

Laboratory Orientation and Training

New Employee: _____ **Title:** _____ **Date:** _____

Training Assessor: _____ **Date:** _____

Laboratory manager: _____ **Date:** _____

Laboratory director: _____ **Date:** _____

	ITEM	Completed
1.	Read lab procedure manual on relevant procedures	
2.	Infection Control manual-During orientation (OSHA)	
3.	Perform urinalysis on Multistix 10; OB 5 and quality control	
4.	Perform urine pregnancy test and Quality Control	
5.	Watch hemoglobin and Glucose video	
6.	Perform hemoglobin and Glucose finger stick and quality control	
7.	Watch LeadCare 11 finger stick video	
8.	Perform LeadCare finger stick and quality control	
9.	Perform HIV 1/2 Antibody test- INSTI and quality control	
10.	Perform HIV ½ Antibody test--DETERMINE	
11.	Perform rapid strep test and quality control	
12.	Perform HBA1c and HBA1c quality control	
13.	Perform rapid Influenza test and quality control	
14.	Perform rapid Urine drug test and quality control	
15.	Perform rapid Syphilis test and quality control	
16.	Perform Hep C rapid test and quality control	
17.	Perform Occult blood	
18.	Perform PKU Procedure, processing and packaging for pick up by courier. NOTE: 72 hrs as maximum time. NOTE: must fill at least 3 circles.	
19.	Understand the importance of reading and recording of Laboratory Room temperature and humidity	
20.	Understand the importance of reading and recording refrigerator temperatures daily	
21.	Discussed Packaging and shipping infectious materials	
22.	Processing and packaging specimen for pick up by LabCorp, Quest and State Lab	
23.	Discuss importance of order of Draw and the effects of anticoagulants and preservatives	
24.	Discuss the effects of inappropriate handling/processing of specimens (clotted and whole blood),Analytical and PRE-Analytical errors	
25.	Discuss hemolysis, Clotted blood for CBC and Insufficient samples	
26.	Discuss and demonstrate Blood culture specimen collection	
27.	Discuss disinfection of lab using 10 % sodium hypochlorite	

28.	Discuss the importance of entering Lab results in VHN	
29.	Discuss the importance of pending List and CLIA Log	
30.	Discuss the routine maintenance of lab and lab equipment	
31.	Demonstrate recording of lot #s, expiry dates of each reagent and controls material on log sheets.	
32.	Discuss and demonstrate the importance of recording date and initialing each bottle or reagent when put into use	
33.	In the event a new instrument is purchased, the lab director will be notified and will in turn facilitate writing of the procedure manual	
34.	Demonstrate the procedure of ordering tests in the M & M system and send out tests in the LabCorp ordering system	
35.	Printing and distribution of test results from the following: LabCorp, Quest diagnostic and State lab	
36.	Processing of abnormal results	
37.	Processing of walk in results	
38.	Reviewing of LabCorp and Quest bills	
39.	Handling of Biohazard waste, Labelling of biohazard boxes and packaging for pick up	
40.	Discuss SDS (formally known as MSDS) update, chemicals and reagents	
41.	Printing and processing of pending results	
42.	Importance of the CLIA LOG	
43.	Inspection, Hemoglobin, Proficiency testing and Inspection	
44.	Annual review of the procedure manuals	
45.	Demonstrate on how to fill in state and LabCorp manual requisition	
46.	Demonstrate on how to look for LabCorp test orders not found in our In-house forms using the Directory of services	
47.	Demonstrate on how to fill in the PKU requisition. Minimum circles 3	
48.	Discuss walk in test orders and processing	
49.	Demonstrate procedure of ordering LabCorp tests in the VHN	
50.	Demonstrate packaging of frozen and refrigerated specimens	
51.	Demonstrate processing of HEPC Viral Load	
52.	Demonstrate disinfection of skin for blood culture draws	

NOTE:

1. Fluid obtained from unclotted blood is referred to as Plasma
2. Fluid obtained from clotted blood is referred to as serum.
3. Not all LabCorp tests tests/codes are found in VHN. Therefore, if you don't find one, the process is as follows: call LabCorp 770-939-4811, opt. 2,7. Account # _____, request for test code, CPT code, Client price, specimen specifications, e.g. transport temperature and process the test using manual requisition. Get in touch with the lab manager and give the information obtained from LabCorp, the lab manager will communicate the information to IT who will then put the test in VHN. Remember have the physician order the test when the process is complete using the actual date when Patient/Client was seen. If you do not have the required tubes, please request from Capstone.
4. Aluminum foil is available for those specimens that require protection from light.
5. Anti-microbial soap is available as a skin antiseptic for venous lead draw.
6. Plain vials are available for serum or plasma (mostly for serum that require freezing)
7. Observe universal precautions
8. Note: for urine and pregnancy test Quality control, use the same reagents