HEALTH HOLDING

HAFER ALBATIN HEALTH CLUSTER
MATERNITY AND CHILDREN HOSPITAL

Department:	Laboratory and Blood Bank (Haematology)		
Document:	Internal Policy and Procedure		
Title:	CN-3000 Coagulation Analyzer		
Applies To:	All Haematology Staff		
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1. PURPOSE:

1.1 The sysmex coagulation analyzer provides an automated determination of PT, PTT

2. DEFINITONS:

N/A

3. POLICY:

3.1 The accurate procedure for Startup operation on SYSMEX CN-3000 COAGULATION ANALYZER properly.

4. PROCEDURE:

4.1 OPERATION PROCEDURE

4.1.1 Turn on the power on the front of the instrument. (The system automatically performs a roughly10 – second self-check, and the root menu screen will appear.

4.1.2 When the detector and cooler reach an analysis –permitting temp. The root menu screen displays (ready)

4.1.3 Enter Reagent Information

4.1.3.1 **Manual Entry**

4.1.3.1.1 Press Menu
4.1.3.1.2 Press Settings
4.1.3.1.3 Press Reagent Lot Master
4.1.3.1.4 Place cursor in Lot No. field
4.1.3.1.5 Enter lot number in Lot No. field
4.1.3.1.6 Place cursor in Exp. Date field
4.1.3.1.7 Enter Exp. Date using calendar
4.1.3.1.8 Press Add
4.1.3.1.9 Press Save

4.1.3.2 **Barcode Entry**

4.1.3.2.1 Press Menu from IPU toolbar
4.1.3.2.2 Press Settings
4.1.3.2.3 Press Reagent Lot Master
4.1.3.2.4 Select Import
4.1.3.2.5 Select Barcode
4.1.3.2.6 Scan assay value sheet 2D barcode with barcode reader
4.1.3.2.7 Press Save
4.1.3.2.8 Press Exit
4.1.3.2.9 Press Close

Note: 2D Barcodes are found on the Table of Analytical Values insert sheet for Siemens reagents, calibrators, and all assayed controls.

4.1.3.3 **Loading Reagents**

4.1.3.3.1 Press Reagent
4.1.3.3.2 Highlight a position on the reagent table
4.1.3.3.3 Press Change/Add
4.1.3.3.4 Verify reagent table cover LED is green
4.1.3.3.5 Open reagent table cover
4.1.3.3.6 Place reagents in the rack with barcode facing out
4.1.3.3.7 Load the reagent rack
4.1.3.3.8 Lock reagent table cover
4.1.3.3.9 Press OK
4.1.3.3.10 Diluent Table Loading
4.1.3.3.11 Press Reagent
4.1.3.3.12 Verify diluent table cover LED is green
4.1.3.3.13 Open diluent table cover
4.1.3.3.14 Place reagent in an adaptor (if necessary) with barcode facing out
4.1.3.3.15 Place into the diluent table
4.1.3.3.16 Close diluent table cover
4.1.3.3.17 Press OK

Note : C-Rack is used for controls and calibrators.

4.1.3.4 Processing QC from Reagent Table

4.1.3.4.1 Load reagents
4.1.3.4.2 Press Order
4.1.3.4.3 Press Switch Order
4.1.3.4.4 Press Holder QC Order
4.1.3.4.5 Press Order Entry
4.1.3.4.6 Place cursor in the control field and select the appropriate control
4.1.3.4.7 Place cursor in the Lot No. field and select appropriate lot number
4.1.3.4.8 Select the appropriate assay(s) for the control material being processed
4.1.3.4.9 Press Start when all control material is ordered
4.1.3.4.10 Press the down arrow to order the next control

4.2 Start analysis:

4.2.1 Manual Order Processing
4.2.2 Manual Order Processing Using Rack Barcode
4.2.3 Place rack with sample tubes on sampler
4.2.4 Press Order
4.2.5 Select tube position to input an order
4.2.6 Press Order Entry
4.2.7 Press Ordinary Sample
4.2.8 Place cursor in Sample No. and input sample ID if the sample does not contain a barcode
4.2.9 Select assays to be processed
4.2.10 Press the down arrow to order another sample
4.2.11 Press Start
4.2.12 Confirm sample order status on the Joblist
4.2.13 Result it will come automatically

4.3 Daily Maintenance

4.3.1 Shut down and Startup the system and PC
4.3.2 Check Status
4.3.3 Check printer paper
4.3.4 Check/Replace DI water

4.3.5 Check/Empty waste container
4.3.6 Check/Discard trap chamber fluid
4.3.7 Check/Add reaction tubes DO NOT fill above the red line
4.3.8 Empty/Clean reaction tube trash • Reset software counter
4.3.9 Check/Remove condensation from reagent table and cover
4.3.10 Check/Prepare reagents
4.3.11 Execute probe rinse
4.3.12 Document completed tasks

4.4 Weekly Maintenance Tasks
4.4.1 Clean instrument interior / exterior using a pH neutral detergent
4.4.2 Check/Discard water from tray No. 48
4.4.3 Clean DI water rinse bottle with 70% alcohol (if applicable)
4.4.4 Replace trash box liner

4.5 Monthly Maintenance
4.5.1 Remove dust from air filters using a vacuum or similar device
4.5.2 Lamp calibration

5 MATERIALS AND EQUIPMENT:

5.1 Prepare reagents
5.1.1 PT reagents
5.1.2 APTT reagent
5.1.3 Calcium chloride reagent.
5.1.4 Sample cups
5.1.5 OVI buffer
5.1.6 Normal/ abnormal control. And Citrol2 control

6. RESPONSIBILITIES:

6.1 All hematology staff starts up procedure SYSMEX CN-3000 COAGULATION ANALYZER properly.

7 APPENDICES:

N/A

8 REFERENCES:

8.1 SYSMEX CN-3000 COAGULATION ANALYZER, Instructions for by SYSMEX CORPORATION

9. APPROVALS:

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