

Topic : Writing SOPs

Group Member :

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Objective

- ▶ PLAN (step 1)
- ▶ DO (step 2)
- ▶ STUDY (step 3)
- ▶ ACT (step 3)

SOPs

▶ Procedure

▶ Equipment

▶ Technical

- Hematology (CBC, VS, Morphology, Group, Malaria, Hemostar.....)
- Biochemistry(Gly, Cal, Tri, Cho, Acide, Transamina, Creatinine, Uree, Amylase, Bilirubin,)
- Serology (HBS, HCV, HIV, RPR, TPHA, Widal, CRP, ASLO, FR.....)
- Micro logy (TB, Urine, stool)
- Blood Bank (Cross Match, Blood Doner)

Plan

- ▶ Monthly SOPs Writing : 3 person X 2 week/ month = 6 SOPs
 - QA
 - Biosafety Officer
 - Equipment officer

Do

▶ Process

- 1 Weekly meeting : Choose SOPs to write.
- 2 Weekly meeting : Review SOPs next weekly meeting
- 3 Weekly meeting : Final Draft and Choose new SOPs
- 4 Weekly meeting : the same 2 week

Study

- ▶ Follow up previous meeting
- ▶ Listen feed back
- ▶ Collect Information
- ▶ Study again

Act

- ▶ Try new trial
- ▶ Adjustments on SOPs
- ▶ Renew Cycle

Lab

| Benefit | Risk |
|--|--|
| Have SOPs to use | Spend time |
| Work controlled | Affect routine work |
| Work flow monitored | Staff unhappy |
| Staff knowledge progressed | Staff competency limited |
| Prize | Any updated not informed/ change |
| Responsibility and confidence | Meaning, understood and can perform the same manner and result |
| Complete goal | |
| Prepare for accreditation step forward | |
| Accuracy, timely and trust | |
| Get more service | |
| Protect from accusation | |

Customer

| Benefit | Risk |
|-----------------------------|-------------------------|
| Trust | Unreliable |
| Save time and money | Spend time and money |
| Good Diagnosis | Wrong Diagnosis |
| Happy | Unhappy (late result) |
| More using service | Less service |
| More confident from patient | |
| Receive quality lab service | |
| | |
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THANK YOU

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The overall composition is clean and modern, with the text 'THANK YOU' centered in the upper left quadrant.