LABORATORY STANDARD OPERATING PROCEDURES MANUAL	**IDENTITY OF THE ANALYST OR TESTING PERSONNEL**
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I. PURPOSE:

It is essential for good laboratory management of the analytical phase of testing for the identity of testing personnel to be available. It is also necessary that each test is identified with the date and time that it is ordered and also the date of testing if that is different. The date of testing, time of reporting, and the identity of testing personnel is retrievable by look up in the computer system in an internal report.

II. PROCEDURE:

A. When manual testing is done, the worklist is used for easy entering of these manual results. Each technologist will log on and enter the test results. This will be a computerized documentation of the testing personnel.

B. When tests are put on the Sysmex XE2100, or Sysmex 5000 instruments and the Microscan, the analyst's name or initials can be input in the instrument. Initials can also be written on instrument printouts. Results again will be entered into the computer identified by a specific technologist log on.

C. When specimens are run as a bar-coded specimen on any instrument, this identifies the specimen. The results again are accepted and verified by the technologist with their own computer log on. If the barcode function is down for any reason on any instrument the technologist will either enter their name or initials into the instrument when the test is run, and / or initial the print-out from the instrument.

D. Each specimen is identified by a date and time when entered as received or ordered in the computer. The date and time collected as well as the date and time received into the laboratory are input into the system when the specimen is received into the computer system. The times verified by the technologists are available on the patient report.

E. For all laboratory testing done at a reference laboratory, the identity of the testing personnel is available by contacting the specific laboratory and requesting that information.

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See original policy in the Laboratory for all documented annual reviews.

Reference:

1. Comprehensive Accreditation Manual for Pathology and Clinical Laboratory Services, Joint Commission on Accreditation of Healthcare Organizations, 1998, p.256.
2. College of American Pathologists, General Laboratory Checklist Section 01, April, 1997.