

STANTON TERRITORIAL HEALTH AUTHORITY

Yellowknife, Northwest Territories

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


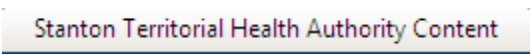
PURPOSE:

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
Notifying 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 www.medtraining.org .
3	From the toolbar, select the purple Content button. 
4	Select the Stanton Territorial Health Authority Content tab. 
5	Expand the selection (if required) by clicking on the + at the left so that it displays as

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FILENAME:
QUA70250TrainingofLaboratoryStaffforNeworChangedProceduresPRO.doc

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shown below.

PROGRAM	ASSIGNED	COMPLETE	AVG SCORE %	
Stanton Territorial Health Authority Content				+
Competency Tests				🔄 + 📄
Documents				🔄 + 📄

Click on the **+** in the right hand column of the Documents row to add the new or revised document.

6

In the pop up window that appears, select the **Custom Document** option and Type the name of the document preceded by the document number into the name field.

Press the **Save** button.

Add new file or folder

SAVE TO:
Stanton Territorial Health Authority Content / Documents

Folder
 Competency assessment
 Custom document

NAME

Save **Cancel**

The document title will now appear.

PROGRAM	ASSIGNED	COMPLETE	AVG SCORE %	
Stanton Territorial Health Authority Content				+
Competency Tests				🔄 + 📄
Documents				🔄 + 📄
Demo	1	0		🔄
POC20301 Printing User ID Barcode Labels for POCT	0	0		🔄
Test	1	0		🔄

Double click on the document title.

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8	<p>Fill out the panel provided with the relevant information for the document.</p> <ul style="list-style-type: none"> • Ensure all field indicated by the red arrows in the diagram to the right are filled in and accurate. • The Start date will default at the current date with the End date one year after that. You are unable to edit the Start date. • Select the appropriate PDF document from your files using the Browse button. • Ensure that the appropriate version number is entered in the Version Notes field. • Check the Request Read Receipt box. • Click on the blue Save Changes button. <p>If only minimal changes have been made since an earlier version or if this is just a scheduled review, a quiz may not be required. Should this be the case skip to Step 13.</p>	
9	<p>Once the blue Save Changes button has been clicked, an Add Test selection will appear.</p> <p>Double click on Add Test to add a quiz to ensure comprehension of the document by the end users.</p>	

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10	<p>The left side of the screen that appears is for adding the questions and answers for the quiz.</p> <ul style="list-style-type: none"> • Ensure that the questions test key points of the document for comprehension. • .JPG images can be added to the question if required. Screen shots can be saved in this format using Snagit. • Questions can be added or removed using the Add and Remove buttons. • Ensure that the appropriate selection is marked as correct. 	
11	<p>The right hand side of the screen is for entering the rationale for the correct answer.</p>	
12	<p>Once all of the questions have been entered, click on the Save button.</p>	
13	<p>From the main screen select the purple Users button.</p>	

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14 Click the check boxes corresponding to the individuals you wish to assign the review of this document to.

Assign
 Unassign
 Notify
 Add User
 Delete User

<input type="checkbox"/>	NAME	LOCATION	ASSIGNED	COMPLETE	AVG SCORE %
<input checked="" type="checkbox"/>	Adebayo Agboola	Core	41	0	
<input type="checkbox"/>	Erin Allum	Core	41	0	
<input type="checkbox"/>	Michael Arbuckle	Administrator	41	0	

Once all of the individuals have been selected click on the **Assign** button.

15 In the pop up window, click the check box that corresponds to the document you wish to assign for review.

Click on the **Assign** button.

Assign

Step 1: Navigate to file(s) and single click to select.
Step 2: Press the 'Assign' button at lower left.

<input type="checkbox"/>	Select all
<input type="checkbox"/>	Lab Competency Assessment
<input type="checkbox"/>	Stanton Territorial Health Authority Content
<input type="checkbox"/>	Documents
<input type="checkbox"/>	Demo
<input checked="" type="checkbox"/>	POC20301 Printing User ID Barcode Labels for POCT
<input type="checkbox"/>	Test
<input type="checkbox"/>	Lab Training Library

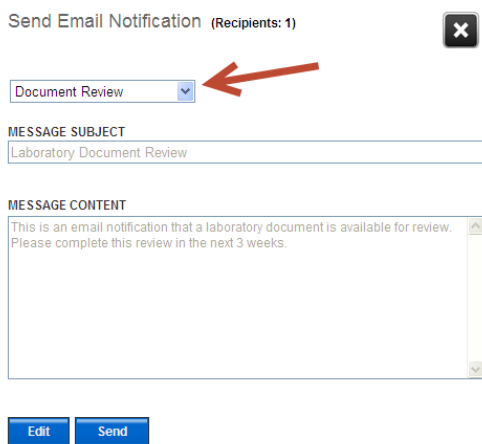
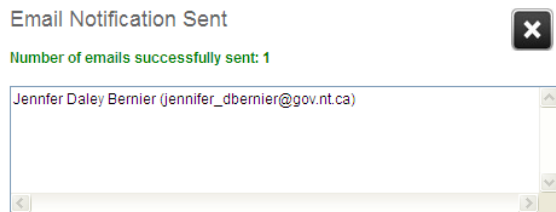
16 Click the check boxes corresponding to the individuals you wish to notify of this assignment.

Assign
 Unassign
 Notify
 Add User
 Delete User

<input type="checkbox"/>	NAME	LOCATION	ASSIGNED	COMPLETE	AVG SCORE %
<input checked="" type="checkbox"/>	Adebayo Agboola	Core	41	0	
<input type="checkbox"/>	Erin Allum	Core	41	0	
<input type="checkbox"/>	Michael Arbuckle	Administrator	41	0	

Once all of the individuals have been selected, click on the **Notify** button.

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17	<p>Select Document Review from the drop down list in the pop up window.</p> <p>The other required content will auto populate.</p> <p>Click on the blue Send button.</p>	
18	<p>The website will confirm that the notification has been sent.</p> 	

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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