

CHECK LIST FOR ASSESSMENT OF KABUL LABORATORIES

Name of hospital :	Date :
Name of Lab General Supervisor :	
Evaluated by :	

	0: No	1:Partly	2:Yes	Remarks
ORGANISATION / RESSOURCES HUMAINES				
The opening time of the laboratory is precised and known by the patient				
Lists of exams performed during day time and night duty are available for the Doctors				
There is an organigramme of the laboratory				
A job description is available for each position in the laboratory				
Internal meeting are organized				
Meeting with Director and doctors are organized				
HYGIENE AND SECURITY				
Lab technicians wear lab coat				
Lab technicians wear gloves for sample collection and analysis and change them regularly				
Dangerous and toxic products are identified and kept separately				
Food is prohibited in the laboratory				
Smoking is prohibited in the laboratory				
Needles are not recovered before being thrown in the safety container				
Syringes and needles are eliminated in rigid containers				
Safety containers are used only to eliminate contaminated waste				
They wash worktops each day with proper detergent				
They wash floor each day with proper detergent				
They wash the hands before lab activities and when they leave the laboratory				
The use gloves, masks and protecting glasses is well defined				
Gloves, masks and protecting glasses are available if needed				

BEFORE ANALYSIS				
<i>WELLCOMING THE PATIENT</i>				
	Respect of confidentiality			
	Patient are registered in a register book (one number by patient)			
<i>SAMPLE COLLECTION</i>				
	There is a special room for specimen collection with sink			
	Procedures on urine, stool and blood collection are written			
	They respect the procedures			
<i>URINE SAMPLE</i>				
	The labo has proper containers for urine with cover			
	The patient are told how to make a correct urine collection sample			
	The sample collection has a registration number or the name of the patient written on the urine container			
<i>STOOL SAMPLE</i>				
	The labo has proper containers for stool with cover			
	The sample collection has a registration number or the name of the patient written on the stool container			
<i>BLOOD SAMPLE</i>				
	Patients are asked if they have eaten before blood collection			
	They use steriled and non reusable containers for sample collection			
	They use sterilised serynges, needles and blood lancets			
	The sample collection has a registration number written on test tube			
MATERIAL AND EQUIPMENT				
	There is a sink in each room with soap			
	There are toilets different for the patients and the staff			
	The electric installation is correct			
	There is an electric connection with generator if it's not provided by city electricity			
	Distilled water is available			
	There is distilled water machine in the lab			
	Microscopes are covered when they are not used			
	Microscopes are clean with xylen or lence paper at least once a day			
	The colorimeter or spectrophotometer are covered when it is not used			

	Standard solutions are performed every days with the colorimeter				
	Zero is made before each sample dosage with the colorimeter				
	There is a refrigerator and it's in operating state				
	Temperature of the refrigerator is controled and registered every day				
	The water bath is at the good temperature				
	The notice of each equipment and material are kept (in English or in Dari)				
	The date of purchase or reception of equipement is registered				
	The centrifugal machine is correctly balanced				
	Test tubes are resterilized for biochemistry and serology examinations				
	Material and equipment maintenance is performed and registered according to manufacturing advice				

REAGENT

	Reagents are available				
	Reagents are used according to the manufacturing notice				
	Reagents are stored according to the manufacturing notice				
	The date which the reagent was opened or made is written on the reagent or on the box				
	Expired reagents are identified and eliminated				

PERFORMING THE ANALYSIS

	There are a written procedures for each analysis				
	They respect the procedures				
	Urine is centrifuged before microscopic examinations				
	Stool examination are performed within one hour after stool collection				
	Normal salin and lugol iodine are used for microscopic exams of stool				
	They use cover slides for stool and urine examination				
	The use specific cover slides with counting chamber for hematologic examination				
	Positive and negative slides of malariae and tuberculosis are kept one year for rechecking				
	They use positive and negative controls for serology tests				

	They make titration for widal, ASO and toxoplasmosis test				
	They use distilled water for preparation of reagent, to make zero with the colorimeter if necessary				
	They use water bath for biochemistry analysis				
	Quality controls are performed before each kind of analysis and results are well reported				
RESULTS					
	Results are kept confidential				
	Patient and health workers are told when they can get the results				
	Results are registered on registration book				
	Results are given on a result sheet completely filled in (name, father's name, address, age, gender, date, ward, registration number,.....) with the medical prescription				
	Results are signed by the laboratory supervisor				
	Results are given with correct unit and normal range				