


# STANTON TERRITORIAL HEALTH AUTHORITY



## Yellowknife, Northwest Territories

<b>TITLE:</b> Laboratory Assistant Orientation and Training	<b>Revision Date:</b> 28 February 2018	<b>Issue Date:</b> 28 February 2016
<b>Document Number:</b> QUA30212	<b>Status:</b> <b>Approved</b>	
<b>Distribution:</b> Laboratory Quality Manual	<b>Page:</b> 1 of 4	
<b>Approved by:</b> S. Asmussen, Manager of Diagnostic Services	<b>Signed by:</b> 	

### PURPOSE:

The purpose of the Laboratory Assistant Orientation and Training Procedure is to ensure comprehensive training in all areas of the laboratory.

### PROCEDURE INSTRUCTIONS:





Step	Action
1	After the general Laboratory Orientation has been completed, the new employee will follow a rotating schedule through the necessary benches.
2	Two to four weeks will be allotted to specimen accessioning, collection and handling including electrocardiograms, specimen receiving, centrifugation and specimen acceptability. 
	One week will be allotted to ward rounds and inpatient collections including the delivery of mail. 

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<b>Distribution:</b> Laboratory Quality Manual	<b>Page:</b> 2 of 4	

	<p>Two to four weeks will be allotted to training on the Specimen Control bench. Duties include unpacking boxes, accessioning, referral samples, send out of frozen samples, report handling and data processing.</p>	
	<p>Once all training is completed at the hospital and the employee is both confident and comfortable with all required duties, the new employee will be trained for two weeks to run the Laboratory Outpatient Clinic at the YPCC.</p>	 <h2 style="display: inline-block; vertical-align: middle;">Blood Work</h2>
3	<p>The training in each area will cover the aspects of the LIS that apply to that section.</p>	
4	<p>The new employee will follow a standardized training program in each area. The Trainer will complete a checklist from each area based upon the training program and will communicate to the Tech II/Supervisor whether the training has been completed. The checklist will be kept in the training folder.</p>	
	<b>If:</b>	<b>Then:</b>
	<p>The training in that area is complete</p> 	<p>The Trainer or Tech II will sign off on QUA30211 Lab Training Master List.</p> <p>The new employee will complete QUA30220 Evaluation of Training Experience and submit it to the Laboratory</p>

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<b>Distribution:</b> Laboratory Quality Manual	<b>Page:</b> 3 of 4	

		Supervisor.
	<p>The training is not complete</p> 	<p>The Tech II and Lab Supervisor will evaluate the deficiencies and schedule additional time in the department (as required) to complete the training.</p>
5	<p>Once the new employee has been trained in all applicable areas of the laboratory, the employee and Laboratory Supervisor will both sign and date the Training Plan and Record. A copy is given to the employee and the original is forwarded to the Laboratory Manager for final review and comment prior to filing in the personnel file.</p>	

**RELATED DOCUMENTS:**

- QUA30211 Lab Training Master List
- QUA30220 Evaluation of Training Experience
- Individual Bench Orientation Checklists

**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*

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<b>Distribution:</b> Laboratory Quality Manual	<b>Page:</b> 4 of 4	

*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