


STANTON TERRITORIAL HEALTH AUTHORITY



Yellowknife, Northwest Territories

TITLE: Laboratory Orientation	Revision Date: 28 February 2018	Issue Date: 28 February 2016
Document Number: QUA30200	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 1 of 4	
Approved by: S. Asmussen, Manager of Diagnostic Services	Signed by: 	

PURPOSE:

The purpose of a Laboratory Orientation is to ensure all new or transferred staff members have an adequate knowledge of their responsibilities in the laboratory according to their job description.

PROCEDURE INSTRUCTIONS:

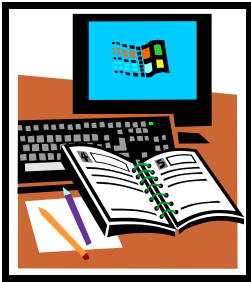

Step	Action
1	The Laboratory Supervisor introduces the new employee to the laboratory personnel and provides a tour of the laboratory.
2	The Laboratory Supervisor takes the employee on a tour of the hospital and demonstrates how to open the secured doors. 
3	The Laboratory Supervisor reviews the job description, lab organization chart, work schedule, coffee and lunch breaks.
4	The Laboratory Supervisor confirms that an Orientation has been scheduled with the Human Resources Department for the employee to review such items as bank account number for payroll, benefits, etc.
5	The Laboratory Supervisor fills out QUA30210 Laboratory Orientation Checklist. The employee retains this form until orientation is complete. When the form has been completely filled out, it is returned to the Laboratory Supervisor for review and filing. 
6	The Laboratory Supervisor completes the Setup Request for STHA Network Access and the NWT HealthNet Viewer Access Request Form . The employee and the Laboratory Supervisor will complete the forms and the Laboratory Supervisor will return them to computer services and the Department of Health and Social Services.

NOTE: This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.


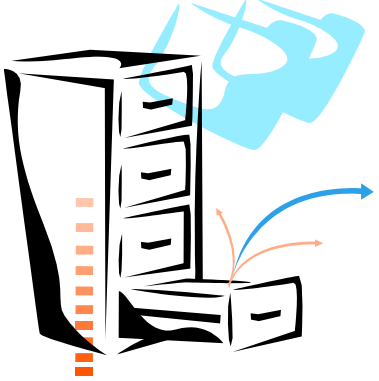
FILENAME: QUA30200LabOrientationPRO.doc

PRINT DATE: 28 February 2016

TITLE: Laboratory Orientation	Revision Date: 28 February 2018	Issue Date: 28 February 2016
Document Number: QUA30200	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 2 of 4	

7	The Laboratory Supervisor will determine the required access for the Laboratory Information System for the employee and arrange for access to the LIS.
8	The Laboratory Supervisor will explain the use of the hospital telephone system.
9	The Laboratory Supervisor updates the new employee in the department telephone list and disaster call back plan.
10	<p>The employee is shown the location of the hospital policy and procedure manuals:</p> <ol style="list-style-type: none"> 1. Hospital Wide Manual 2. Human Resources Manual 3. Laboratory Safety Manual 4. Infection Control Manual 5. Code Binder 6. Laboratory Quality Manual 
11	The employee will familiarize themselves with the Laboratory Quality Manual and the Laboratory Safety Manual.
12	<p>The Laboratory Safety Officer will show the employee the location of safety equipment such as shower, eyewash station and chemical spill kits. The Laboratory Safety Officer will instruct the employee on the use of personal protective equipment such as gloves, eyewear, lab coats and masks, and will show the employee how to report an incident/injury in the RiskPro system.</p> 
13	Employees shall undergo a Transportation of Dangerous Goods course.
14	New employees will complete the mandatory training outlined in the STHA Learning Management System. The Laboratory Supervisor will ensure the employee is set up in the system by Staff Education and Development and ensure the employee has their photo taken for their ID badge.
15	The new employee will attend the next hospital orientation session. All employees must also be FIT tested for masks and be up to date on all required vaccinations and TB tests. These can be organized through the Staff Education and Development Department and the Occupational Health and Safety/Infection Control Department

TITLE: Laboratory Orientation	Revision Date: 28 February 2018	Issue Date: 28 February 2016
Document Number: QUA30200	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 3 of 4	

	through the Learning Management System.	
16	The new employee will complete Glucometer training, if required.	
17	The new employee will complete all applicable laboratory department checklists.	
18	At the end of the Laboratory Orientation, the Laboratory Supervisor/Safety Officer will initial all areas affected on the Laboratory Orientation Checklist. If any of the areas are not applicable to the new employee, the Laboratory Manager will indicate this on the form using N/A and sign that area.	
19	The form is to be returned to the employee and will be used throughout the laboratory as a record of training. When all areas have been completed and signed off by the trainers (Technologists/Laboratory Assistants/Tech IIs), the Laboratory Supervisor and the trainee will both sign and date the form. A copy will be given to the employee for their records and the original will be filed in the employee's file at the Laboratory.	
20	The Laboratory Supervisor will provide a copy of the documentation to the Laboratory Manager who will have a chance for final review prior to forwarding the necessary documents to the Human Resources Department.	

RELATED DOCUMENTS:

- QUA30210 Laboratory Orientation Checklist
- Set Up Request for STHA Network Access
- NWT HealthNet Viewer Access Request Form

NOTE: This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.	
FILENAME: QUA30200LabOrientationPRO.doc	PRINT DATE: 28 February 2016

TITLE: Laboratory Orientation	Revision Date: 28 February 2018	Issue Date: 28 February 2016
Document Number: QUA30200	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 4 of 4	

REFERENCES:

- Clinical and Laboratory Standards Institute. (2006). *The Key to Quality: The fundamentals for implementing a quality management system in the clinical laboratory*. Wayne, PA, USA: Clinical and Laboratory Standards Institute.
- Clinical and Laboratory Standards Institute. (2011). *Quality Management System: A Model for Laboratory Services; Approved Guideline* (Fourth Edition ed.). Wayne, PA, USA: Clinical and Laboratory Standards Institute.
- Clinical and Laboratory Standards Institute. (2012). *Training and Competence Assessment; Approved Guideline* (Third Edition ed.). Wayne, PA, USA: Clinical and Laboratory Standards Institute.
- Clinical and Laboratory Standards Institute. (2015). *Laboratory Personnel Management* (First Edition ed.). Wayne, PA, USA: Clinical and Laboratory Standards Institute.

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	11Dec15	Initial Release	C.Russell