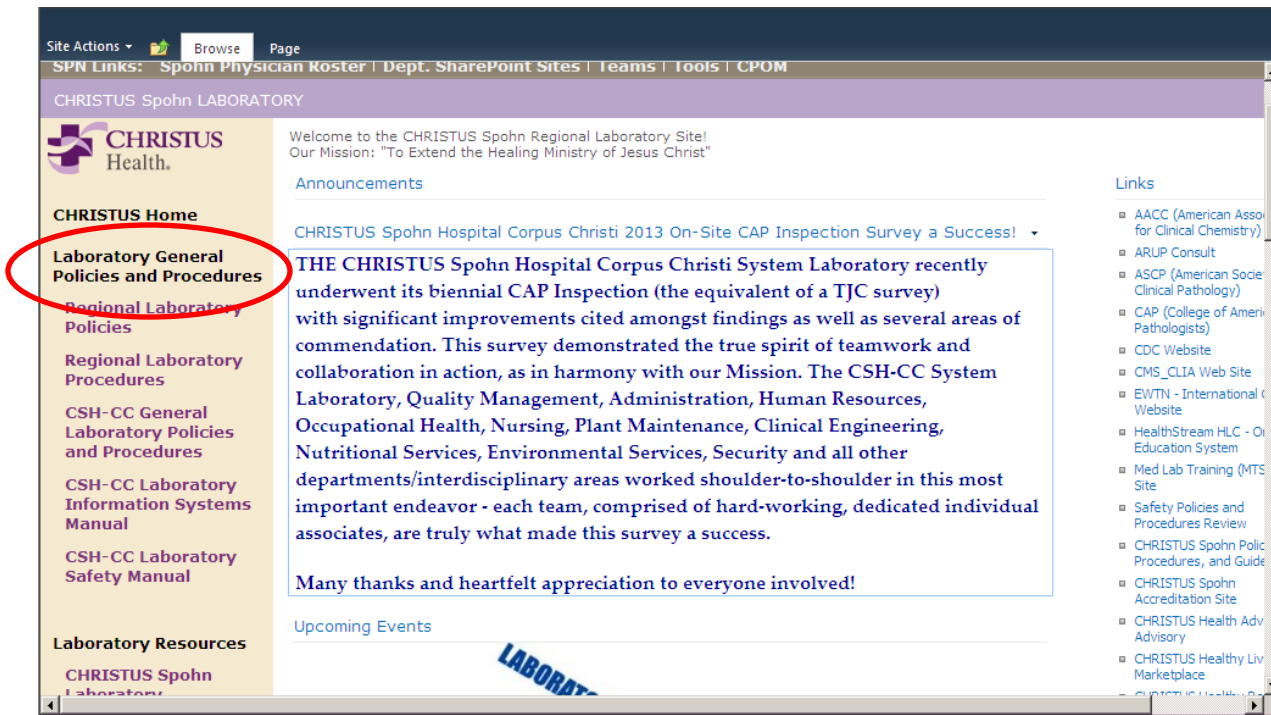
CSH-CC Laboratory Safety Manual

Laboratory Resources

3. Navigate through this page to see available content.

- A. Lab General Policies / Procedures including the Safety Manual
- B. Departmental Specific Policies/ Procedures
- C. Links to frequently accessed websites (internal and external) such as CAP, MTS Lab Training and Competency, Healthstream, etc.
- D. Lab Resources including Commonly Used Forms, Online Lab Test Menu , Specimen Collection Manual, etc.
- E. Announcements, Lab Newsletters, etc.

A. To access CC and Regional General Lab Policies and Procedures including the *Lab Critical Value Policy* and the *Packing and Shipping P&P* click on the appropriate link as shown below. Familiarize yourself with each so you are aware which policies and procedures are housed within each.



These links will link you directly to the policy or procedure which is stored on the Spohn Health System P&P site.

