#### WEEK 4: LABORATORY MANAGEMENT

#### TOPIC

Elaboratory communication, policy, process and procedures.

The contents of policy and procedure manuals.

The difference of documents and records.

Lab computerization, advantages and disadvantages.

LIS, component and information.

Objectives.

To determine the importance of effective communication in clinical laboratory.

To understand the difference between.

To determine the importance of effective communication in clinical laboratory.

To understand the difference between documents and records in the lab.

To know the process of US and its components

To determine the advantages and disadvantages of computerization in the

#### Information Management

Information management is a system that incorporates all the processes needed for effectively managing data—both incoming and outgoing patient information (WHO)

#### 5 Areas of Information Management:

- a. Information Collection
  - Interviewing the age, gender, address and etc.
- b. Storage
  - -Backup files for the result
- c. Distribution

clinical laboratory.

d. Archive

tally rescult

e. Distraction

-Wait for 10 years before dispose the laboratory result DOH- Set the time line on what year should dispose the

#### What is communication?

✓ The exchange of thoughts, messages, or information using speech, signals, writing, or behavior
✓ The art and technique of using words effectively to impart information or ideas
✓ A system, such as mail, telephone, television, or computer, for sending and receiving messages
✓ The exchange or transmission of ideas, attitudes, or beliefs between individuals or groups.

#### Importance of Communication in the Management

#### Theories

- The First executive functions is to develop and maintain a system of communication - Chester Barnard
- Organizational interaction depends on communications Hicks
- The nature and used of communications in excellent companies are remarkable – Peters and Waterman

#### Communication and Information Flow

#### INFORMATION

- Internal Department
- External Department
- External Vendors
- Regulators
- Laboratory Clients

#### Management Communication Strategy

a plan used by the laboratory for the

dissemination of information.

#### Elements of a communication plan:

Define objectives and purpose of the plan.

- Use a concise message.
- Gear communication to education level of

#### Recipient

The purposes should include the education of all clients on:

- ☐ The appropriate utilization of laboratory services
- Test order

- Specimen collection and transport
- c. Testing turn around time
- d. Report format, additional report comment,
- references, consultation available
- The extent of services offered
- a. Test menu- You have the list of price
- b. Test available stat- Immediately result
- Comprehensive parameter- Buntis package (Combo Test)

Regulations concerning the operation of the Laboratory

- When or how long operate of your
- laboratory
- b. Performance of test sheet
- c. Stats Reporting
- d. Critical value reporting
- Laboratory organizational chart

#### Elements of Communication Plan:

 Identify the structure and format of written Communication.

- List recipients of laboratory communication.
- Identify the method(s) of communication.
- a. Written- Memo and letter
- Written- Memo and letter
   Verbal- call or test
- b. Verbal- call or te
- Visual-Video

Means and Mechanics of effective communication "For effective communication, you must

be aware of the means and the channels . . . with which to transmit and exchange information" (Heller)

#### Methods of communications:

### Action

Written

Visual

# Cycle of communication in processing laboratory determination

Physician —> Patient/ Lab Request —> Specimen Collection —> Laboratory Processing —> Releasing of the result

#### Documents and records:

- The management of documents and records is one of the 12 essential elements of the quality system.
- The management system addresses both use and maintenance of documents and records.
- A major goal of keeping documents and records is to find information whenever it is needed.

#### What are the difference lab docs and record

- Histolab Handbook
- Histolab Policy manual
- ✓ Histolab SOP Manual
- ✓ Histolab Quality Manual
- ✓ Histolab Safety Manual

#### **Characteristics of Documents**

S communicate information to all persons who need it

#### Ill need to be updated or maintained;

must be changed when a policy,process or procedure changes;

establish formats for recordingand reporting information by the use of standardized forms once

the forms are used to record information, they become records

Examples: quality manuals

® SOP, job aids

#### Characteristics of Records

#### Ill need to be easily retrieved or accessed

S contain information that is permanent, and does not require updating.

#### Documents:

Procedures, Process and Policy

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**Ana C. Jarvis** 

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