

TML/MSH Department of Microbiology Quality Manual	Policy	Page 1 of 5
Section: Documents and Records Prepared by: QA Committee	Subject Title: Document Log Original Date: December 31, 2003	
Issued by: Laboratory Manager	Revision Date	
Approved by: Laboratory Director	Annual Review Date:	

Document Name

Policy #

Quality Manual Introduction

Quality Manual QITMI00000.01

Organization

Organization QORMITOC.01
 Organizational Chart QORMI00000.01
 Organizational Chart QORMI01000.01
 Microbiology Site Map QORMI02000.01
 Quality System Organization Chart QORMI03000.01
 TML Quality Management Committee Terms of Reference QORMI03001.01
 Microbiology Quality Assurance Committee Terms of Reference
 Microbiology Quality Improvement Working Group Terms of Reference QORMI03002.01
 Service of TMLMSH Microbiology Chart QORMI04000.01

Personne

Personnel Policy QPEMITOC.01
 Personnel Management Process QPEMI00000.01
 Personnel Management Process QPEMI01000.01
 Hiring Process QPEMI02000.01
 Filling an existing vacancy - Procedure QPEMI02001.01
 Create a new position from an existing position QPEMI02002.01
 Apply for new unbudgeted position QPEMI02003.01
 Creating a job description for posting QPEMI02004.01
 Job Descriptions QPEMI02004a.01
 Review application for posted position QPEMI02005.01
 Interviewing candidates QPEMI02006.01
 Offer position to successful candidates QPEMI02007.01
 Maintenance of Personnel Files QPEMI02008.01
 Orientation Process QPEMI03000.01
 Orientation for Technologists MI\ORIENT01\v01
 Orientation Training Checklist Template MI\ORIENT03\#\v01 QDRMI01002e
 Technologist Orientation Checklist QPEMI03002.01
 Staff Training Process QPEMI04000.01
 Performance Management Process QPEMI05000.01
 Continuing Education Program QPEMI05001.01
 Application for a course or conference - Procedure QPEMI05002.01
 Participation in a project - Procedure QPEMI05003.01
 Personal Learning Plan QPEMI05004.01
 Personal Learning Development Plan Form QPEMI05004a.01
 Competency Assessment Program - Procedure QPEMI05005.01
 Competency Assessment General DutyTechnologist Form QPEMI05005a.01
 Competency Assessment Technician QPEMI05005b.01
 Competency Assessment Administration QPEMI05005c.01

TORONTO MEDICAL LABORATORIES/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

NOTE: This is a CONTROLLED document. Any documents appearing in paper form that are not stamped in red "MASTER COPY" are not controlled and should be checked against the document (titled as above) on the server prior to use.

TML/MSH Department of Microbiology Quality Manual	Policy	Page 2 of 5
Section: Documents and Records Prepared by: QA Committee	Subject Title: Document Log Original Date: December 31, 2003	
Issued by: Laboratory Manager	Revision Date	
Approved by: Laboratory Director	Annual Review Date:	

Performance Management Program	QPEMI05006.01
Performance Appraisal	QPEMI05006a.01
Document Control	QDRMITOC.01
Documents and Records Policy	QDRMI00000.01
Documents Creation, Revision and Approval Process	QDRMI01000.01
Documents Numbering	QDRMI01001.01
Laboratory Manual Creation and Revision Procedure	QDRMI01002.01
Quality Manual Policy Template	QDRMI01002a.01
Quality Manual Process Template	QDRMI01002b.01
Quality Manual Procedure Template	QDRMI01002c.01
Standard Operating Procedure Template	QDRMI01002d.01
Orientation_Training Checklist Template	MIORIE03000.01
	3\##\v01
Format for documents and records	QDRMI01003.01
Document Distribution Process	QDRMI02000.01
Record Maintenance Archival and Retrieval Process	QDRMI03000.01
Record Retention Procedure	QDRMI03002.01
Equipment	
Equipment Policy	QEQMI00000.01
Equipment Process	QEQMI01000.01
Equipment Implementation Process	QEQMI02000.01
Equipment Log - Table of Contents	QEQMI02001.01
Equipment Validation Procedure	QEQMI01002.01
Equipment maintenance Process	QEQMI03000.01
Equipment Maintenance Procedure	QEQMI03001.01
Equipment Maintenance Record Chart	QEQMI03001a
MSH Equipment Daily QC Charts	QEQMI03001b
TML Temperature Charts	QEQMI03001c
TML Biosafety Cabinet and Fume Hood Charts	QEQMI03001d
Mycology Equipment QC Tables	QEQMI03001e
Parasitology Equipment QC Tables	QEQMI03001f
Equipment Incident Chart	QEQMI03001g
Water-City Silicates	
Water-Post Reverse Osmosis	
Purchase and Inventory	QPUMITOC.01
Purchasing and Inventory Policy	QPUMI00000.01
Supply Order-Purchasing Process	QPUMI01000.01
Supplies Order Procedure	QPUMI01001.01
Supplies Receiving Process	QPUMI02000.01
Supplies Receiving Procedure	QPUMI02001.02
Supplies Receiving and Inspection Procedure	QPUMI02002.02
Supplies Stocking Procedure	QPUMI02003.02

