

Audit Worksheet to Assess Policies, Procedures and Indicators for Compliance with Lab Patient Safety Goals

Attachment D

Purpose of audit:

To evaluate how the laboratory currently addresses each goal.

To assess which processes and procedures might require revision to optimize laboratory compliance with each goal.

Instructions:

For each of the four Laboratory Patient Safety goals listed below, determine how your laboratory addresses each. Approaches include but are not limited to:

- Monitoring activities through the QM Plan
- Laboratory-wide or section-specific policies/procedures
- Laboratory processes
- facility-wide processes, such as inter-disciplinary committees.

NOTE: An example (in *italics*) is provided for the first goal.

Goal #1: Improve patient and sample identification at the time of:
<ul style="list-style-type: none">• Specimen collection• Analysis• Results delivery
QM monitor(s): <i>Chemistry: accuracy of manually entered results (threshold:97 % accuracy, Currently 89 %, Needs improvement corrective actions include...</i>
Laboratory processes/procedures:
Facility processes/procedures:
Evaluation:

**Audit Worksheet to Assess Policies, Procedures and Indicators
for Compliance with Lab Patient Safety Goals**

Attachment D

Goal #2: Improve the identification, communication of life threatening or life altering information regarding

- **Malignancies**
- **HIV and other infections**
- **Cytogenetic abnormalities**
- **Critical values**

QM monitor(s):

Laboratory processes/procedures:

Facility processes/procedures:

Evaluation:

**Audit Worksheet to Assess Policies, Procedures and Indicators
for Compliance with Lab Patient Safety Goals**

Attachment D

Goal #3: Improve the identification, communication and correction of errors
QM monitor(s):
Laboratory processes/procedures:
Facility processes/procedures:
Evaluation:

**Audit Worksheet to Assess Policies, Procedures and Indicators
for Compliance with Lab Patient Safety Goals**

Attachment D

Goal #4: Improve coordination of the laboratory patient safety goals within healthcare organizations (nursing, administration, POCT personnel, providers)

QM monitor(s):

Laboratory processes/procedures:

Facility processes/procedures:

Evaluation: