TRAINING UPDATE

Lab Location:	GEC, SGMC & WAH	**Date Distributed:**	6/8/2015
Department:	Core	**Due Date:**	6/30/2015
		Implementation:	**7/1/2015**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Inter-Shift Communication GEC.L08, SGAH / WAH.L10 v5
Description of change(s):
Section 5: minor typing corrections Section 6: move logs from section 9 This revised SOP will be implemented on July 1, 2015

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

Approved draft for training (version 5)

Non-Technical SOP

Title	**Inter-Shift Communication**	
Prepared by	Leslie Barrett	Date: 12/15/2008
Owner	Robert SanLuis	Date: 5/21/2010

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

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1. PURPOSE

To provide an effective communication tool that can be utilized between shifts to share information with the next shift, the Supervisor, the Laboratory Director and the Medical Director.

2. SCOPE

The Bench Pass Down Log and the Tech-in-Charge (TIC) Pass Down Log will be utilized in the Core Laboratory by each shift as a tool to effectively transfer information about patient care, equipment, staffing and other issues

3. RESPONSIBILITY

All technical staff will be responsible for completing the Bench Pass Down Log on each shift.
The supervisor, Group Lead, or in charge technologist will be responsible for completing the Tech-in-Charge (TIC) Pass Down Log on each shift.

4. DEFINITIONS

TIC: Tech-In-Charge

5. PROCEDURE

A. Bench Pass Down Log
   1. The log is initiated for each bench by the first shift tech. Record the date and bench.

   2. Review all reagent, QC, and testing material currently in use and verify that none have exceeded the expiration date. Record as 'OK'.

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a. A zero tolerance policy is employed for use of expired or inappropriate reagents, QC, and other required testing material. Failure to abide by this policy will result in immediate disciplinary action.
b. If reagent, QC, or testing material is approaching expiration, assure lot-to-lot cross-check is complete and replace with new lot prior to expiration as appropriate.
c. If expired reagent, QC, or test material is found, remove from use. Immediately notify Group Lead, Tech-In-Charge (TIC) or Supervisor. Replace expired material with in date product and perform required QC ~~as~~ and checks as outlined in specific procedures as applicable. Document corrective action in appropriate space on log.

3. Bench and reagent stocked and supplies in proper position – verify correct reagents and consumables are loaded on analyzer and in the correct position. Record Yes or No. If response is No, indicate corrective action in appropriate space on log and complete Quality Variance (QV) form.

4. For each additional line item, indicate task was performed by checking Yes, No or the appropriate status.

5. Instrument Status – indicate whether analyzer is functioning properly or other status. Explain any malfunctions or operational issues if necessary in the comment section. Send an LIS mailbox message to document instrument problems that are likely to cross multiple shifts. Review instrument status with incoming staff and TIC.

6. Calibrations (lot-to-lot, new lots, calibration due, assigned calibrations) – indicate what calibrations ~~where~~ were performed. Review pending calibrations and perform~~ed~~ all required. Record N/A if none required.

7. QC Status – list any exceptions to QC testing. Record N/A if there are none.

8. Pending Status – print and review LIS pending log, record observations.

9. Un-received Log Status – print and review LIS un-received log, record observations.

10. Use the Comments / Corrective Action section to record follow-up from any task marked ‘No’ or to document other events or occurrences. Use the reverse side of the form if necessary.

11. At change of shift, review the log with the incoming tech. Both techs must initial in the appropriate space in the Tech Shift Hand-off section at the bottom of the form.

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B. Tech-in-Charge (TIC) Pass Down Log

1. The supervisor, Group Lead, or TIC is responsible for reviewing the previous shift's report upon arriving on duty. Refer to the procedure Group Lead and Tech in Charge Duties for detailed instructions.

2. Prior to the end of the shift, the Supervisor, Group Lead or TIC or will ensure the Tech-in-Charge (TIC) Pass Down Log and the Bench Pass Down Log are complete. These forms are to be turned into the Supervisor at the end of the night shift (0700).

3. These reports are retained for two years, and may be sent to off-site storage.

6. RELATED DOCUMENTS

Group Lead and Tech in Charge Duties, Laboratory policy
Tech-in-Charge (TIC) Pass Down Log (AG.F128)
Bench Pass Down Log (AG.F47)
Reagent Labeling and Handling, QA procedure
QC Responsibilities and Review, QA procedure

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP L031.01		
000	1/26/10	Updated owner. Section 3– added Bench Position Log responsibility Section 5 – added section A and item list for Bench Log, added section B header to item list. Section 9 – added addenda C	L. Barrett	L. Loffredo
001	5/13/10	Updated owner. Section 5 – added A.6 cuvette strip check, retention time increased in B.3 Section 9 – addenda B revised	L. Barrett	L. Loffredo
002	8/4/11	Sections 2,3,5: Bench Position Log title changed to Bench Pass Down Log, instructions updated Lab Status Log title changed to TIC Pass Down Log, format modified Section 6 – Add policy Section 9 – Revise addenda A and B	R. SanLuis	L. Loffredo

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003	4/1/13	Section 5 – add LIS message to document instrument problems, delete Cuvette strip check Section 9 – remove appendix C, information contained in QC policies	L. Barrett R. SanLuis	R. SanLuis L. Loffredo
004	5/20/15	Section 5 – minor typing correction Section 6 – move logs from section 9 Footer – version # leading zero's dropped due to new EDCS in use as of 10/7/13	L. Barrett	R. SanLuis L. Loffredo

9. ADDENDA AND APPENDICES

None