

**Laboratory Director Checklist**

	<i>Check Records</i>
	Assure procedures are reviewed and signed
	Check for unacceptable abbreviations - edit with single line drawn through and initials
	Signature on all Proficiency Testing -Attestation statements and reports
	<i>Personal Reminders</i>
	Log off computer screens, when not actively in use.
	Practice good hand hygiene
	Be able to speak about Hospital National Patient Safety Goals
	Be able to speak about how you use the "universal protocol," i.e., time out
	Be able to speak about how you use 2 patient identifiers
	<b>For Pathologists or Faculty assisting</b>
	Sign off of frozen sections with date and time
	Demonstrate the "universal protocol," i.e., time out
	Assure name and second identifier on specimen
	Demonstrate site marking (as indicated)
	Dictate operative/procedure note immediately after case
	<i>All Staff</i>
	Be able to speak about Hospital National Patient Safety Goals
	Be able to speak about Performance Improvement initiative in lab
	Be able to speak on your role in Disaster Plans
	Be able to speak to the employee's right to report patient quality and safety issues to the Joint Commission, and CAP without

**Laboratory Administrator/Manager Checklist**

*Communication*

	Notify staff of survey, convey positive comments and encouragement
	Assure that duties are assigned as needed
	Designate area for surveyor meeting and assure a computer is in or close to that room
	Proficiency Testing data is available (two years at least worth)
	Produce list of patients who have had lab tests/ diagnosis
	<i>Check Environment</i>
	Clean and clear hallways
	<i>All Staff</i>
	Be able to speak about Hospital National Patient Safety Goals
	Be able to speak about Performance Improvement initiative(s) in lab
	Be able to speak on your role in an Emergency / Disaster
	Be able to speak to the employee's right to report patient quality and safety issues to the Joint Commission, and CAP without fear of retaliation (utilize dept. chain of command first)

**Laboratory Supervisors Checklist**

	<i>Communication</i>
	Notify staff that you are to be the point person for surveyors who enter Lab
	Notify staff of the need to be flexible if surveyor comes to lab area
	Check for training documents available and completed
	<i>Check Environment</i>
	Assure emergency equipment was checked, and file any sheets older than current month
	If keeping paper temperature logs, file any sheets older than current month
	Assure Flammable safety cabinets are closed completely
	Know how you would get safety data sheets (SDS) on common chemicals you use
	Assure all staff are wearing hospital ID badge and it is showing photo out
	<i>Personal Reminders</i>
	Follow good hand hygiene practices
	Be sure all sinks have soap and paper towels
	Use Proper PPE -lab coats, glove and eyewear where required
	<i>All Staff</i>
	Be able to speak about Hospital National Patient Safety Goals
	Be able to speak about Performance Improvement initiatives in your lab
	Be able to speak on your role in Disaster Plans and Emergencies
	Wear ID Badge so that it is visible to others
	Be able to speak to the employee's right to report patient quality and safety issues to the Joint Commission, and CAP without fear of retaliation (utilize dept. chain of command first)

### Laboratory Leads Checklist

	<i>Check Lab Records</i>
	For Complete QC documentation/records
	Check for expired reagents
	Check for warnings labels on Hazardous Chemicals
	<i>Check Environment</i>
	Assure gas cylinders are secured tanks
	Assure that expiration dates are on all reagents and stains
	Know how you would get safety data sheets (SDS) on common chemicals you use
	Assure no sharps container is too full
	Assure no fire door or exit corridor is blocked by equipment
	Assure that bleach bottles solutions are labeled with a 7 day expiration date from the day solution was made if not in opaque bottle.
	<i>Personal Reminders</i>
	Use Proper PPE -lab coats, gloves and eyewear/ protective barriers where required
	Follow good hand hygiene practices
	<i>All Staff</i>
	Be able to speak about Hospital National Patient Safety Goals
	Be able to speak about Performance Improvement initiatives in lab
	Be able to speak on your role in Disaster Plans and Emergencies
	Wear ID Badge so that it is visible to others
	Be able to speak to the employee's right to report patient quality and safety issues to the Joint Commission, and CAP without fear of retaliation (utilize dept. chain of command first)

