

# QUICK REFERENCE TASK LOG

**Daily** – confirm these activities by looking at the log or label records

- Complete Environmental Log
- Run Controls (QC) before testing patients OR if using IQCP see Weekly. All control test results must be within range before proceeding

**Weekly** – confirm these activities by looking at the label records

- IQCP (must be implemented and qualified) – Run Control (QC) – results must be within range before proceeding

**Monthly** – initial and date once completed - Quality Assurance Assessment

<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>

**3 times per year** – initial and date once completed

- Proficiency Testing – TSH, free T4, hCG

<b>1<sup>st</sup> Event</b>	<b>2<sup>nd</sup> Event</b>	<b>3<sup>rd</sup> Event</b>

**2 times per year** – initial and date once completed

- Proficiency Testing – Vitamin D, Total PSA, Testosterone, SHBG

<b>1<sup>st</sup> Event</b>	<b>2<sup>nd</sup> Event</b>

- Calibration Verification (Reportable Range exercise) – initial and date once completed

Jan-Jun	Jul-Dec

**Annually** – initial and date once completed

- Competency Assessment: \_\_\_\_\_  
- initially completed at training, 6 months after training, then annually thereafter
- Pipette Recalibration: \_\_\_\_\_

**As Needed**

- Update Laboratory Personnel List
- Training Checklist – complete for each new operator
- Corrective Action Log