TRAINING UPDATE

Lab Location:	GEC, SGMC & WAH	**Date Distributed:**	11/13/2015
Department:	Core	**Due Date:**	12/31/2015
		Implementation:	**1/1/2016**

DESCRIPTION OF REVISION

Name of procedure:

Chemistry Receipt and Check-in Log (3 pages)   **AG.F337.0**
Coag, Hem and UA Check-in Log (2 pages)   **AG.F338.0**
Serology Kit Check-in Log (1 page)   **AG.F339.0**

Description of change(s):

The electronic forms currently in use are being put under document control. Note the following changes to these forms –

- Package insert issue **date** will be recorded. Expectation is to compare the insert rec'd with the shipment against the insert saved in the lab. Appropriate action if the date is different is described in instruction #4 at bottom of the sheet
- Instructions at the bottom of the form are updated. Steps 2 & 3 have been worded to reflect necessary testing based on whether the product is reagent, QC or calibrator.

Revised FORMS will be implemented on January1, 2016

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

Quest Diagnostics™

Chemistry Reagent Receipt Log

Reagent: _____

Date Received	Qty Received	Lot #	Exp. Date	Log in Tech code	Validation date	Cal/QC acceptable? (Y/N)	Validating Tech	Date lot # placed in use	Package Insert Issue date	Comments

Instructions:

1. All chemistry reagents received in Lab MUST be recorded on this form.

2. If the reagent is the same lot number as the lot currently in use, run all levels of the current controls on the new shipment and document appropriately in Unity software.

3. If the shipment is a new lot, then follow current procedures for Calibration and Quality Control.

4. If the package insert revision date has changed, make a copy of the current and new inserts and forward to the technical specialist or supervisor for review and SOP update as necessary.

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Chemistry QC Check-in Logs

QC:_____

Date Received	Qty Received	Lot #	Exp. Date	Log in Tech Code	Date Tested/ Validated	Validation Acceptable (Y/N)	Validating Tech Code	Date lot # placed in use	Tech placing new lot into use	Package Insert Issue date	Comments

Instructions:

1. All chemistry QC received in Lab MUST be recorded on this form.

2. If the QC is the same lot number as the lot currently in use, run all QC levels of the new shipment with the current reagent lot and document appropriately.

3. If the shipment is a new lot, then follow current procedures for correlation and quality control.

4. If the package insert revision date has changed, make a copy of the current and new inserts and forward to the technical specialist or supervisor for review and SOP update as necessary.

Chemistry Calibrators Check-in Log

Calibrator:_____

Date Received	Qty Received	Lot #	Exp. Date	Log-in Tech Code	Date lot # placed in use	First cal'n with this lot acceptable? (Y/N)	Validating Tech Code	Package Insert Issue date	Comments

Instructions:

1. All chemistry calibrators received in lab MUST be recorded on this form.

2. If the calibrator is the same lot number as the lot previously or currently in use, please indicate on this log-in form and document appropriately.

3. The technical personnel who scans the calibrator data into the Vistas/Centaur for the first time is responsible for the documentation of successful first calibration section of this document.

4. If the package insert revision date has changed, make a copy of the current and new inserts and forward to the technical specialist or supervisor for review and SOP update as necessary.

Coag, Hemo and UA Reagent Check-in Log

Reagent:_____

Date Received	Qty Received	Lot #	Exp. Date	Log in Tech Code	Date Validated	Validation Acceptable (Y/N)	Validating Tech Code	Date lot # placed in use	Tech placing new lot into use	Package Insert Issue date	Comments

Instructions:

1. All Coag, UA, and Hemo reagents received in Lab MUST be recorded on this form.

2. If the reagent is the same lot number as the lot currently in use, run all levels of the current controls on the new shipment and document appropriately.

3. If the shipment is a new lot, then follow current procedures for correlation and quality control.

4. If the package insert revision date has changed, make a copy of the current and new inserts and forward to Supervisor or Technical specialist for review and SOP update as necessary.

Coag, Hemo and UA QC Check-in Log

QC:_____

Date Received	Qty Received	Lot #	Exp. Date	Log in Tech Code	Date Tested/ Validated	Validation Acceptable (Y/N)	Validating Tech Code	Date lot # placed in use	Tech placing new lot into use	Package Insert Issue date	Comments

Instructions:

1. All Coag,UA, and Hemo QC received in Lab MUST be recorded on this form.

2. If the QC is the same lot number as the lot currently in use, run all QC levels of the new shipment with the current reagent lot and document appropriately.

3. If the shipment is a new lot, then follow current procedures for correlation and quality control.

4. If the package insert date has changed, make a copy of the current and the new insert and forward to the technical specialist or supervisor for review and SOP update as necessary.

Serology Kits Check-in Log

Reagent:_____

Date Received	Qty Received	Lot #	Exp. Date	Log in Tech Code	Date Validated	Validation Acceptable (Y/N)	Validating Tech Code	Date lot # placed in use	Tech placing new lot into use	Package Insert Issue Date	Comments

Instructions:

1. All serology kits received in Lab MUST be recorded on this form.

2. If the kit is the same lot number as the lot currently in use, run all levels of the current controls on the new shipment and document appropriately.

3. If the kit is a new lot, perform a cross check on the new lot with the current lot number or perform a separate run and utilize known positives and negatives from storage for previous (different) lot number.

4. If the package insert has changed, make a copy of the current and new inserts and forward to the technical specialist or supervisor for review and SOP update as necessary.