



TRAINING UPDATE

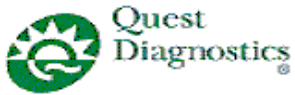
Lab Location: GEC, SGAH & WAH
Department: Core Lab

Date Distributed: 7/2/12
Due Date: 8/20/12

DESCRIPTION OF REVISION

Name of procedure:
Bench Pass Down Log form AG.F47.002
Description of change(s):
<p>Add instructions to send mailbox to L-QA when there are instrument issues or downtime that may affect Turn Around Time (TAT) or Metrics</p> <p>Note - The tech working the bench where the instrument is down is responsible for sending the mailbox before the end of their shift on the day it occurred.</p> <p>The mailbox message should include the instrument that was down, length of time it was down and the date it occurred.</p>

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