

## Records Inventory Worksheet

Department: **Laboratory & Cardiorespiratory Departments**

Date Completed: **December 21, 2011**

Time Period Covered: **January 2007 to December 2011**

Completed by: **L. Barefoot**

| Subject of the Record                 | Brief Description   | Location                             | Format             | Retention/ Disposal | Status            | Personnel Authorized to Access Record        |
|---------------------------------------|---|--------------------------------------|--------------------|---------------------|-------------------|--|
| Laboratory and CRU staffing schedules | 5 to 8 week schedules for the staff in the departments with assigned duties       | Manager's office                     | Paper & Electronic | 7 years             | Final and ongoing | Manager & Charge Technologists               |
| Departmental Quality Reviews          | Departmental reviews of quality concerns and follow-up actions.                   | Manager's Office                     | Paper              | 5 years             | Ongoing           | Laboratory Manager and Director              |
| Corporate Quality Reviews             | Risk Management investigations including QCIPA meetings.                          | Risk Manager's Office once completed | Paper              | Permanent           | Complete          | Manager & Risk Manager & Laboratory Director |
| Ontario Laboratory Licensing          | Correspondence with the Ministry regarding laboratory licence.                    | Laboratory Manager's Office          | Paper              | 7 years             | Complete          | Laboratory Manager and Director              |
| Ontario Laboratory Accreditation      | Ontario Laboratory Accreditation records of reviews and corrective actions taken. | Manager's Office & QMPLS website     | Paper & Electronic | 7 years             | Complete          | Laboratory Manager and Director              |
| Transfusion Committee                 | Minutes of meetings of the interdisciplinary Transfusion Committee.               | Laboratory Director's Office         | Paper & Electronic | 5 years             | Complete          | Laboratory Manager and Director              |

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| Point of Care Testing Committee (POCT) | Minutes of the interdisciplinary POCT meeting                                    | Laboratory Manager's Office          | Paper & Electronic | 5 years             | Complete          | Laboratory Manager and Director       |
| Pathology Affiliate Physician Group    | Minutes of the pathologist physician group meetings.                             | Laboratory Director's Office         | Paper & Electronic | 5 years             | Complete          | Laboratory Director                   |
| Pathology Quality Reviews              | Documentation of pathologist quality reviews.                                    | Laboratory Director's Office         | Paper & Electronic | 5 years             | Complete          | Laboratory Director                   |
| Laboratory and CRU staffing schedules  | 8 week blocks of schedules for the staff in the departments with assigned duties | Manager's office                     | Paper              | 7 years             | Final and ongoing | Manager                               |
| Departmental Quality Reviews           | Departmental reviews of quality concerns and follow-up actions.                  | Manager's Office                     | Paper              | 5 years             | Ongoing           | Manager                               |
| Corporate Quality Reviews              | Risk Management investigations including QCIPA meetings.                         | Risk Manager's Office once completed | Paper              | Permanent           | Complete          | Manager & Risk Manager                |
| Ontario Laboratory Licensing           | Correspondence with the Ministry regarding laboratory licence.                   | Laboratory Manager's Office          | Paper              | 7 years             | Complete          | Laboratory Manager and Director       |

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| Ontario Laboratory Accreditation | Ontario Laboratory Accreditation records of reviews and corrective actions taken. | Manager's Office | Paper         | 7 years                        | Complete      | Laboratory Manager and Director                      |