

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

**NUMBER: 2312
VERSION: 1**

SUBJECT/TITLE: MISC-019 TIMER MAINTENANCE AND VERIFICATION

POLICY: Timer Maintenance

PURPOSE:

DEPARTMENTS: PATHOLOGY

DEFINITIONS: All timers (including all channels of multi-channel timers) in the General Laboratory are checked against a reference timer for accuracy.

PROCEDURE: **INSTRUMENTATION AND SUPPLIES**

- <https://time.is> (Reference timer)
- All timers (appropriately identified with a number)
- AA alkaline batteries

SCHEDULE

Once every three months (quarterly)

PROCEDURE

1. Check to make sure each timer is properly labeled with an assigned number.
2. Replace the batteries of all electronic timers with fresh batteries bi-annually.
3. Record the date and the timer number (plus channel number) on the Timer Verification Log.
4. Go to the website <https://time.is>
5. Choose the channel number that needs calibration. Please follow manufacturer's instructions for use of timer.

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QUALITY CONTROL AND CORRECTIVE ACTION

1. The difference between the timer being checked and the reference digital timer must not exceed 5 seconds in order for it to be considered “Verified”.
2. Any timer which exceeds the acceptable limits must not be used. Attach a note on the timer indicating “Do not use” and notify the Supervisor

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References: https://time.is	
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