**UW Medicine - Pathology**

400-08-01-09

Laboratory Manual Quality Control Procedure

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| Adopted Date: 06/2003Review Date: 09/2005Revision Date: 02/01/2013 |

PURPOSE

The purpose of this lab manual is to provide a current and accurate reference for the methodologies used in the Cytogenetics Laboratory. The following guidelines will help to maintain the lab manual as a useful resource.

PROCEDURE

1. **Restricted ability to change lab manual. Access control:**

Only the Lab Supervisor, Directors (or designee) can modify the lab manual. The electronic version shall consist of a read only document that is accessible to all technologists (Lab Copy). A working copy is saved by the Laboratory Supervisor as appropriate.

1. **Validation of Procedure changes by directors before implementation.**

After a new or modified laboratory procedure has been thoroughly tested, it is brought before the laboratory directors for approval. Upon approval the designee will change or add this to the electronic version and print for inclusion into the hard copy (yearly) with director signatures. Changed procedures will be marked with a revision date. Added procedures will include an adopted date.

1. **Review of changes by pertinent laboratory staff.**

All laboratory staff affected by a change in the Laboratory Manual must be trained in the changes and should sign the hard copy of the procedure.

1. **Review of responsible procedures by laboratory staff.**

All laboratory personnel must sign the signature page yearly, to indicate they understand and practice the current procedures in the manual for their areas of responsibility.

1. **Retired procedures retention.**

All discontinued procedures are marked with date retired and placed in the appropriate file on “S” drive. Discontinued Procedures are kept indefinitely.

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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 Cytogenetics Supervisor