TORONTO MEDICAL LABORATORIES/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

NOTE: This is a CONTROLLED document. Any documents appearing in paper form that are not stamped in red "MASTER COPY" are not controlled and should be checked against the document (titled as above) on the server prior to use.

TML/MSH Department of Microbiology Quality Manual	Policy	Page 3 of 5
Section: Documents and Records Prepared by: QA Committee	Subject Title: Document Log Original Date: December 31, 2003	
Issued by: Laboratory Manager	Revision Date	
Approved by: Laboratory Director	Annual Review Date:	

Supplies Inventory Process	QPUMI03000.01
Media and General Supplies Inventory Procedure	QPUMI03003.01
Inventory Form - Bacteriology	QPUMI03003c.01
Inventory Form - Virology	QPUMI03003d.01
Inventory Form - Virology	QPUMI03003e.01
Inventory Form - Serology and Miscellaneous Bench	QPUMI03003f.01
Selection of Vendors Process	QPUMI04000.01
Vendors Assessment and Feedback	QPUMI05000.01
Process Control	QPCMITOC.01
Process Control Policy	QPCMI00000.01
Pre-analytical Processes:	
Microbiology Specimen Process Flowchart	QPCMI01000.01
Pre-analytical Process - Specimen Collection	QPCMI02000.01
Specimen Dictionary	QPCMI01001
Specimen Labelling	
Pre-analytical Process - Documentation of STAT Notification	QPCMI04000.01
Planting Bench Communication Log	QPCMI0100 .01
Pre-analytical Process - Specimen Transport	QPCMI03000.01
Pre-analytical Process - Specimen Receiving	QPCMI04000.01
Pre-analytical Process - Specimen Accessioning and Processing	QPCMI05000.01
Microbiology Lab Specimen Management Manual	MISPECTOC
Transportation of Dangerous Goods Form	
Pre-analytical Process - Verbal Request	QPCMI06000.01
Analytical Processes:	
Referral Lab Selection Procedure	QPCMI06001.01
Department of Microbiology Lab Procedure Manual	
Analytical Process-Post Equipment Failure Test Validation	QPCMI08000.01
External Quality Assessment Process	QPCMI07000
Proficiency Testing Procedure	QPCMI07001.01
Proficiency Testing Log	
Proficiency Testing Discrepancy Investigation and Action Report	QPCMI07001b.01
New method evaluation Process	QPCMI04000.01
New method implementation checklist	QPCMI04009.01
Post Analytical Processes:	
Critical Results Reporting Process	QPCMI03000.01
Critical Result Reporting Procedure	MIGEN\13\v02
Contact List for Critical Urgent Results	MIGEN\14\v02
Isolate Notification and Freezing Table	MIGEN\15\v06
Post-Analytical - Specimen Disposal Process	QPCMI06000
Occurrence Management	QOMMITOC.01

TORONTO MEDICAL LABORATORIES/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

NOTE: This is a CONTROLLED document. Any documents appearing in paper form that are not stamped in red "MASTER COPY" are not controlled and should be checked against the document (titled as above) on the server prior to use.

