

SAN FRANCISCO GENERAL HOSPITAL & TRAUMA CENTER

Initial ORIENTATION & TRAINING or **Follow Up**


PROCEDURE: ACTIVATED CLOTTING TIME - GEM HEMOCHRON 100 (ACT-LR)

This form is to be used for trainer-supervised initial orientation and training. The trained employee must demonstrate competency at the time of initial orientation and training, six months after initial training and annually thereafter.

EMPLOYEE NAME (Printed):	
TRAINER(s) NAME (Printed)	
LICENSE NUMBER:	LOCATION:

I _____(initials) **HAVE READ AND UNDERSTAND THE ACTIVATED CLOTTING TIME BY GEM HEMOCHRON 100 PROCEDURE.**

NURSING: CLIA '88 and California BPC requires you have a college degree in one of these listed sciences to perform this moderately complex test. Please attach a copy of your College Degree in Chemical Science, Biological Science, Physical Science or Nursing.

<u>STEP 1</u>		
ORIENT TRAINEE TO POINT OF CARE TESTING ENVIRONMENT	Date:	Trainer's Initials:
<ul style="list-style-type: none"> Location of Procedure, Equipment and Supplies, Reagent Log, and where to dispose of used supplies 		
<ul style="list-style-type: none"> How and when to use Reagent Log for receiving and verifying new shipments of inventory before patient use. 		
<ul style="list-style-type: none"> IDA (Clinical Indications, Documentation and Clinical Actions) PLAN 		
<ul style="list-style-type: none"> www.SFGH-POCT.org  on the CHN intranet – where Procedure and all forms can be found. 		
<u>STEP 2</u>		
INTRODUCTION TO GEM HEMOCHRON 100 ACT-LR	Date:	Trainer's Initials:
<ul style="list-style-type: none"> Purpose and Principle 		
<ul style="list-style-type: none"> Qualified Testing Personnel Requirements: Initial Training, Semiannual (6 mos after initial training) and Annual Competency there after 		
<ul style="list-style-type: none"> What Epic order to use – POCT Activated Clotting Time – every test needs an Epic order. 		
<ul style="list-style-type: none"> Equipment: GEM Hemochron 100 (GH100) Instrument, power cord, ethernet cord. Supplies: GH100 ACT-LR test cartridges, and GH100 liquid quality control (LQC). 		
<ul style="list-style-type: none"> How to contact POCT Coordinator (business hours) and Werfen Tech Support if having instrument issues (off hours); operator IDs created by POCT. 		

STEP 3		
SPECIMEN AND SUPPLIES	Date:	Trainer's Initials:
<ul style="list-style-type: none"> Specimen: whole blood, non-heparinized, no bubbles; prepare instrument before collecting sample. Stability: must run test immediately after collection. 		
<ul style="list-style-type: none"> GH100 directCHECK Liquid Quality Control (LQC): stored refrigerated, or good for 4 weeks at room temp. 		
<ul style="list-style-type: none"> GH100 ACT-LR Test Cartridges: stored refrigerated, or good for 12 weeks at room temp. 		
<ul style="list-style-type: none"> Daily checks and corrective actions: make sure power cord and ethernet cord are connected; POCT contacts. 		
STEP 4		
QUALITY CONTROL	Date:	Trainer's Initials:
<ul style="list-style-type: none"> Electronic QC (QC): automatically done every 8 hours. Liquid QC (LQC): two levels (L1 normal and L2 abnormal) due every 30 days, performed by users. How to perform EQC and LQC; where to view on analyzer EQC and LQC will be due. Verify new shipments of test cartridges by running LQC on them; verify new shipments of LQC by running it. Document all shipments are checked in Reagent Log before being used for patient testing. EQC and LQC must be valid and PASS to proceed with patient testing; if fails, instrument will lock out of patient testing. Have up to 3 tries to get EQC or LQC to pass before lock out. Corrective Action when EQC or LQC are Outside Acceptable Limits. 		
STEP 5		
PATIENT TESTING	Date:	Trainer's Initials:
<ul style="list-style-type: none"> Running a Patient Sample – hit GO or insert cartridge from Home screen. Results auto-verify to Epic; how to manually push results to Epic if disconnected from network. <ul style="list-style-type: none"> “Out of Range Hi” posts as >400 in Epic; “Out of Range Lo” posts as <65 in Epic. How to deal with incorrect results, how to contact POCT. How to view previous results on analyzer and in Epic. 		
STEP 6		
LIMITATIONS OF METHOD – see procedure	Date:	Trainer's Initials:
CAP SURVEY / PROFICIENCY TESTING	Date:	Trainer's Initials:
STEP 7		
MAINTENANCE – battery checks	Date:	Trainer's Initials:
MATERIAL SAFETY DATA SHEETS (MSDS)	Date:	Trainer's Initials:
TROUBLESHOOTING and ANALYZER REPAIR **DO NOT CONTACT BIOMED; CONTACT POCT**	Date:	Trainer's Initials:

EMPLOYEE SIGNATURE:	DATE TRAINING COMPLETED:
TRAINER(s) SIGNATURE:	DATE TRAINING COMPLETED:

Upon Completion: Email scanned copy of this training sheet, departmental quiz, and competency form to POCT Coordinator (stella.howard2@ucsf.edu), or drop off copy to office mailbox B25-H3041. Unit Manager or RN Educator is encouraged to retain a copy in employee or unit file.