

**OLIVE VIEW-UCLA MEDICAL CENTER  
DEPARTMENT OF PATHOLOGY  
POLICY & PROCEDURE**

**NUMBER: 5469  
VERSION: 3**

**SUBJECT/TITLE: ADM 41.0: EQUIPMENT EVALUATION AND TRAINING PRIME OPERATORS**

**POLICY:** All testing equipment will be evaluated and a training program developed prior to implementation.

**PURPOSE:** Define a protocol for performing equipment evaluation.

**DEPARTMENTS: PATHOLOGY**

**DEFINITIONS:**

- PROCEDURE:**
- A. Prior to Instrument Evaluation:
    - 1. Develop Training Manuals
      - a. Training manuals are to be given to each trainee.
      - b. Training manuals are to be used by each trainer.
    - 2. Develop a Training Checklist for each Employee to sign and Turn In
    - 3. Develop Function Check Logs
    - 4. Develop QC and Maintenance Logs
  
  - B. During Instrument Evaluation:
    - 1. Develop Basic Specimen Flow
    - 2. Develop Basic Paper Flow
    - 3. Complete Evaluation Report as you go (within 2 days completion of evaluation, reports should be ready for review by Pathology Administration.

<b>Date:</b>	<b>Revisions made:</b>	<b>By:</b>	<b>Rev:</b>
9/9/2012	Document placed in PPM	J. Foley	41.0
8/13/2018	TLC.11485 – New Director Procedure Approval	F. Lowder	41.0 v2
4/13/2020	DRA.11485 – New Director Procedure Approval	J. Agaton	41.0 v3

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"No changes in procedure content, new version was created to satisfy <b>CAP requirement TLC.11485</b> - New Director Procedure Approval"	
References:	
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