

TRAINING UPDATE

Lab Location: GEC, SGAH & WAH
Department: Core - Hema

Date Distributed: 7/31/2014
Due Date: 8/31/2014
Implementation: 9/1/2014

DESCRIPTION OF REVISION

Name of Forms:
LH750 Maintenance Log AG.F257.2
Daily Quality Control Schedule for LH750, GEC AG.F273.1
Description of change(s):
LH750 Maintenance Log - Add GEC QC times for night shift
Daily QC Schedule for LH750, GEC - Add open & closed mode testing for evening and night shift
The revised FORMS will be implemented on September 1, 2014

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



LH750 Maintenance Log

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

Month: _____

Year: _____

Instrument ID: _____

Daily Maintenance	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Shut Down																															
Start UP																															
Primer & Latron																															
Clean Manual Probe																															
Clean outside BSV																															
Initials																															
Run Controls at designated time +/- 30minutes																															
Day Shift																															
0730																															
1130																															
Initials																															
Evening Shift																															
1530																															
1930																															
Initials																															
Night Shift																															
2300 / 2330*																															
0430 / 0310*																															
Initials																															

* GEC times

Weekly Maintenance				
Shut Down Computer				
Clean Analyzer/Power Supply Air Filters				
Date / Initials				

As Needed Maintenance	Date	Initials
Bleach Apertures		
Bleach HGB Cuvette		

Monthly Maintenance	Date	Initials
Print QC		
Download IQAP		
Load New Controls (If Applicable)		
Delete Old Controls (If Applicable)		

Comments: _____

Weekly review:	Weekly review:	Weekly review:
Weekly review:	Weekly review:	Monthly review:

DAILY QUALITY CONTROL SCHEDULE FOR LH750

All controls must be run per shift at the designated time +/- **30 minutes**.

A. NIGHT SHIFT

- 2330** Run a 5C Normal in closed mode.
- 0230** Run a 5C control as bracketing QC in **open and closed** mode. Rotate the level used each day.
- 0240** Perform Shutdown procedure. Leave in shutdown for at least 30 minutes.
- 0310** Perform startup. If Daily Checks pass, run the Latron primer and Latron control. If these pass, then run all three levels of 5C and Retic controls in closed mode. File the startup printout in the LH750 maintenance logbook. Document any daily, weekly or monthly maintenance in the Hematology maintenance log.
- 0330** The analyzer must be ready for daily operations.

B. DAY SHIFT

- 0730** Run 5 C Abnormal I and Retic Level I in closed mode.
Run all three levels of 5C and all three levels of Retic in OPEN mode.
Note: Open mode and Closed Mode controls **cannot** be interchanged.
- 1130** Run all three levels of 5C and all three levels in Retic in closed mode.

C. EVENING SHIFT

- 1530** Run 5C Abnormal II and Retic Level II in **open and** closed mode.
- 1930** Run all three levels of 5C and all three levels in Retic in closed mode.

- ❖ **It is critically important that each time any of the levels of the quality controls fail to follow the troubleshooting protocol. When all levels of the quality controls are in range, perform the Patient Look back Procedure.**
- ❖ **NEVER report patients when quality controls fail. Call the technical supervisor if assistance is needed.**