

## WEEK 4: LABORATORY MANAGEMENT

### TOPIC

- ▢ Laboratory 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 documents and records in the lab.
- ▢ To know the process of LIS and its components
- ▢ To determine the advantages and disadvantages of computerization in the clinical laboratory.

### 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:

- Information Collection
  - Interviewing the age, gender, address and etc.
- Storage
  - Backup files for the result
- Distribution
- Archive
- Discretion
  - Wait for 10 years before dispose the laboratory result.

DOH- Set the time line on what year should dispose the lab result

### 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
- a. Test order

- Specimen collection and transport
  - Testing turn around time
  - Report format, additional report comment, references, consultation available
- ▢ The extent of services offered
    - Test menu- You have the list of price
    - 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
    - Performance of test sheet
    - Stats Reporting
    - 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.
  - Written- Memo and letter
  - Verbal- call or test
  - 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  
Verbal  
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

▢ communicate information to all persons who need it

- ▢ need to be updated or maintained;
- ▢ must be changed when a policy, process or procedure changes;
- ▢ establish formats for recording and 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

- ▢ need to be easily retrieved or accessed
- ▢ contain information that is permanent, and does not require updating.

### Documents:

Procedures, Process and Policy

### Quality Manual

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**Ana C. Jarvis**



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