


STANTON TERRITORIAL HEALTH AUTHORITY


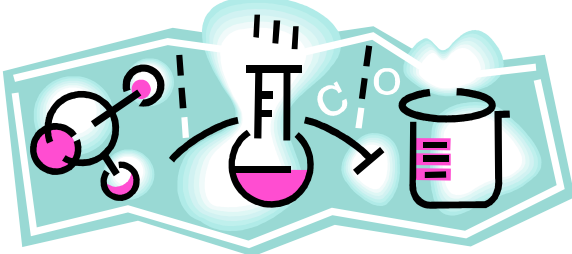
Yellowknife, Northwest Territories

TITLE: Core Laboratory Orientation and Training	Revision Date: 28 February 2018	Issue Date: 28 February 2016
Document Number: QUA30240	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 1 of 4	
Approved by: S. Asmussen, Manager of Diagnostic Services	Signed by: 	

PURPOSE:

The purpose of the Laboratory Department Orientation and Training Procedure is to provide a consistent approach of providing comprehensive training in all areas of the laboratory to employees.

PROCEDURE INSTRUCTIONS:

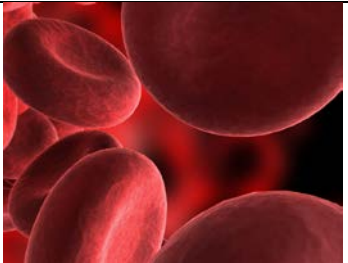

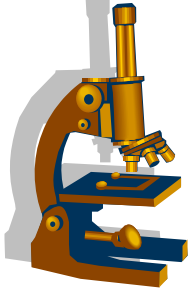


Step	Action
1	After the general Laboratory Orientation has been completed, the new employee will follow a rotating schedule through the necessary benches.
2	One week will be allotted to specimen collection and handling including electrocardiograms, specimen receiving, glucometers, accessioning, centrifugation, specimen acceptability and send outs. 
	Two weeks will be allotted to Chemistry including routine chemistry, special chemistry, blood gases, osmolality testing, back-up cardiac testing routine maintenance, quality control and troubleshooting. 

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3	<p>Two weeks will be allotted to Hematology including Advia and AcT testing, ESRs, Coagulation, smears, retics, routine maintenance, quality control and troubleshooting.</p>	
	<p>Two weeks will be allotted to Blood Bank including ABO and Rh testing, screens, crossmatches, antibody identification and phenotyping, product receipt and issuing, routine maintenance, quality control and troubleshooting.</p>	
	<p>One week will be allotted to Urinalysis including routine urinalysis and microscopic, Occult Blood testing, 24 hour urine processing, semen analysis for post-vasectomy and fertility, fluid and CSF counts and differentials (if required), drug screens, pregnancy tests, RF testing, MonoSpot Testing, routine maintenance, quality control and troubleshooting.</p>	
	<p>One week will be allotted to evening shift and callback training including prioritization of workload, calibrations, RCMP collections, Unknown Identities, Blood Culture processing after hours, RSV processing after hours, CSF processing, Shutdown of Laboratory and callback procedures.</p>	
	<p>The training in each area will cover the aspects of the LIS that apply to that section.</p>	

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4	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.	
	If:	Then:
	The training in that area is complete 	The Trainer or Tech II will sign off on QUA30211 Lab Training Master List. The new employee will complete QUA30220 Evaluation of Training Experience and submit it to the Laboratory Supervisor.
	The training is not complete 	The Tech II and Lab Supervisor will evaluate the deficiencies and schedule additional time in the department (as required) to complete the training.
5	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.	

RELATED DOCUMENTS:

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

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REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	28 Feb 2016	Initial Release	C.Russell