

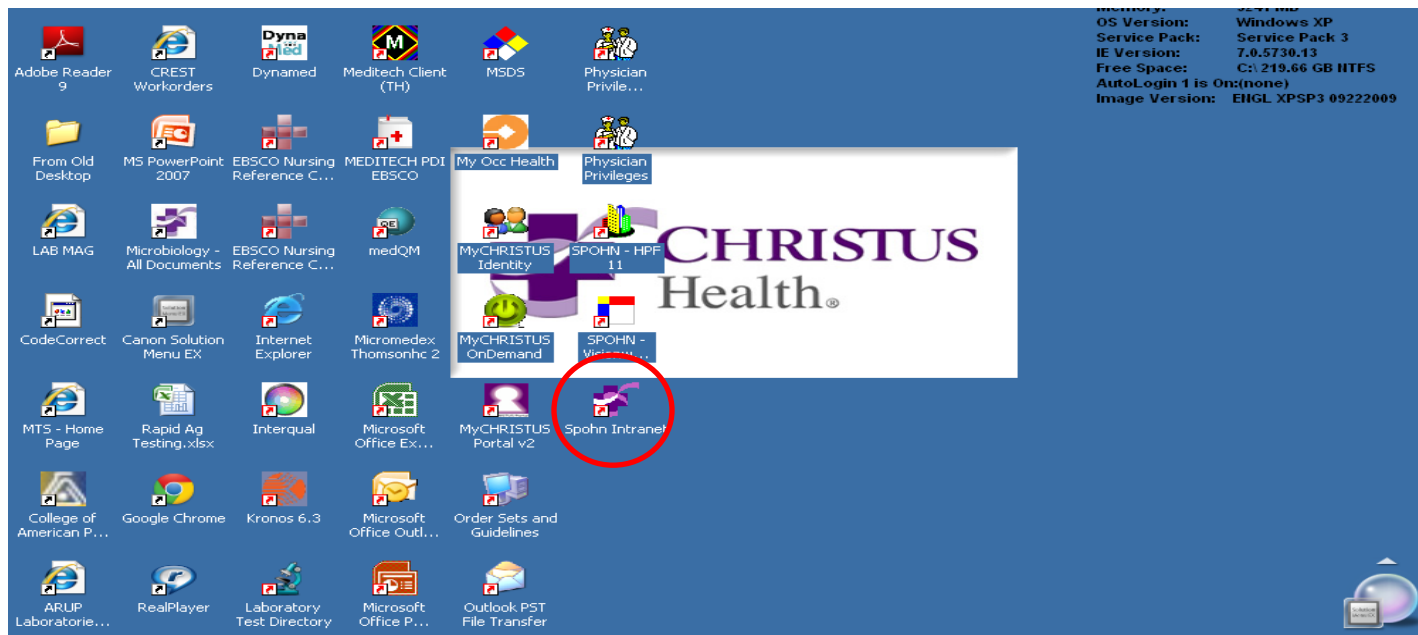
## How to access Lab Policies/Procedures via CHRISTUS Connect

