	Document Code:	DPOTMH-L-100-P05-S02
	Effective Date:	08-01-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Laboratory Unit
	Document Title:	SAFE AND EFFICIENT USE OF MEDICAL EQUIPMENT

PURPOSE:

To maintain the functionality, length and service of the machines.

SCOPE:

Applies to all Laboratory Unit staff of Una Konsulta

PERSON RESPONSIBLE:


Medical Technologist, Biomedical Technicians, Outsourced Technicians

GENERAL GUIDELINES:


1. Personnel or Medical Technologist can only handle laboratory equipment if he/she is equipped with proper training by the Biomedical Technicians or Outsourced Technician of the said brand/equipment being used.
2. The machine should be checked regularly by the Biomedical Technicians or by the Outsourced Technicians.
3. The personnel must be aware of the do's and don't's of the different equipment as to handling the specimen needed, calibration, daily maintenance and environment condition.

PROCEDURE:

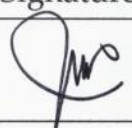
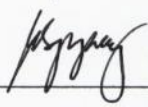



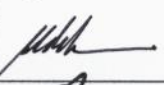
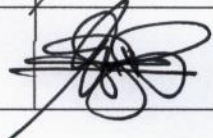
1. The Medical Technologist cleans the laboratory machines regularly according to its specification and uses only the recommended cleaning materials (e.g. dry cloth only or cloth moistened with recommended disinfectant).
2. A scheduled maintenance and calibration should be performed by either the Biomedical Technician or by Outsourced Technician.


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3. The Medical Technologist, Biomedical Technician or Outsourced Technician performs quality control documentation and records any discrepancy noted during the maintenance.
4. Checks the reagent's condition (e.g. expiration date, checks for any changes in the consistency).
5. Before the Medical Technologist switches the machine off after use, a thorough clean-up should be done on its processor using the manufacturer's approved cleansers (e.g. daily cleaner for Easylite, cleaning solution for Symex and etc.).
6. Maintain the recommended room temperature inside the laboratory to avoid overheating the machines.

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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/11/22

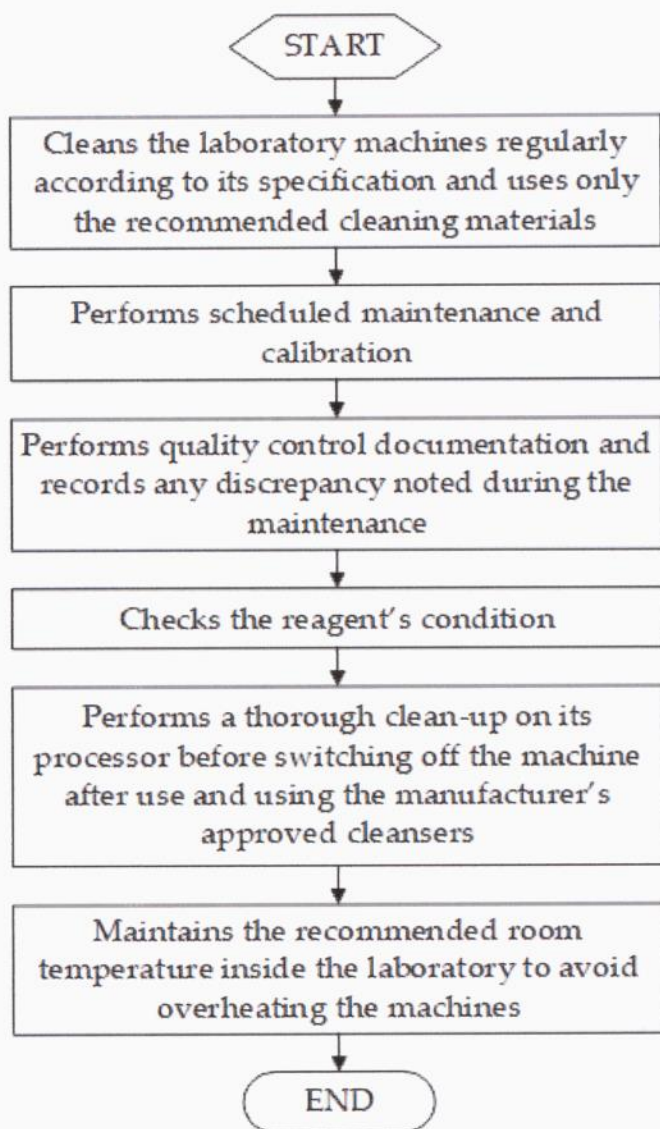
	Document Code:	DPOTMH-L-100-P05-WI02
	Effective Date:	08-01-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Laboratory Unit
	Document Title:	SAFE AND EFFICIENT USE OF MEDICAL EQUIPMENT


