

**Procedure:** Document Control**Purpose**

In order to maintain consistent policies across all sites, the RWJMS POCT program has standardized the distribution of its procedure manuals, and maintains current procedure manuals on its web site. This procedure outlines the steps to assure that all areas are apprised of and have access to the current testing and quality standards.

**Procedure**

When a new procedure or modification to an existing procedure is approved by the Laboratory Director, the documents should be prepared as follows:

- The new or modified procedure should be prepared electronically and on paper.
- The paper copy will be signed by the Laboratory Director and maintained in the master procedure manual in the POCT office.
- If the new procedure is a modification of an existing procedure, a second document indicating the changes in the policy will be prepared.
- Both of the electronic documents will be posted at the RWJMS-POCT web site. The links to the two documents will be arranged so that users can clearly and easily find both the new procedure and the change document.
- The replaced procedure shall be removed from the web site. The date that the procedure was retired shall be recorded, and the retired procedure stored in an electronic or paper archive.

Once the web site updates are complete, an electronic message shall be sent to all POCT site supervisors indicating what the change is, with a copy of the change document sent as part of that message. The POCT site supervisor is responsible for making all POCT testing staff aware of the change. The POCT site supervisor will return an acknowledgement to the POCT office indicating that staff were made aware of the change.

**Procedure Notes**

The Laboratory Director will attempt to keep the number of procedure changes to a minimum. It is anticipated that changes can be limited to twice a year.

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