

Measurable Elements of AOP.03.03

1. ⑩ The hospital has a written policy that establishes the expected report time for routine and stat test results.
2. The hospital monitors whether stat tests are reported within the expected time frame.
3. The hospital monitors whether routine laboratory results are reported within the expected time frame.
4. When laboratory results are not reported within the expected time frame, the hospital takes corrective action.

Standard AOP.03.04

All laboratory testing equipment is regularly inspected, maintained, and calibrated, and appropriate records are maintained for these activities.

Intent of AOP.03.04

The proper maintenance and calibration of laboratory equipment is essential to ensuring accuracy of test results.

Laboratory staff ensure that all equipment, including medical devices used for point-of-care testing, function properly. The laboratory implements a program to manage equipment. Testing, maintenance, and calibration frequency are completed according to the manufacturer's guidelines or more frequently based on the laboratory's use of the equipment and documented history of service.

The program to manage laboratory equipment includes the following:

- Selecting and acquiring laboratory equipment and medical equipment
- Identifying and taking inventory of laboratory equipment and medical equipment
- Assessing laboratory equipment use through inspection, testing, calibration, and maintenance
- Monitoring and acting on laboratory equipment hazard notices, recalls, reportable incidents, problems, and failures
- Documenting the management program

Measurable Elements of AOP.03.04

1. ⑩ The laboratory manages laboratory equipment with a written process for how equipment is selected and acquired.
2. ⑩ There is an inventory of all laboratory equipment. (*See also* FMS.07.00, ME 2)
3. ⑩ Laboratory equipment is inspected and tested when new and according to manufacturers' guidelines; the inspections are documented.
4. ⑩ Laboratory equipment is calibrated and maintained according to manufacturers' guidelines, and the calibration and maintenance are documented.
5. The hospital monitors and acts on laboratory equipment hazard notices, recalls, reportable incidents, problems, and failures. (*See also* FMS.07.01, ME 1)

Standard AOP.03.05

Essential reagents and supplies are available, and all reagents are evaluated to ensure accuracy and precision of results.

Intent of AOP.03.05

Reagents are a necessary component of laboratory testing, so the hospital creates a policy to ensure that essential reagents are available and meet their purpose for laboratory tests. The hospital has identified reagents and supplies necessary to provide laboratory services to its patients. There is a process to order or secure essential reagents and supplies.

The laboratory develops and implements guidelines for the periodic evaluation of all reagents, to provide for accuracy and precision of laboratory test results. Reagent performance and adequacy are verified before use. All essential reagents are evaluated according to manufacturers' directives or packaging instructions. Hospital policy requires the complete and accurate labeling of reagents and solutions.

Measurable Elements of AOP.03.05

1. Essential reagents and supplies are identified and available, and there is a process to address when essential reagents are not available. (*See also* FMS.05.00, ME 2)
2. All reagents are stored and dispensed according to manufacturers' instructions.
3. ⓐ The laboratory establishes and follows the hospital's written policy for the evaluation of all reagents to ensure accuracy and precision of results.
4. All reagents undergo quality control testing as required by the manufacturer.
5. ⓐ Records for reagents include the following information:
 - Identity of the reagent
 - Date of receipt or preparation
 - Lot number
 - Expiration date
 - Date put into use(*See also* FMS.05.00, ME 2)

Standard AOP.03.06

Procedures for collecting, identifying, handling, safely transporting, and disposing of specimens are established and implemented.

Intent of AOP.03.06

Proper management of specimens is required to ensure that test results accurately represent patient condition; specimens must be properly labeled to match the specimen and results to the correct patient.

Procedures are established and implemented for the following:

- Ordering laboratory tests
- Collecting and identifying specimens
- Transporting, storing, and preserving specimens
- Receiving, logging, and tracking specimens
- Disposal of specimens

These procedures are observed for specimens sent to contracted laboratory services for testing.

Measurable Elements of AOP.03.06

1. ⓐ Procedures are established and implemented for the ordering of tests.
2. ⓐ Procedures are established and implemented for the collection and identification of specimens.
3. ⓐ Procedures are established and implemented for the transport, storage, and preservation of specimens.
4. ⓐ Procedures are established and implemented for the receipt and tracking of specimens.
5. ⓐ Procedures are established and implemented for the disposal of specimens.
6. The procedures are followed when contracted laboratory services are used.