**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 ▾ Browse Page

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

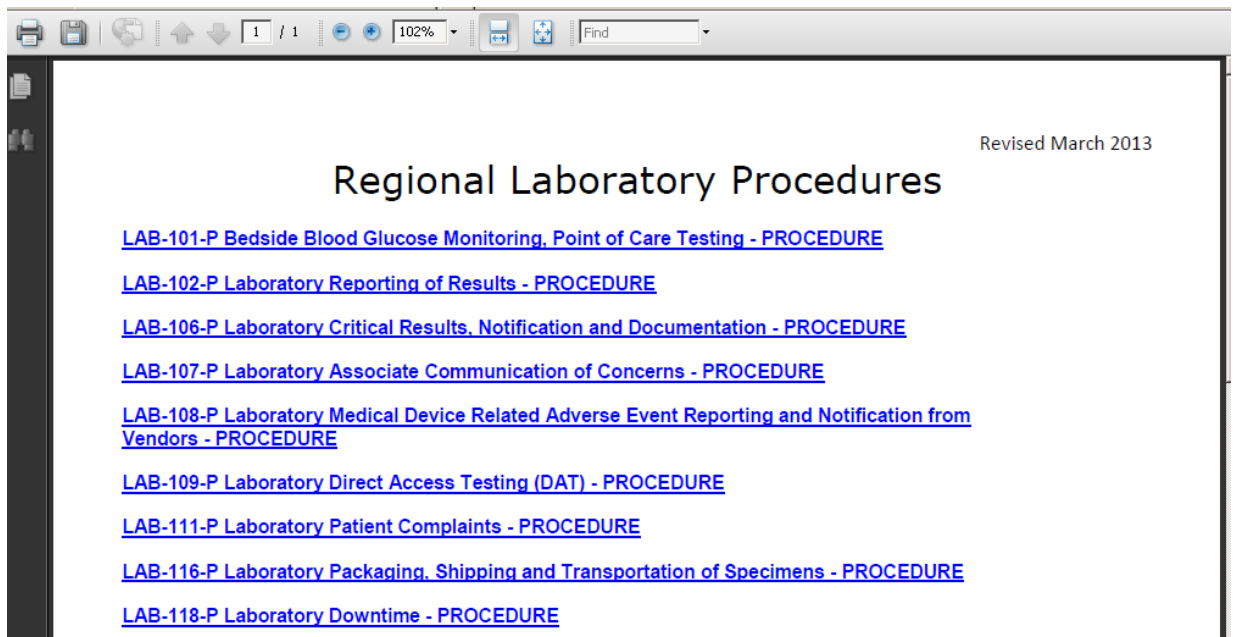
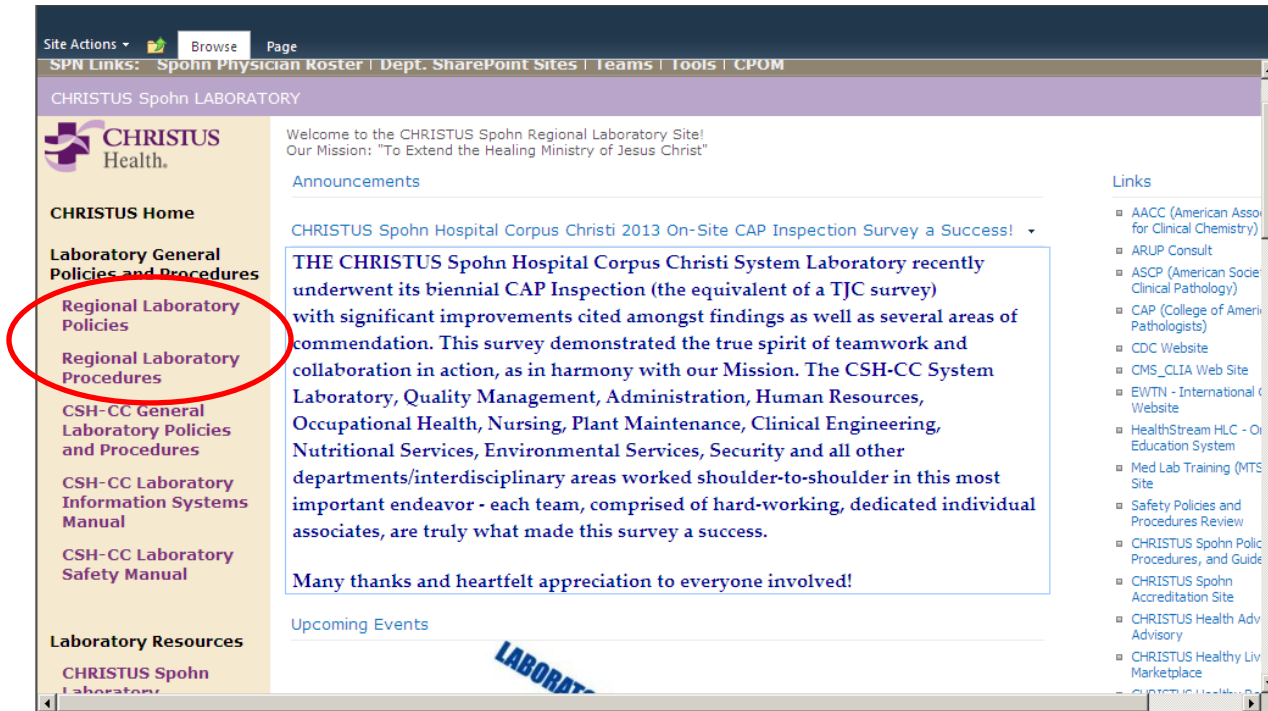
- Regional Laboratory Policies
- Regional Laboratory Procedures
- CSH-CC General Laboratory Policies and Procedures
- CSH-CC Laboratory Information Systems Manual
- CSH-CC Laboratory Safety Manual

Laboratory Resources

**3. Navigate through this page to see available content.**

- Lab General Policies / Procedures including the Safety Manual
- Departmental Sections – Department Specific Policies/ Procedures
- Links to frequently accessed websites (internal and external) such as CAP, MTS Lab Training and Competency, Healthstream, etc.
- Lab Resources including Commonly Used Forms, Online Lab Test Menu , Specimen Collection Manual, etc.
- Announcements, 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. **Lab Gen Policies/Procedures are relevant to ALL Lab Staff.**



