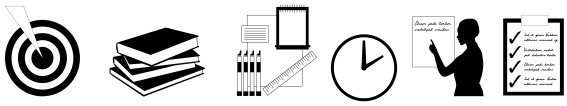
FACILITATOR GUIDE

Laboratory Quality management system

MODULE 9
Process control: Sample management

Acknowledgements
This Module was prepared by Beatrice Orena.



OBJECTIVE: To help participants develop a system for managing samples from the time of collection to the final storage or disposal, in a manner that will ensure sample integrity.

Learning Objectives

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

name sample collection errors that could lead to incorrect laboratory examination results;

list contents that should be included in a handbook designed for people who collect samples off-site;

provide a rationale for rejecting unsatisfactory samples;

describe a system for sample handling, including collection, transport, storage, and disposal;

Explain the importance of maintaining sample integrity and assuring that all regulations and requirements are met when transporting samples.

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.

TIMELINE: 90 Minutes

METHODOLOGY:

1. Lectures
2. Discussion
3. Group exercise

ADVANCE PREPARATION:

1. Printing notes,
2. Read the facilitators guide

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. Provide participants with exercise in group

FACILITATORS NOTES

1. Follow the facilitators notes attached

SLIDE OF POWERPOINT PRESENTATION

SITUATION ANALYSIS/ EXERCISES

1) Provide participants with an exercise below showing list of events to ascertain a myth or hit basing on personnel level of awareness
2) Have the individuals exchange the answers and mark each other

	Statement	Hit 	Myth 
1	The laboratory has little influence on how samples are collected by others and submitted to the laboratory for testing.		
2	Requesting clinical information to be submitted with a sample is a breach of patient confidentiality.		
3	The use of transport medium is an unnecessary cost, particularly if collected samples are submitted to the laboratory within the week it was collected.		
4	Only samples contained in containers labeled with a biohazard label should be treated as if it is infectious.		
5	Good, old fashion common sense is a natural friend of laboratory science. It is a sure guide for making sound decisions to accept or reject a sample for testing.		
6	The only requirement of a laboratory receiving samples for confirmation testing is strict adherence to sample rejection criteria.		
7	Samples transported via air must meet IATA regulations.		
8	The laboratory can safely assume that if two samples are submitted simultaneously with the same first and last name or birth date, that the 2nd sample is a duplicate and should be discarded.		
9	Most tests require samples to be collected in sterile containers.		
10	All samples for testing must be accompanied by a test requisition.		

ASSESSMENT REVIEW

1) What are some of the sample collection errors that could lead to incorrect laboratory examination results?
2) List contents of a handbook designed for people who collect samples off-site.
3) What are some of the reasons for sample rejection in the Laboratory.
4) Explain the importance of maintaining sample integrity and assuring that all regulations and requirements are met when transporting samples.

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