



Laboratory Quality management system

MODULE 8 Equipment

Acknowledgements

This Module was prepared by Beatrice Orena.

Part 9.0: Equipment



OBJECTIVE: To provide instruction on how to establish a program for managing equipment.

At the end of this module, participants will be able to:

- list items to consider prior to purchasing equipment for the laboratory;
- manage the selection and acquisition of new equipment;
- describe the requirements for a preventive maintenance program for equipment;
- provide a rationale for developing a preventive maintenance program in your laboratory;
- Explain how to retire old or outdated equipment.

MATERIALS:

1. Handouts,
2. Slides
3. Computer
4. Over head projector
5. Flip chart
6. Markers and pens
7. Note books
8. Exercise: stickers for equipment placement and lab flow diagram.
9. Additional handouts as required.

TIMELINE: 120 Minutes

METHODOLOGY:

1. Lectures
2. Discussion
3. Group exercise

ADVANCE PREPARATION:

1. Printing activity
2. Read the facilitators notes

3. Ensure that adequate exercise materials are available, i.e. each group should have at least two exercise materials/ drawings
4. Make sure that adequate instructions are printed and issued out to the various groups, i.e. each group member should have a copy of the exercise instructions.
5. Confirm that the stickers are appropriate and adequately stick onto the diagrams prior to starting the class

FACILITATORS STEP-BY STEP INSTRUCTIONS:

1. Welcome and Introduction
2. Present module overview
3. Break the class into 3 groups composed of not more than 5 participants each at least and issue out the exercise/scenario.
4. Ask each group representative to come up and present to the class the equipment placement in and their use.

FACILITATORS NOTES

Refer to the trainers notes attached

Refer to the trainer's activity guide attached

SLIDE OF POWERPOINT PRESENTATION



SITUATION ANALYSIS/ EXERCISES

LQMS/FG/008

Version 1.0

Effective date: 01-Jun-2019

- 1) Organize participants in group of ten and ask them to mention available equipment in their facilities placement and utilization
- 2) The participants will be expected to suggest good practices that ensure long shelf life and optimal equipment function
- 3) A presentation will then be made to the class from each of the group representatives.

ASSESSMENT REVIEW

1. What considerations should be put in place before acquiring equipment
2. Who is responsible for equipment in the laboratory
3. What measures should be in place to ascertain optimal equipment function

REFERENCES

- GLI TB training package (<http://www.stoptb.org/wg/gli/trainingpackages.asp>)
- CLSI – Standards, guidelines, and best practices for quality in medical testing
- WHO – Laboratory Quality Management System - Handbook
- ISO 15189 – Medical laboratories – Requirements for quality and competence