From this section, **Laboratory General Policies and Procedures**, you can also quickly obtain the **CSH-CC Laboratory Safety Manual**

B. To access Departmental Specific Procedures and Documents choose the appropriate library as shown below within **Department Sections.**

The screenshot shows the CHRISTUS Spohn LABORATORY website. On the left sidebar, the 'Department Sections' menu is highlighted with a red circle. The menu items are: CSHCC-Memorial LabOrgChart, CSHCC-Shoreline LabOrgChart, CSHCC-South LabOrgChart, LAB-123 Medical Director Duties, **Department Sections**, Blood Bank, Cardiopulmonary, Chemistry, Generalist, **Hematology**, **Microbiology**, Pathology, and Phlebotomy/Central Processing. The main content area features a banner for 'The Laboratory Analyzer' (Volume 1, Issue 1, March 24, 2013) and a 'Laboratory Accreditation Corner' section. Below this is a 'Tasks - Urgent - for 2013 CAP Survey Response Submissions' table with the following data:

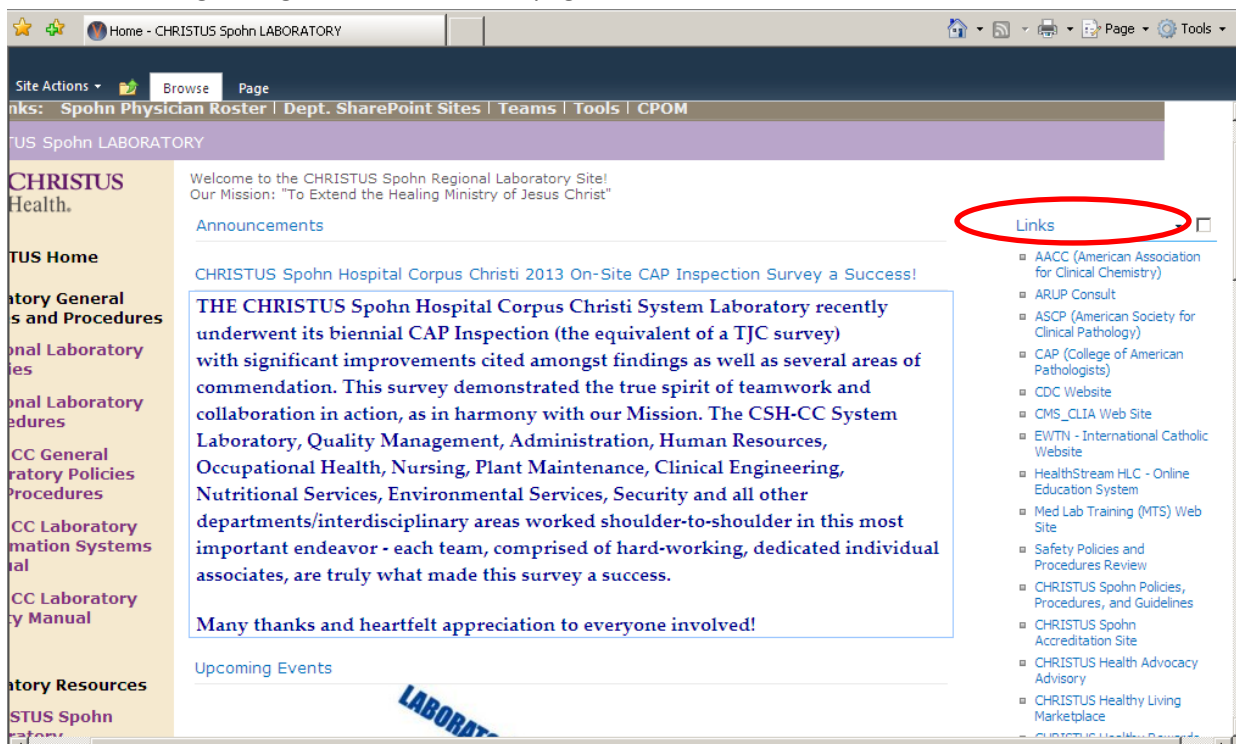
Description	Assigned To	Status	% Complete	Due Date
Please see attachment for report by site/section/person responsible (click "Tasks" above)		In Progress		5/27/2013

Upon choosing the appropriate section library (i.e. Microbiology) click on the policy/procedure or find the pertinent folder within (i.e. Microbiology – Specimen collection and Setup) to find the desired material.

