

STANTON TERRITORIAL HEALTH AUTHORITY

TITLE:	Revision Date:	Issue Date:		
Training of Laboratory Staff for New or	30-September-15	30-September-13		
Changed Procedures	-			
Document Number: QUA70250	Status: Approved			
Distribution: Laboratory Quality Manual	Page: 1 of 7			
Approved by:	Signed by:	und Case		
C. Case, Manager of Diagnostic Services	cray			

Yellowknife, Northwest Territories

PURPOSE:

The purpose of this procedure is to outline the process for the notification of relevant staff members of new or changed procedures. This process can also be used for other laboratory documents. Only MTS site administrators will have access to add or remove documents from the MTS website.

POLICY:

See QUA70000 Creation, Review, and Approval of Documents.

PROCEDURE INSTRUCTIONS:

Step	Action
Notify	ing and Training Staff of New or Changed Procedures
1	Notification and training of staff for new or changed procedures is achieved through the MTS website. This process can only be initiated by an individual with administrative
	status on the MTS website.
2	Log in to the website <u>www.medtraining.org</u> .
	From the toolbar, select the purple Content button.
3	My Assignments Training Library My CE Marwywr Content Preferences
4	Select the Stanton Territorial Health Authority Content tab. Stanton Territorial Health Authority Content
5	Expand the selection (if required) by clicking on the + at the left so that it displays as

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 FILENAME:
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	shown below.					
	MTS content Stanton Territorial Health Autho	rity Content				
	PROGRAM AS	SIGNED	COMPLETE	AVG SCORE %		
	Competency Tests			(C)	9 G 9 G	
	Click on the	column of th	e Document	s row to add the	e new or	
	revised document.					
	In the pop up window that appear	rs, select the	Add n	ew file or folder		
	Custom Document option and T	ype the nam	e of	۱.		
the document preceded by the document number					ent / Documents	
6	into the name field.		◯ Folde ◯ Com ④ Cust	er petency assessment om document		
	Press the Save button.	NAME OC2030	11 Printing User ID Barcode L	abels for POCT		
			Save	Cancel		
	The document title will now appe	ar.				
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	E Test	1	0		C	
	Double click on the document title.					

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	Fill out the panel provided with the relevant informatic	on for the	VERSION 2013-08-30
	document.		
	Ensure all field indicated by the red arrows in	the	TITLE
	diagram to the right are filled in and accurate.		POC20301 Printing User I
	• The Start date will default at the current date v	with the	8/30/2013
	End date one year after that. You are unable	to edit the	END DATE 8/30/2014
	Start date.		ТОРІС
	Select the appropriate PDF document from yc	our files	Barcode Label Generation
8	using the Browse button.		Carolyn Russell
	Ensure that the appropriate version number is	s entered	DOCUMENT FILE:
	in the Version Notes field.		Browse
	Check the Request Read Receipt box.		VERSION NOTES:
	Click on the blue Save Changes button.		REQUEST BEAD RECEIPT
			By checking this
	If only minimal changes have been made since an ea	arlier	box, I certify that 💌
	version or if this is just a scheduled review, a quiz ma	iy not be	Save Changes
	required. Should this be the case skip to Step 13.		
	Once the blue Save Changes button has been		
	clicked, an Add Test selection will appear.	REQUEST RE	AD RECEIPT
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9	end users.	Save C	hanges
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	1	Add Test	

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	for adding the questions and answe	rs for Edit Test
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	points of the document for	IMAGE FILE (.JPG) Browse
	comprehension.	QUESTION
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	question if required. Screen	shots
10	can be saved in this format u	using CHOICES CORRECT
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	Questions can be added or	Tools
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	Remove buttons.	Phlebotomy
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11	answer.	\Documents and Settings\crussell\My Docur Browse
	EX	PLANATION
	Th	he phlebotomy section of SCC Soft Lab is used to
		V
12	Once all of the questions have been	entered, click on the Save button.
	From the main screen select the pu	rple Users button.
40		UNIVERSITY of WASHINGTON DEPARTMENT OF LARORATORY MEDICINE
13		Hello, Carolyn <u>My Account</u> <u>Support</u> <u>Loqout</u>
	My Assignments Training Library My CE	Manage: Users Content Preferences

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	Click the check boxes co	rresponding to the inc	dividuals y	ou wish to	assign the review of	:
	this document to.					
	Assign 😢 Unassign 🕑	Notify 🕂 Add User 🧲 D	elete User			
14	NAME	LOCATION	ASSIGNED	COMPLETE	AVG SCORE %	
	Adebayo Agboola	Core	41	0		
	Erin Allum	Core	41	0		
	Michael Arbuckle	Administrator	41	0		
	Once all of the individuals	s have been selected	click on t	he <mark>Assign</mark>	button.	
	In the pop up window, clic	ck the check box that	Assign			
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	Select Document Review from the drop down	Send Email Notification (Recipients: 1)	
	list in the pop up window.		
		Document Review	
17	The other required content will auto populate.	MESSAGE SUBJECT Laboratory Document Review	
		MESSAGE CONTENT	
	Click on the blue Send button.	This is an email notification that a laboratory document is available for review.	
		~	
		Edit Send	
	The website will confirm that the notification has been sent.		
18	Email Notification Sent		
	Number of emails successfully sent: 1		
	Jennfer Daley Bernier (jennifer_dbernier@gov.nt.ca)		
	 X X 		

RELATED DOCUMENTS:

- QUA70000 Creation, Review, and Approval of Documents
- QUA70200 Creating, Reviewing and Approving Laboratory Documents

REFERENCES:

- Clinical and Laboratory Standards Institute. (2006). Laboratory Documents: Development and Control; Approved Guideline - Fifth Edition. Wayne, Pennsylvania: Clinical and Laboratory Standards Institute.
- Clinical and Laboratory Standards Institute. (2006). *The Key to Quality:The fundamentals for implementing a quality management system in the clinical laboratory.* Wayne,Pennsylvania: Clinical and Laboratory Standards Institute

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REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	30Sep13	Initial Release	C. Russell

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