

## TRAINING UPDATE

**Lab Location:**

GEC

**Date Distributed:**

4/18/2017

**Department:**

Mgmt, Lead & Sr Tech

**Due Date:**

5/1/2017

**Implementation:**

**5/1/2017**

### DESCRIPTION OF PROCEDURE REVISION

<b>Name of procedure:</b>
<b>Laboratory Director Visits      GEC.QA245 v1</b>
<b>Laboratory Director Site Visit Log, GEC    AG.F374.0</b>
<b>Description of change(s):</b>
<p><i>Update intended to inform staff of process and awareness that log will be available with other documents that Dr Cacciabeve reviews</i></p> <p>Section 2: specify SOP applies to GEC Section 6: update form number</p> <p>Re-instated form with new number (<i>original form had been retired</i>)</p> <p><b>This revised SOP and form will be implemented on May 1, 2017</b></p>

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

Non-Technical SOP

<b>Title</b>	<b>Laboratory Director Visits</b>	
<b>Prepared by</b>	Leslie Barrett	Date: 6/14/2016
<b>Owner</b>	Cynthia Bowman-Gholston	Date: 6/14/2016

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

<b>Review:</b>		
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

## **TABLE OF CONTENTS**

1. PURPOSE.....	2
2. SCOPE .....	2
3. RESPONSIBILITY.....	2
4. DEFINITIONS.....	2
5. PROCEDURE.....	2
6. RELATED DOCUMENTS .....	3
7. REFERENCES .....	3
8. REVISION HISTORY.....	3
9. ADDENDA AND APPENDICES .....	3

---

### **1. PURPOSE**

This procedure describes the frequency and responsibilities for onsite visits by the Laboratory Director.

### **2. SCOPE**

This procedure applies to the Laboratory Director's onsite visits to the Germantown Emergency Center.

### **3. RESPONSIBILITY**

The senior QA specialist is responsible for maintenance and periodic review of this SOP. The Laboratory Director is responsible for complying with this procedure.

### **4. DEFINITIONS**

None

### **5. PROCEDURE**

1. The Laboratory Director makes monthly site visits.
2. The Laboratory Director assesses the following laboratory characteristics:
  - a. Cleanliness, neatness, and order
  - b. Staff compliance with using personal protective equipment (PPE)
  - c. Staff compliance with QC, equipment maintenance, and correlation studies
  - d. Equipment appearance and obvious functionality
3. The Laboratory Director documents corrective action, after discussion with the tech on duty.
4. A written record of each site visit is maintained.

**6. RELATED DOCUMENTS**

Laboratory Director Site Visit Log, GEC (AG.F374)

**7. REFERENCES**

College of American Pathologists Commission of Laboratory Accreditation, Accreditation Checklist (Team Leader). Northfield, IL: College of American Pathologists, current edition

**8. REVISION HISTORY**

<b>Version</b>	<b>Date</b>	<b>Reason for Revision</b>	<b>Revised By</b>	<b>Approved By</b>
0	3/24/17	Section 2: specify SOP applies to GEC Section 6: update form number	C Bowman	Dr Cacciabeve

**9. ADDENDA AND APPENDICES**

N/A

