

# Memo – Daily QC Review on Each Shift

**To:** All Core Lab Technologists

**From:** Taneisha Wallace, Core Lab Manager

**CC:** Wendell McMillan, Director of Lab Operations

Dr. Lekidelu Taddesse-Heath, Director of Hematopathology

Dr. A. Ramadan, Laboratory Medical Director

**Date:** 7/5/2024

## Good Day Core Lab Team!

As we are all aware, Quality Control is critical for the lab in order to ensure that we are consistently providing accurate and reliable results to Providers in a timely manner. As such, we will be implementing systems of checks and balances to ensure that established QC protocols are consistently followed and properly documented and also to ensure that potential errors that may adversely impact patient care are either prevented or discovered and appropriately addressed in real-time.

**Thus, at the start of their shift, each Technologist will review the QC that was performed on the immediately preceding shift to ensure that:**

1. All applicable QC was run.
2. Passing/acceptable results were obtained for all QC that was run on the previous shift.
3. All applicable QC was correctly documented.
  - a. If QC documentation for the previous shift is missing or erroneous, then the responsible Technologist should be notified and the issue corrected immediately, before leaving for the day.

**If it is found that particular QC either failed or was not run on the previous shift then:**

1. Investigate whether patient tests were performed during failed or missed QC runs.
2. If patient testing was performed then immediately repeat those patient tests after obtaining passing QC on the current shift.
3. Immediately notify and provide all related documentation to the Manager.

As always, please don't hesitate to let me know if you have any questions or concerns.

Thank you for all you do, every day!