

CHEMISTRY DEPARTMENT DAILY CHECKLIST (SAH)

- | | | |
|--|---|--|
| <input type="checkbox"/> St. Joseph Medical Center, Tacoma, WA | <input checked="" type="checkbox"/> St. Anthony Hospital Gig Harbor, WA | <input type="checkbox"/> Harrison Medical Center, Bremerton, WA |
| <input type="checkbox"/> St. Francis Hospital, Federal Way, WA | <input type="checkbox"/> St. Elizabeth Hospital Enumclaw, WA | <input type="checkbox"/> Harrison Medical Center, Silverdale, WA |
| <input type="checkbox"/> St. Clare Hospital Lakewood, WA | <input type="checkbox"/> Highline Medical Center Burien, WA | <input type="checkbox"/> PSC |

MONTH: _____ **YEAR:** _____

Day Shift:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
DXC 660i: • Maintenance Due • Stock Reagents • Calibrations • QC (All – 0700)																															
Levy Jennings Review-DXC660i	Record in Beaker																														
DXC 6271: • Check Reagent/Cal Status • Calibrate ISE • Run QC 0700 (Multiquel, Vanc & TTCA ONLY)																															
Clean GEM Sampling Area																															
Verify QC Results	Record in Biorad																														
Disinfect Benchtops (all dept+ micro)																															
DI H ₂ O Conductivity (>15)																															
Order iStat supplies from SJ (weekly- Thurs before 10am)																															
DXC Backup (Sys Param, Align Data & QC) – 1 st of month		←Both DxC 660i and DxC 6271																													
iStat QC - 1 st of month	Record in Beaker																														
TECH ID																															

Evening Shift:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Review Mogul Temps (for each piece of equip) Unresolved alerts present? Y/N																																
Record BB Temps	Record on Temperature Log Blood Storage Devices																															
Cryostat Temp (-15°C to -25°C)																																
Fridge E Temp (2-10°C)																																
Fridge K Temp (2-10°C)																																
Room Humidity (<80%)																																
Disinfect Benchtops (all dept + micro)																																
Microscope Maint (all 3 scopes)	Record on Microscope Maint Log																															
DXC 660i: • Check Reagent/Cal Status • Calibrate ISE • Run QC 1900 (Multiqual, Vanc & TTCA ONLY)																																
DXC 6271: • Maintenance Due • Stock Reagents • Calibrations • QC (All - 1900)																																
Check DXI 898 Reagent/Cal Status																																
Verify QC Results	Record in Biorad																															
Levy Jennings Review-DXC 6271	Record in Beaker																															
TECH ID																																
Weekly Eve Shift:	Week 1:Date/Tech ID					Week 2:Date/Tech ID					Week 3:Date/Tech ID					Week 4:Date/Tech ID					Week 5: Date/Tech ID											
Change Chart Papers on BB Equipment (Wed @ 1500)																																
Gram Stain QC (Tues)	Record in Beaker		Record in Beaker		Record in Beaker		Record in Beaker		Record in Beaker		Record in Beaker		Record in Beaker		Record in Beaker		Record in Beaker		Record in Beaker		Record in Beaker		Record in Beaker		Record in Beaker		Record in Beaker		Record in Beaker			
DI Water Test— Setup Tues , Read Thurs	Order in Beaker	Result in Beaker	Order in Beaker	Result in Beaker	Order in Beaker	Result in Beaker	Order in Beaker	Result in Beaker	Order in Beaker	Result in Beaker	Order in Beaker	Result in Beaker	Order in Beaker	Result in Beaker	Order in Beaker	Result in Beaker	Order in Beaker	Result in Beaker	Order in Beaker	Result in Beaker	Order in Beaker	Result in Beaker	Order in Beaker	Result in Beaker	Order in Beaker	Result in Beaker	Order in Beaker	Result in Beaker	Order in Beaker	Result in Beaker		

Night Shift: Record on the date you start your shift	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Check 660i Reagent/Cal Status																																
Calibrate & QC ISE on both DXC's (0300)																																
DXI 898: <ul style="list-style-type: none"> Maintenance Due Stock Reagents Calibrations Daily QC @ 2200 	Record on DXI Maintenance Log and QC in Biorad																															
Verify QC Results	Record in Biorad																															
Levy Jennings Review- DXI 898	Record in Beaker																															
Disinfect Benchtops (all dept + micro)																																
File previous days' printouts & communication logs																																
TECH ID																																

Reviewed by: _____ Date: _____