

Procedure Review 2012

Procedure Title: _____

Responsible Supervisor: _____

Assigned Reviewer: _____ Due Date: _____

Pathologist: _____ (if comprehensive review)

Read the procedure and perform the test exactly as written; make note of any differences (consult with the responsible Supervisor, Asst to Technical Director and/or Technical Director to determine whether the procedure or the practice should change). Check with the supervisor at other sites performing the procedure to find out if there are any changes, updates and/or notations on their version of the procedure that should be considered.

- Procedural steps agree with current test package insert.
- Procedural steps describe the analytical process as currently being executed.
- Language defining result recording and reporting continue to be an accurate description of the actual process.
- Reagents being used are correctly represented in the written text.
- Controls/standards/calibrators being used are correctly represented in the written text.
- Materials being used are correctly represented in the written text.
- Reference ranges match the CLTM.
- Units of measure match the CLTM.
- Critical values match the CLTM and Critical Value Chart
- Links within the webpage document are in working order.
- Check the references (only the last 3 references have to be retained).
- Check to make sure Canned Comments are in CLICS.
- Verify that any job aids created are consistent with the written procedure. Print and send a copy of the job aid with the procedure.

Write corrections on the printed procedure and submit with this cover page to the LIS Project Coordinator at Cathedral Square. Corrections can also be typed on a separate page with instructions as to where to insert or what text to replace.

Print the CLTM entry for the test from the webpage. Check the CLTM entry for correct information:

- UCL/MA orderable code
- HIS orderable code
- Location(s) of testing
- Test methodology
- Specimen requirement
- Performance time
- Notes are pertinent

Write any corrections/clarifications on the printed CLTM entry and submit with the procedure changes to the LIS Project Coordinator at Cathedral Square.

Changes made to the procedure will determine whether the review is a comprehensive review or an interim review. Comprehensive review is necessary when proposed changes affect the performance of the procedure, specimen collection, result reporting, reference range and/or quality control performance. Interim review is typically comprised of minor changes such as grammatical corrections, product number updates, typographical error corrections, etc. **Designate the appropriate procedure review category:**

- Interim Review
- Comprehensive Review

Note: Procedures categorized as Interim Review will be retranslated to the webpage without new signatures. Procedures in the Comprehensive Review category will be returned to the reviewer for proof-reading and procurement of the appropriate Pathologist signature. The signed document is then returned to the LIS Project Coordinator.