



## TRAINING UPDATE

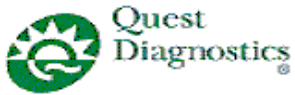
**Lab Location:** GEC, SGAH & WAH  
**Department:** Core Lab

**Date Distributed:** 7/2/12  
**Due Date:** 7/31/12

### DESCRIPTION OF REVISION

<b>Name of procedure:</b>
<b>Bench Pass Down Log</b> form AG.F47.002
<b>Description of change(s):</b>
Add instructions to send mailbox to L-QA when there are instrument issues or downtime that may affect Turn Around Time (TAT) or Metrics

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



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

## Bench Pass Down Log

Bench: \_\_\_\_\_

Date: \_\_\_\_\_

Bench: _____	1 <sup>st</sup> Shift / Tech: _____	2 <sup>nd</sup> Shift / Tech: _____	3 <sup>rd</sup> Shift / Tech: _____
<b>Expired Reagent Check?</b>	<input type="checkbox"/> OK	<input type="checkbox"/> OK	<input type="checkbox"/> OK
<b>All reagents stocked and in proper position? <i>MUST BE COMPLETED!</i></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Maintenance Log Completed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Instrument Status / Downtime</b> <b>Send mailbox to L – QA in Sunquest</b>			
<b>Cuvette strip checked? (RxL only)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Calibration (new lots)</b>			
<b>Analytes Recalibrated</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes _____	<input type="checkbox"/> No <input type="checkbox"/> Yes _____	<input type="checkbox"/> No <input type="checkbox"/> Yes _____
<b>Required QC Run</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>QC Status</b> (list exceptions)			
<b>Pending Status</b>			
<b>Unreceived Log Status</b>			
<b>Bench cleaned?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Specimens properly stored?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Comments / Corrective Action:</b>			
<b>Tech Shift Hand-off:</b> (initials of both techs)	1 <sup>st</sup> _____ → 2 <sup>nd</sup> _____	2 <sup>nd</sup> _____ → 3 <sup>rd</sup> _____	3 <sup>rd</sup> _____ → 1 <sup>st</sup> _____