**Laboratory Technologists Checklist**

	<i>Check Lab Records</i>
	Check documentation completeness for any Critical Action Value report
	If surveyor selects your test procedure, know where to obtain all aspects of test, including any QC associated with test
	Think about lab test you may be performing on your patients sample and know where you could find that procedure
	Know where to find all Documentation of QC
	Label all Reagents used (name, conc., Exp date, open date, etc.)
	<i>Check Environment</i>
	Wearing lab coats buttoned and cleaned
	Know how you would get safety data sheets (SDS) on common chemicals you use
	<i>Personal Reminders</i>
	Know your chain of command
	Follow good hand hygiene practices
	Know how you would handle communication of critical values
	Be able to speak about and demonstrate how you use 2 patient identifiers
	Use Proper PPE -lab coats, glove and eye protection where required
	<i>All Staff</i>
	Be able to speak about Hospital National Patient Safety Goals
	Be able to speak about Performance Improvement initiatives in lab
	Be able to speak on your role in Disaster Plans and Emergencies
	Wear ID Badge so that it is visible to others
	Be able to speak to the employee's right to report patient quality and safety issues to the Joint Commission, and CAP without fear of retaliation (utilize dept. chain of command first)

**Laboratory Technicians Checklist**

	<i>Check Environment</i>
	Look for and remove any door wedges -- leave with leads.
	Make sure all boxes are off the floor
	Assure all cylinders are stored and secured correctly
	Look for any equipment that is closer than 18 inches from a ceiling sprinkler and move it lower
	Look for ceiling tiles that are stained, notify facilities if found 5-5770
	Demonstrate how specimens are handled during processing
	Move equipment not being used to a storage area
	Check eyewash areas- no obstruction and logs for completion
	<i>Personal Reminders</i>
	Be able to speak about how you use 2 patient identifiers
	Follow good hand hygiene practices
	Know how you would get safety data sheets (SDS) on common chemicals you use
	Use Proper PPE -lab coats closed, glove and eye protection where required
	<i>All Staff</i>
	Be able to speak about Hospital National Patient Safety Goals
	Be able to speak about Performance Improvement initiatives in lab
	Be able to speak on your role in Disaster Plans and Emergencies
	Wear ID Badge so that it is visible to others
	Be able to speak to the employee's right to report patient quality and safety issues to the Joint Commission, and CAP without fear of retaliation (utilize dept. chain of command first)

## CUSTOMER SERVICE

	<i>All Staff</i>
	Be able to speak about Patient National Safety Goals for Labs
	Be able to speak about Performance Improvement initiative in lab
	Be able to speak on your role in Disaster Plans
	Wear ID Badge so that it is visible to others
	Be able to speak to the employee right to report patient quality and safety
	issues to the Joint Commission without fear of retaliation (utilize dept. chain

**Pathology CQI Office**

	<i>Communication</i>
	Know to promptly greet surveyor (who will be escorted by JHH staff) and follow notification process
	<i>Information available for Regulatory Review</i>
	HR Records
	If requested contact Pathology HR
	<i>PI</i>
	Performance Improvement Data available for review
	QM Plans and data available for review
	<i>Check Environment</i>
	Have the EMR reports available for review for planning session
	Have map of the Facility available
	<i>Personal Reminders</i>
	Follow good hand hygiene practices
	<i>All Staff</i>
	Be able to speak about Hospital National Patient Safety Goals
	Be able to speak on your role in Disaster Plans
	Wear ID Badge so that it is visible to others
	Be able to speak to the employee's right to report patient quality and safety issues to the Joint Commission, and CAP without fear of retaliation (utilize dept. chain of command first)

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