

QUALITY ASSESSMENT PLAN
NORTHWEST PRIMARY CARE

Calendar for Review		Year			
Month	Item	Initials	Date	Notes	
January	Complete items on Monthly Checklist to include compilation/review of QC reports, LJ graphs, QC Logs, and maintenance checklists (Responsible parties: Laboratory staff, laboratory Director and/or technical consultant)				
	Proficiency Testing, if applicable				
	Completion/review of corrective action for incidents or errors during the month				
	Call with consultant/meeting with lab director to review QC/QA				
	Other				
	Review of Personnel Records				
	Review the following for compliance:				
	Documentation of initial training and competency				
	Assessment of competency at 6 months, 1 year and annually as appropriate with competency checklist				
	Documentation of staff continuing education				
	Lab Director: Documentation of continuing education				
	Proof of Education (H.S., A.A., B.S., etc)				
	Annual safety and OSHA training				
	Compliance Assessment				
	Safety Walk-through: (Review the following areas for compliance)				
	Fire extinguishers present and service updated				
	Eye wash tested, if present				
	Personal Protective Equipment (PPE) (gloves, gowns, eyewear) present				
	Biohazardous waste disposed properly into conveniently placed containers				
	Biohazard pickup regular and documented with receipts				
Patient confidentiality: Screens and records protected? Verbal conversing discreet?					
OSHA, safety, and SDS manuals present and updated?					
General maintenance annual checks completed as applicable: Thermometer, Centrifuge, Pipettes, Microscope					
Lab procedure and QA manual updated, & signed by Lab director annual					

 Lab Director

 Date