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**

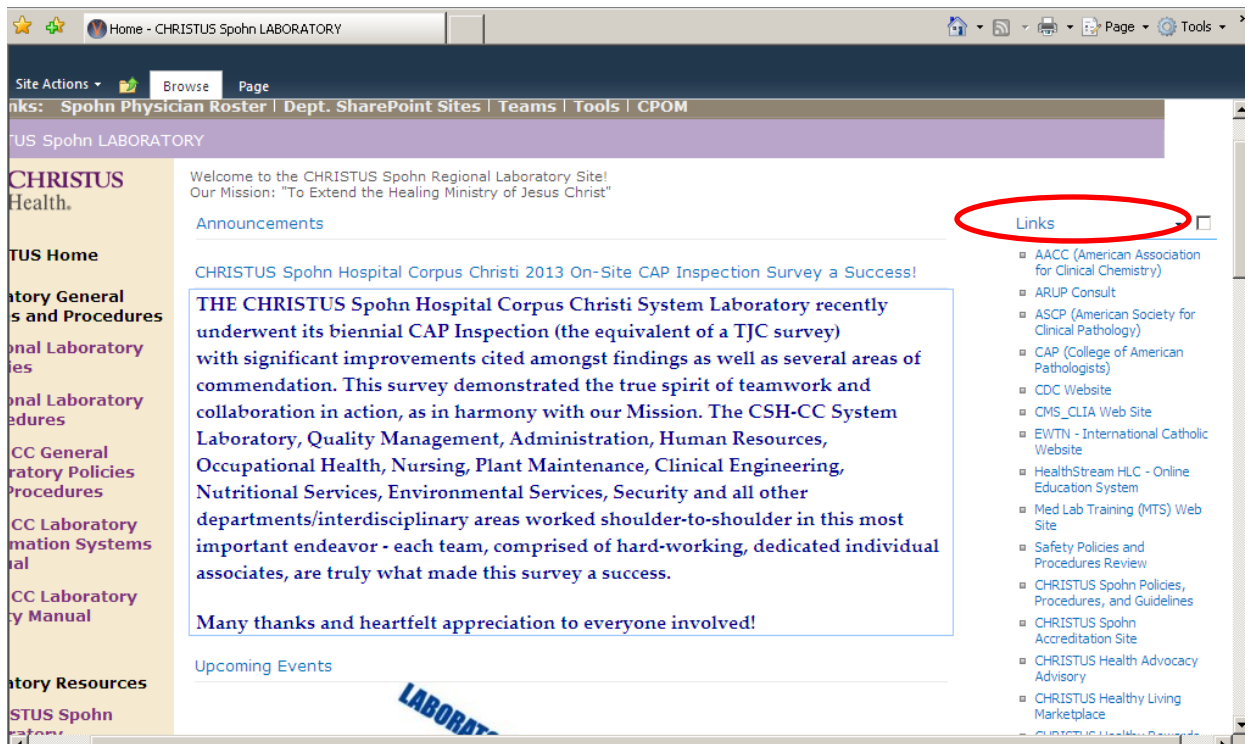
**B. To access Departmental Specific Procedures and Documents** choose the appropriate library as shown below within **Department Sections**.

The screenshot shows the CHRISTUS Spohn LABORATORY website. On the left, a navigation menu lists various departments: CSHCC-Memorial LabOrgChart, CSHCC-Shoreline LabOrgChart, CSHCC-South LabOrgChart, LAB-123 Medical Director Duties, **Department Sections** (circled in red), Blood Bank, Cardiopulmonary, Chemistry, Generalist, Hematology, **Microbiology** (circled in red), 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 columns for Description, Assigned To, Status, % Complete, and Due Date. A task is listed with the description 'Please see attachment for report by site/section/person responsible (click "Tasks" above)', assigned to 'Travland, Mary Anne', and due on 5/27/2013. Below the tasks is a section for '2013 CAP Inspection: CSH-CC System Lab General Checklist Book of Evidence' with a table listing items by Type, Name, and Modified By.