KEY TASKS	PERSON RESPONSIBLE
1. Cleans the laboratory machines regularly according to its specification and uses only the recommended cleaning materials	Medical Technologist
2. Performs scheduled maintenance and calibration	Biomedical Technician/ Outsourced Technician
3. Performs quality control documentation and records any discrepancy noted during the maintenance	Medical Technologist/ Biomedical Technician or Outsourced Technician
4. Checks the reagent's condition	Medical Technologist
5. Performs a thorough clean-up on its processor before switching off the machine after use and using the manufacturer's approved cleansers	Medical Technologist
6. Maintains the recommended room temperature inside the laboratory to avoid overheating the machines	Medical Technologist



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FLOWCHART



	Document Code:	DPOTMH-L-100-P05-S03
	Effective Date:	08-01-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Laboratory Unit
	Document Title:	SPECIMEN LABELING

PURPOSE:

1. To set a standard protocol in labeling specimen.
2. To ensure that specimen for laboratory testing are identified properly to prevent misdiagnosis.

SCOPE:


Applies to all Laboratory Unit staff of Una Konsulta

PERSON RESPONSIBLE:

Medical Doctors, Medical Technologists, Registered Nurses, and Patients

GENERAL GUIDELINES:


1. Specimen shall be considered mislabeled when there is a mismatch between patient specific identifiers reflected on the Hospital Bizbox System against the label on the container.
2. Every specimen container shall be labeled legibly on its body (not on the lid cover) with the following information:
 - 2.1. Patient's Name (Surname and First Name)
(Write patient's name in full. Do not use initials only.)
 - 2.2. Patient's date of birth
 - 2.3. Date and time of collection
 - 2.4. Laboratory exam requested
 - 2.5. Requesting physician
3. The Medical Technologist shall ensure correct identification of the patient before a specimen is collected.
4. Specimen labeling shall be performed in the presence of the patient for prompt verification and correction in cases of wrong details, misspelling, etc.
5. In cases of incorrect labeling, the Medical Technologist, who collected the specimen, shall notify the laboratory urgently to rectify the information.

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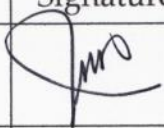
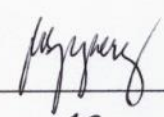
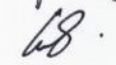

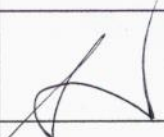

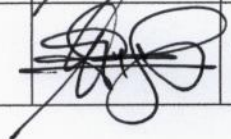
6. When insufficient, inconsistent, or inaccurate identification exists, the laboratory shall recommend that a new specimen shall be obtained.
7. Specimens for testing shall not be processed without a fully accomplished request form.
8. The lid cover shall be secured tightly to prevent spillage that would possibly damage the label.


PROCEDURE:

1. Medical Technologist assigned for specimen collection receives request/ or assessment.
2. Medical technologist then goes to the assigned area for sample collection. Upon arrival, the medical technologist must verify patient's data by letting the patient state his name and his birthday (two [2] patient identifier).
3. Medical technologist must verify the patient's identity and that of the prescribing doctor.
4. Medical technologist labels the primary and secondary containers in the presence of the patient.
5. Label all specimen containers using indelible ink with the following information:
 - 5.1. Patient's first and last names (including maiden name if applicable)
 - 5.2. Personalized identification number (e.g. social security, company ID)
 - 5.3. Date of birth
 - 5.4. Sex
 - 5.5. Date and hour of specimen collection
6. Medical technologist must write the information clearly and legibly.

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Recommending Approval:	RONEL G. SARIO, MD, FPCP Medical Director- Una Konsulta		8/10/22
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/11/22

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KEY TASKS	PERSON RESPONSIBLE
1. Receives request or assessment	Medical Technologist
2. Verifies patient's data using two patient identifier	
3. Labels the primary and secondary containers in the presence of the patient	
4. Labels all specimen containers using indelible ink	
5. Writes the information clearly and legibly	



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FLOWCHART