TML/MSH Department of Microbiology Quality Manual	Policy	Page 4 of 5
Section: Documents and Records Prepared by: QA Committee	Subject Title: Document Log Original Date: December 31, 2003	
Issued by: Laboratory Manager	Revision Date	
Approved by: Laboratory Director	Annual Review Date:	

Occurrence Management Policy	QOMMI00000.01
Occurrence Management Table of Contents	QOMMITOC
Occurrence Management Process	QOMMI01000.01
Occurrence Identification Procedure	QOMMI01001.01
Corrective Action Procedure	QOMMI01006
Occurrence Reporting Procedure	QOMMI01002.01
Occurrence Documentation Procedure	QOMMI01003.01
Incident Report Form	QOMMI01003a.01
Incident Report Log Forms	QOMMI01003b,c. 01
Equipment Incident Report Chart	QEQMI03001h
Daily monitored equipment incident chart	QEQMI03001g
Proficiency Testing Discrepancy Investigation and Action Report	QPCMI07001b.01
Occurrence Classification Procedure	QOMMI01004.01
Occurrence Trending Review Procedure	QOMMI01005.01
Assessment	QASMITOC
Assessment Policy	QASMI00000.01
Quality Indicator Process	QASMI01000.01
Quality Indicator Identification and Selection Procedure	QASMI01001.01
Design Quality Indicator Measurement Procedure	QASMI01002.01
Internal Audit Process	QASMI02000.01
External Assessment Process	QASMI03000.01
External Accreditation Organization Identification Procedure	QASMI03001.01
Documents List for Accreditation Procedure	QASMI03002.01
Process Improvement	
Process Improvement Policy	QPIMI00000.01
Process Improvement Process	QPIMI01000.01
Identification of Opportunity for Improvement Procedure	QPIMI01001.01
Process Mapping Procedure	QPIMI01002.01
Information Management	
Information Management Policy	QIMMI00000.01
Laboratory Information System Flow Processes	QIMMI01000.01
Laboratory Information System - Systems Manual	QIMMI00000.05
Laboratory Information System - Users Manual	MINS\v01
Freezer Inventory - Softstore Users Manual	MI/STORE/v02
Service and Satisfaction	
Laboratory Safety	MILS\v03
General Information	MIGEN\v09

TORONTO MEDICAL LABORATORIES/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

NOTE: This is a CONTROLLED document. Any documents appearing in paper form that are not stamped in red "MASTER COPY" are not controlled and should be checked against the document (titled as above) on the server prior to use.

TML/MSH Department of Microbiology Quality Manual	Policy	Page 5 of 5
Section: Documents and Records Prepared by: QA Committee	Subject Title: Document Log Original Date: December 31, 2003	
Issued by: Laboratory Manager	Revision Date	
Approved by: Laboratory Director	Annual Review Date:	

Bacteria Work-up	MI/BA/v01
Bioterrorism Manual	MI/BI/v01
Blood Culture Manual	MI/BLOOD/v05
Education Manual	MI/EDU/v02
Enteric Manual	MI/ENT/v01
Freezer Inventory -Softstore Manual	MI/STORE/v02
Genital Manual	MI/GEN/v04
Infection Control Manual	MI/IC/v02
Laboratory Information System Manual	MI/IS/v01
Laboratory Safety Manual	MI/LS/v03
Material Safety Data Sheets	
Miscellaneous Bench Manual	MI/WND/v04
Mycology Manual	MI/MYC/v01
Parasitology Manual	MI/PAR/v02
Quality Control Manual	MI/QC/v02
Respiratory Manual	MI/RESPI/v05
Send-out Bench Manual	MI/SO/v01
Serology Manual	MI/SER/01/v09
Specimen Management Manual	MI/SPECTOC
Sterile Fluids Manual	MI/SFLD/v04
Sterility Testing Manual	MI/STER/v05
Study Protocol	
Susceptibility Manual	MI/ANTI/v12
Susceptibility Reporting Manual	MI/ANTI03\01\v08
Technical Manual	MI/TECH/v06
Urine Manual	MI/UR/v04
Virology Manual	MI/VIR/01/v06
Vitek Manual	MI/VIT01\v03