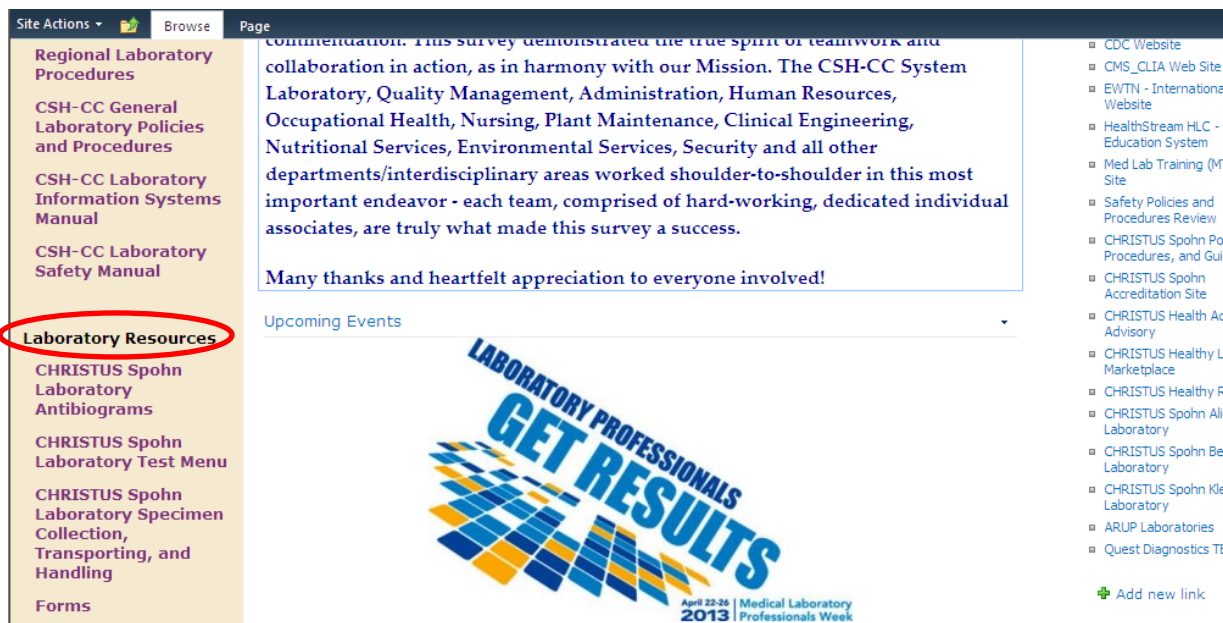
Upon choosing the appropriate section library (i.e. Microbiology) click on the policy/procedure or find the pertinent folder within (i.e. Microbiology – Specimen collection and Setup) to find the desired material.

The screenshot shows the breadcrumb trail: CHRISTUS Spohn LABORATORY > Microbiology > Specimen Collection and Setup > All Documents (circled in red). Below the breadcrumb is a table of documents with columns for Type, Name, Modified, Modified By, Checked Out To, and Review Date. The table lists 13 documents, all modified by 'Porche, Kristin' on 4/5/2013. The documents include: AFB - Modified Smear for Nocardia, Cytocentrifugation of Body Fluids, EZ GasPak Anaerobe, EZ GasPak Campy, Fungus Cultures Specimen Collection and Rejection Criteria, Gram Stain - Manual Method, Gram Stain - Quantitation, KOH Preparation, Media Setup Chart - Spohn Alice ONLY, Media Set-Up Chart, Microbiology Specimen Collection Methods, Mycobacteriology (AFB) Specimen Collection and Rejection, and Respiratory Specimens Acceptability.

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.



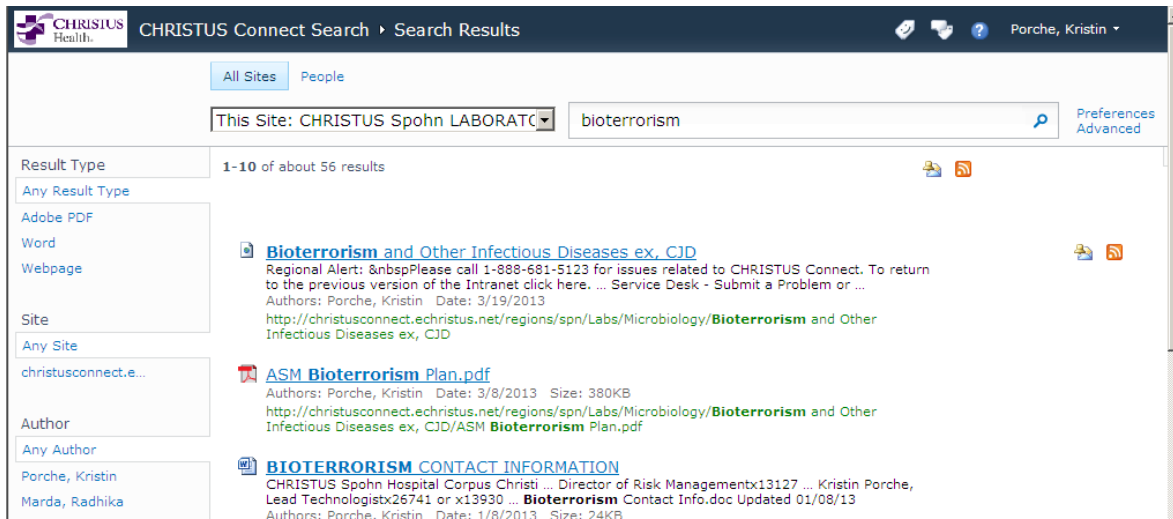
E. Within the middle section may be Announcements and applicable material relevant to accreditation, etc.

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

click on the **Search**    field located near the top, as shown below, 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.**