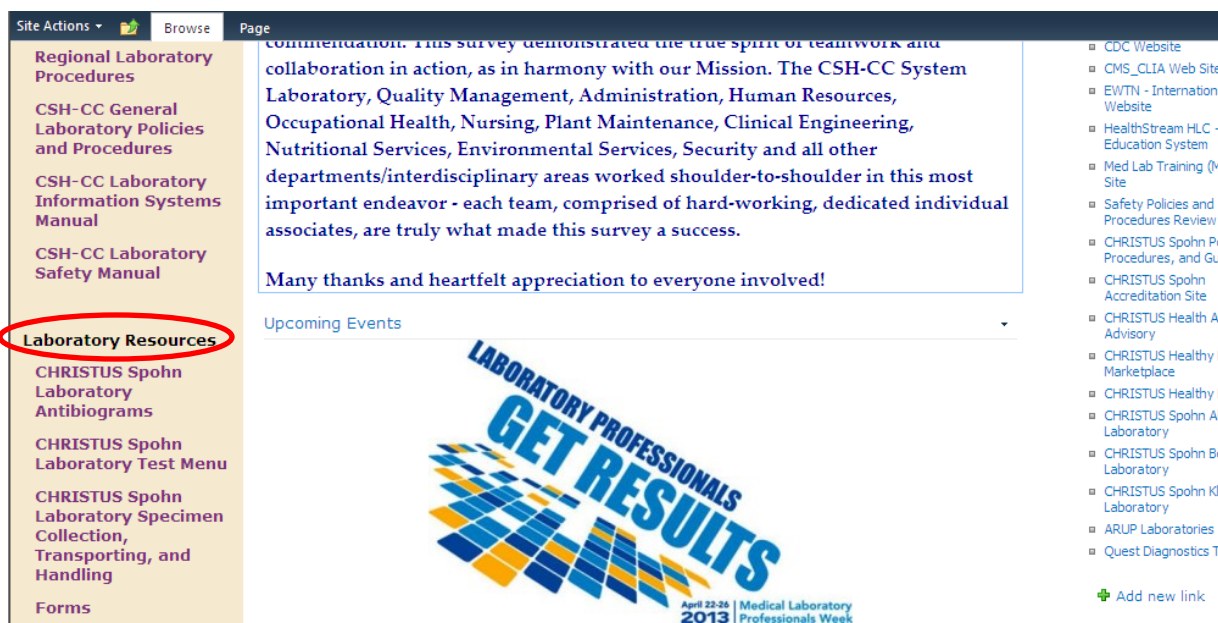
The screenshot shows the breadcrumb navigation path: CHRISTUS Spohn LABORATORY > Microbiology > Specimen Collection and Setup > All Documents. Below the breadcrumb is a table of documents with the following data:

Type	Name	Modified	Modified By	Checked Out To	Review Date
	AFB - Modified Smear for Nocardia NEW	4/5/2013 10:18	Porche, Kristin		
	Cytocentrifugation of Body Fluids NEW	4/5/2013 10:32	Porche, Kristin		
	EZ GasPak Anaerobe NEW	4/5/2013 11:16	Porche, Kristin		
	EZ GasPak Campy NEW	4/5/2013 11:19	Porche, Kristin		
	Fungus Cultures Specimen Collection and Rejection Criteria NEW	4/5/2013 11:42	Porche, Kristin		
	Gram Stain - Manual Method NEW	4/5/2013 11:48	Porche, Kristin		
	Gram Stain - Quantitation NEW	4/5/2013 11:49	Porche, Kristin		
	KOH Preparation NEW	4/5/2013 11:53	Porche, Kristin		
	Media Setup Chart - Spohn Alice ONLY NEW	4/5/2013 12:03	Porche, Kristin		
	Media Set-Up Chart NEW	4/5/2013 12:01	Porche, Kristin		
	Microbiology Specimen Collection Methods NEW	4/5/2013 13:12	Porche, Kristin		
	Mycobacteriology (AFB) Specimen Collection and Rejection NEW	4/5/2013 11:56	Porche, Kristin		
	Respiratory Specimens Acceptability NEW	4/5/2013 12:14	Porche, Kristin		

C. To access **Links** to Commonly Used Websites (internal and external) – Links are located along the right side of the home page.




D. To access Commonly Used Forms and other Lab resource material click on the **Forms** link under **Laboratory Resources** and see the forms available which include **PTO request form** and **KRONOS Time adjustment forms**. From here you can also access Antibiogram Data, the Specimen Collection Manual & the Lab Online Test Menu.



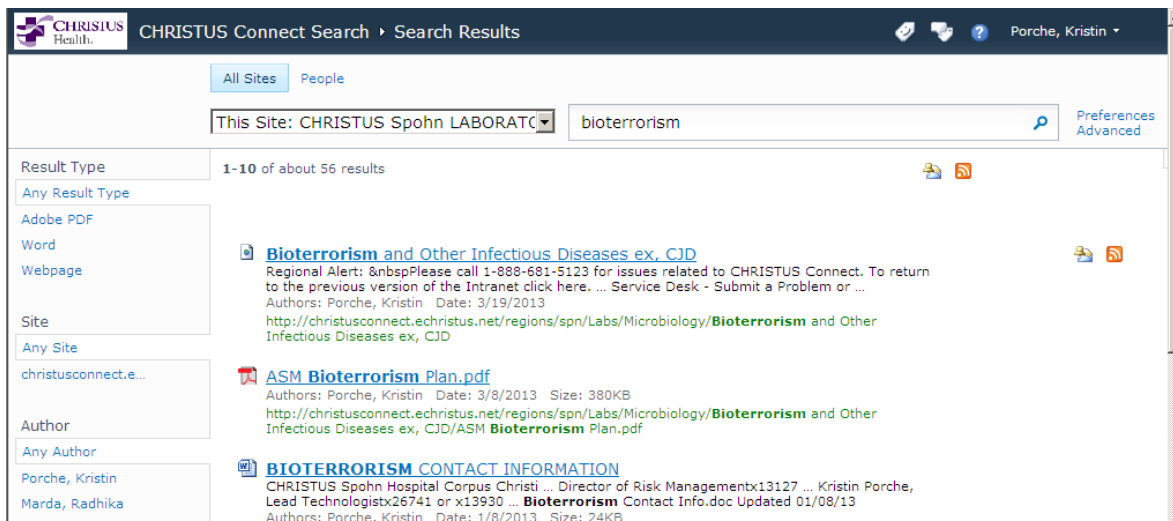
E. Within the middle section are Announcements and access to the Lab Analyzer Newsletter

If unsure where to find something within all of the available folders,

click on the **Search**  field located near the top, and choose the appropriate drop-down to limit the search. In the box to the right enter the term/word to be searched. **Note:** Limiting the search to a specific folder, i.e., to **“This Site: CHRISTUS Spohn Laboratory”** will make the search more applicable and pertinent to Spohn Lab material.



Example: Searching for **Bioterrorism** within Spohn Lab CHRISTUS Connect pulled the following:



The most applicable and most recent hits are usually at the top of the search list.

Familiarize yourself with the Search button to quickly and easily access content.

For further instruction on utilizing the Laboratory CHRISTUS connect site please ask your Lead Tech and/or Lab Manager.