

GUIDELINES FOR MEDICAL LABORATORIES ASSESSING HEALTH STATUS OF PERSONS

1. Scope:

This document provides guidelines for medical/clinical laboratories which perform medical testing services for determining health status of persons.

2. Responsibility: Technical Manager of a medical laboratory

3. Procedure

3.1 Registration

3.1.1 At the stage of registration, the service recipient shall be uniquely identified.

3.1.2 There shall be a waiting area for the service recipients to wait till their turn comes. This waiting area shall have no access to the testing area. Radiation from radiology room, if available shall not affect the persons sitting in the waiting area.

3.2 Sampling

3.2.1 One person shall be treated at a time. Sampling shall be done under the supervision of an authorized officer of the laboratory and due attention shall be given to the service recipient throughout the sampling process to ensure that sample taken is not changed, altered or adulterated. Samples taken within the premises of the laboratory after registration shall only be accepted.

3.2.2 Bleeding room shall be separated from the sample room where samples are stored or retained. There should not be beds or other furniture used for bleeding purposes inside the sample room.

3.2.3 Toilets shall be clean and properly washed to assure sanitation of service recipients. Commodes and other sanitary ware shall be flushed or washed out after every use. It is preferable, if there are no water taps inside the sample taking area of toilets.

3.2.4 When the sample is handed over to the registration desk, genuineness of the sample with respect to the service recipient shall be confirmed by an authorized officer. For this purpose, cleanliness and authenticity of sample bottle, sample identification, labeling, temperature and colour of sample etc. may be checked.

3.3 Sample Identity

3.3.1 The sample shall be uniquely identified with the service recipient concerned and that identity shall be retained throughout the testing process.

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3.4 Release of Results

3.4.1 The test report shall be delivered only to the service recipient or any other person agreed upon at the stage of registration. When the report is collected, the service recipient or any other person, as agreed shall sign the copy of the test report. If the test report is collected by any other person, the service recipient shall give his/her consent on the application or related document/record submitted.

Note: This guideline shall be followed along with the Specific Criteria for Medical/Clinical Testing Laboratories issued by the SLAB and other procedures and guidelines issued by the laboratory.

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