TRAINING UPDATE

Lab Location:	GEC, SGAH & WAH	**Date Distributed:**	7/1/2013
Department:	Core	**Due Date:**	7/31/2013
		Implementation:	**8/1/2103**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Humidity Look Back GEC.C38, SGAH.C135, WAH.C128 v001

Humidity Look Back Calculation Worksheet AG.F231.001

Description of change(s):

Section 2: clarify scope

Section 5: correct tube type to PST, change shift responsibilities, add communication process

Section 9: worksheet moved to Section 6

Form revised to add instructions and have day shift initiate the process so it matches the SOP.

This revised SOP will be implemented on August 1, 2013

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training all sites (version 001)

Non-Technical SOP

Title	**Humidity Look Back**
Prepared by	Ashkan Chini Date: 1/4/2013
Owner	Robert SanLuis Date: 1/4/2013

Laboratory Approval		
Print Name and Title	**Signature**	**Date**
Refer to the electronic signature page for approval and approval dates.		
Local Issue Date:	Local Effective Date:	

Review:		
Print Name	**Signature**	**Date**

Form revised 3/31/00

TABLE OF CONTENTS

1. PURPOSE

The purpose of this SOP is to outline the steps to perform a Humidity Look Back when humidity level is outside the acceptable limits.

2. SCOPE

The Humidity Look Back is performed on a Chemistry Analyzer whenever the humidity is outside the acceptable limits. ~~during dry months of the year at all three sites, when the humidity remains below 20% consistently for long periods of time.~~

3. RESPONSIBILITY

Core Laboratory Personnel are responsible for performing and complying with this procedure.
The Technical Supervisor is responsible for content and review of this procedure.

4. DEFINITIONS

TEa – Total Allowable Error; TEa is the amount of error that can be tolerated without invalidating the medical usefulness of the analytical result.

5. PROCEDURE

1. A fresh and recently drawn sample will be assigned by ~~night~~ day shift for each day. Criteria for the specific sample includes:
   - collected in a PST Green Top Tube
   - have enough plasma for testing by all three shifts
   - kept at refrigerated temperature
   - warm up to room temperature before testing

Form revised 3/31/00

2. Each shift will check the humidity monitor and if the reading is ~~below 20%~~ outside the acceptable range, they will run BMP panel (Na, K, Cl, BUN, Creat, Gluc and Ca) on the same sample on one assigned instrument by ~~night~~ day shift.
   Note: If the humidity is within the acceptable range, **no** action is required.

3. The results are entered in the Humidity Look Back Calculation Worksheet and compared with previous runs of that same day. Results must fall within TEa.
   a. The Humidity Look Back Calculation Worksheet will automatically evaluate the data so technologists will know whether the results are acceptable or not.
   b. In case of a reject:
      - First verify the proper sample has been used for this study (PST samples keep cells separated from plasma). The assigned sample must have been kept at refrigerated temperature all the time. Spin the sample using a centrifuge and repeat the test.
      - If a result is still rejected, stop processing patient samples and run general chemistry Quality Control including electrolytes on that specific instrument. If QC results are within acceptable ranges, continue patient testing, however, a Quality Variance form must be written and Hospital Plant Operations and/or Engineering Department must be notified to adjust the humidity.
      - If QC results are unacceptable, notify the supervisor and contact Hospital Plant Operations and/or Engineering Department to adjust the humidity. Follow the steps to resolve QC performance up to and including a full patient look back. Document all corrective action on a Quality Variance form.

4. Communication
   a. Document that the Humidity Look Back process was initiated on the Bench Pass Down log. This will alert incoming shift to monitor humidity.
   b. Process is discontinued once the humidity level is within range. Document this on the Bench Pass Down log.

5. ~~Evening~~ Night shift staff will print the completed worksheet and file it in a designated place/folder assigned by Supervisor or designee.

6. RELATED DOCUMENTS

Temperature and Humidity Quality Control, QA procedure
Humidity Look Back Calculation Worksheet (AG.F131)

7. REFERENCES

N/A

Form revised 3/31/00

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
000	6/13/13	Section 2: clarify scope Section 5: correct tube type to PST, change shift responsibilities, add communication process Section 9: worksheet moved to Section 6	L Barrett	R SanLuis

9. ADDENDA AND APPENDICES

None

Quest Diagnostics

☐ Shady Grove Adventist Hospital
☐ Washington Adventist Hospital
☐ Germantown Emergency Center

Humidity Look Back Calculation Worksheet

Initiate process when humidity is outside acceptable limits and include on Bench Pass Down Log.
Discontinue process once the humidity level is within range

Today's Date:		Instrument Used	

Day Shift							
Time:		Tech:		Current Humidity Reading:			
Test	Original result	Current result	Minimum Acceptable	Maximum Acceptable	TEa	Low Limit Evaluation	High Limit Evaluation
Na			0	0	4%	Accept	Accept
K			0	0	0.50%	Accept	Accept
Cl			0	0	5.00%	Accept	Accept
BUN			0	0	9.00%	Accept	Accept
Creat			0	0	15.00%	Accept	Accept
Gluc			0	0	10.00%	Accept	Accept
Ca			0	0	6.00%	Accept	Accept

If current humidity reading is within range, fill out time, tech and humidity reading cells, and then discontinue process.

Evening Shift							
Time:		Tech:		Current Humidity Reading:			
Test	Original result	Current result	Minimum Acceptable	Maximum Acceptable	TEa	Low Limit Evaluation	High Limit Evaluation
Na			0	0	4%	Accept	Accept
K			0	0	0.50%	Accept	Accept
Cl			0	0	5.00%	Accept	Accept
BUN			0	0	9.00%	Accept	Accept
Creat			0	0	15.00%	Accept	Accept
Gluc			0	0	10.00%	Accept	Accept
Ca			0	0	6.00%	Accept	Accept

If current humidity reading is within range, fill out time, tech and humidity reading cells, and then discontinue process.

Night Shift							
Time:		Tech:		Current Humidity Reading:			
Test	Original result	Current result	Minimum Acceptable	Maximum Acceptable	TEa	Low Limit Evaluation	High Limit Evaluation
Na			0	0	4%	Accept	Accept
K			0	0	0.50%	Accept	Accept
Cl			0	0	5.00%	Accept	Accept
BUN			0	0	9.00%	Accept	Accept
Creat			0	0	15.00%	Accept	Accept
Gluc			0	0	10.00%	Accept	Accept
Ca			0	0	6.00%	Accept	Accept

If current humidity reading is within range, fill out time, tech and humidity reading cells, and then discontinue process.

Comments:

Reviewed By: _____