

MSH/TML Shared Microbiology Service Policy & Procedure Manual	Policy # MI\PAR\13\v01	Page 1 of 1
Section: Parasitology Manual	Subject Title: Action Plan	
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ACTION PLAN

For quality control samples that fall out of expected range.
Do not process any patient samples until the problem is rectified.

- 1) Report problem to the Lab Director.
- 2) Document the problem in the QC Log and the Action Log.
- 3) Review procedure with technician/technologist who did procedure.
- 4) Check the expiry date and obvious evidence of contamination on all reagents and solutions used.
- 5) Ensure storage of reagents and solutions is appropriate.
- 6) Check the log of freezer, fridge and other to ensure within expected performance range. Check certification and log and pass service record of centrifuge and microscopes.
- 7) Remake reagents in appropriate solutions.
- 8) Repeat appropriate stain on QC samples. Discuss repeated QC results with Lab Director.