



Laboratories at Adventist Healthcare Washington Adventist Hospital, Shady Grove Medical Center and Germantown Emergency Center

Date: 6/29/2016

# LABORATORY ALERT

Subject:

Document Control Change to System SOP Process

The Laboratory is informing you of the following:

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| <b>Current SOP Process:</b>    | If a procedure is used at all three labs or shared by 2 labs, then each site has that procedure with the site-specific header and a site SOP number.   |
| <b>New System SOP Process:</b> | We will transition to <b>System SOPs</b> defined as a procedure utilized by multiple laboratory sites (specified in SOP header). <ul style="list-style-type: none"><li>• These SOPs reside in the Shady Grove Adventist Hospital Lab SOPs repository in the electronic document system and all applicable laboratory sites are listed in the SOP header.</li><li>• All System SOPs will have an 'SGAH' SOP number</li><li>• As an SOP transfers into a system SOP, the old site specific versions will be retired.</li></ul> |
| <b>Site Specific SOP:</b>      | What about an SOP that is only performed at one site? <ul style="list-style-type: none"><li>• These will NOT change</li><li>• These SOPs will list only that site in the SOP header</li><li>• The SOP number will be prefixed with the site (GEC or WAH)</li></ul>   |
| <b>Implementation Date:</b>    | July 7, 2016   |
| <b>Benefits:</b>               | <ul style="list-style-type: none"><li>• Reduces the number of SOPs stored electronically</li><li>• Less effort required to review, revise and maintain SOPs</li><li>• Ensures all sites are utilizing identical SOPs</li></ul>   |
| <b>LBarrett/6.29.16</b>        |  |