

TRAINING UPDATE

Lab Location: GEC & WAH
Department: Core

Date Distributed: 11/6/2014
Due Date: 12/8/2014
Implementation: 12/9/2014

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Clinitek 500 Daily Maintenance GEC.U11, WAH.U14 v1 Clinitek Daily Maintenance log AG.F146.1
Description of change(s):
Section 1: remove extraneous information Section 3: replace Group Lead with tech-in-charge Section 5: clarify process to match practice This revised SOP and FORM will be implemented on December 9, 2014

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

Approved draft for training all sites (version 1)

Non-Technical SOP

Title	Clinitek 500 Daily Maintenance	
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Owner	Cynthia Reidenauer Robert SanLuis	Date: 10/17/2014

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

Review:		
Print Name	Signature	Date

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1. PURPOSE

To keep the Clinitek 500 in optimum working condition, maintenance must be performed daily. The Clinitek 500 performs a self-calibration when it is turned off and on. ~~This is performed daily as part of daily maintenance.~~

2. SCOPE

Applies to all technical staff who operate the Clinitek 500.

3. RESPONSIBILITY

1. It is the responsibility of the technologist to perform this procedure daily.
2. It is the responsibility of the Tech-in-Charge ~~Group Lead~~ to verify that this procedure is being performed.

4. DEFINITIONS

None

5. PROCEDURE

Note: Before you begin to take the instrument apart to clean it, turn the instrument off. If the fixed platform is taken off while the instrument is ON, you may not be able to put the fixed platform back in place because one of the moving parts is not in the proper alignment.

A. Daily Maintenance

1. From the main screen, press the back key until you are in the Ready/Run screen.
2. Turn off the instrument. The on/off switch is located in the lower left, in the rear of the instrument.

3. Remove the push bar by tilting it slightly upwards and pulling straight out.
4. Remove the waste bin and discard the used strips, into the appropriate container. Inspect the liner. If it has any cracks or is extremely dirty it should be replaced.
5. Remove the fixed platform by pulling the entire assembly towards you. Remove the moving table in the same manner.
6. Remove the hold-down plate from the fixed platform by pressing up against the tab at the back of the plate. Then pull the other end from its retaining hole.
7. Clean all parts with water and mild soap.
Note: DO NOT use solvent or alcohol
8. When cleaning the fixed platform, DO NOT wipe across the two white calibration bars. The white calibrator bars should be cleaned with water on a cotton-tipped applicator GENTLY.
9. Rinse and dry all parts with paper towel except the calibrator pads. Use mild soap if necessary. The calibrator pads should be allowed to air dry. Check the white calibration bars for scratches or discoloration. Notify the supervisor/designee if they appear overly scratched.
10. Reinstall the moving table as follows:
 - a) Hold the table with the small rectangle to the back.
 - b) Align the two grooves on the bottom of the table with the edges of the platform on which the table rests.
 - c) Gently push the table in as far as it will go. It must be pushed past a dent in order to be correctly in position.
11. Obtain the spare fixed platform (~~cleaned the day before~~).
12. Reinstall the hold-down on the second fixed platform. The fixed-platform you cleaned should be left to air dry. ~~It will be reinstalled the next day.~~
13. Position the hold-down with the arrow side facing up and the arrow pointing to the back. Place the pin on the front of the hold-down into the hole at the front of the platform. Then align the tab at the back of the hold-down with the slot at the back of the platform and snap the hold-down into place. Make sure the white calibration bars are visible.
14. Reinstall the **clean** fixed platform by
 - a) aligning the two **flared** grooves on the bottom of the fixed platform with the arms extending from the instrument. (~~The ledges on the sides of the hold-down align just outside the read area cover, and the top edge of the platform aligns just under the cover.~~)

- b) Gently push the platform in as far as it will go. (It must be pushed past a slight dent to be correctly positioned.)

~~NOTE: IF THE PLATFORM DOES NOT PUSH IN WITH ONLY GENTLE PRESSURE, DO NOT FORCE IT!~~ Ensure the moving platform is correctly positioned. ~~and attempt to reinstall the platform.~~

15. Hold the push bar by its flattened end and, with this end slightly upward; insert the peg on the other end of the bar into the hole in the pusher mechanism. Lower the push bar into place.

~~16. Place the clean liner into the waste bin.~~

17. Clean the display screen with lens paper dampened with water.

Notes:

- Dry with lens paper. Do NOT use Kimwipes or paper towel as this may scratch the screen.
- Do NOT put water directly on the screen.
- Do NOT use bleach

18. Turn the instrument on. The Clinitek will go through a verification check that all parts have been correctly positioned.

Note: If the instrument gives an error (e.g; "table not positioned properly"), refer to the Clinitek 500 Urine Chemistry Analyzer Operating manual - Troubleshooting section.

19. Run quality control according to procedure "Urinalysis, Clinitek 500".

20. Initial the daily Maintenance log sheet to document that maintenance was performed

B. Other Maintenance

Refer to the Clinitek 500 Urine Chemistry Analyzer Operating Manual for additional maintenance procedures that are performed as needed.

6. RELATED DOCUMENTS

SOP: Urinalysis, Clinitek 500

Form: Clinitek Daily Maintenance log (AG.F146)

7. REFERENCES

Clinitek 500 Urine Chemistry Analyzer Operating Manual, Bayer Corporation, Elkhart, Indiana, 1998

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes U005.001		
000	10/24/14	Update owner Section 1: remove extraneous information Section 3: replace Group Lead with tech-in-charge Section 5: clarify process to match practice Section 6: move log from section 9 Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	H Genser	RSanLuis

9. ADDENDA AND APPENDICES

None



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

Clinitek Daily Maintenance

Month: _____

Year: _____

	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
1. With instrument at Ready/Run screen turn Analyzer off																															
2. Remove push bar, waste bin, fix platform, moving table, hold down plate from the fix platform.																															
3. Clean and dry each piece (push_bar, platform, holddown plate, and table).																															
4. Reinstall each piece (moving table, holddown and fixed platform) and pushbar																															
5. Turn the analyzer on																															
6. Tech																															

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