



Roles and responsibilities of inspection team leader

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Team leader organizes the genetic tests for (the diagnosis of) anemia and guides the whole inspection process for laboratory accreditation program (LAP) of Laboratory Medicine Foundation (LMF). The role of team leader is crucial to the success of the inspection. In this session, we deal with the roles and responsibilities of team leader and share the team leader guideline and the rules of LMF.

When LMF request you to be a team leader, you will check the data of the laboratory being inspected and decide whether to accept or not the request. By accepting the request, the role of team leader starts. You will make the plan for inspection after reading “Team leader guideline of LMF” carefully.

At first, you check the data of the laboratory such as inspection area, number of staffs and technicians, test number, geographic location, and, desired inspection date. Taking account of all these factors, you determine team size and select team members. A team member is supposed to inspect one or two areas. Team members should be laboratory experts qualified by LMF and not have any conflict of interests. You are encouraged to assign the inspection areas for each team member before inspection date. You and team members should read and be familiar with the inspection checklist before inspection. After selecting team members, you inform LMF the listing of team members and the inspection date. LMF will send official documents describing the details of inspection to team members and the laboratory being inspected.

On inspection date, team leader guide the inspection process. Inspection process includes opening conference, laboratory rounding, Pre-inspection conference, inspection, pre-summation conference, summation conference, and closing. The laboratory director will introduce the laboratory and laboratory members and team leader also introduces inspectors in opening conference. During laboratory rounding, you can check the laboratory facilities, instruments, and, safety issues. And then, inspection team has pre-inspection conference to check time schedule such as lunch time and summation conference, inspection areas of each member, and, previous inspection summary report and other important issues of the laboratory. Team leader should ensure that all areas and all satellite laboratories are inspected.

During inspection, you check how the inspection carries out in each area, help resolve problems, and, also apply time management. Inspection should be conducted objectively and professionally. Before summation conference, inspectors have pre-summation conference ensuring consistent decisions of checklist items and discussing problems during inspection. The inspectors should notify the respective laboratory staffs all the deficiencies, the laboratory staffs should confirm the findings, and, both sign the summary report before summation conference. During summation conference, inspectors present their findings and team leader highlights the systemic issues. After brief discussion you close the on-site inspection. Before leaving, you must check the completion of summary reports. You should also remind the inspectors to maintain confidentiality.



Laboratory Medicine in the Era of Disruptive Technology

LMCE 2017 & KSLM 58th Annual Meeting

October 18-20, 2017

Grand Walkerhill Seoul, Korea

www.lmce-kslm.org

Team leader does a great role in inspection and should have thorough knowledge of inspection process. At present, LMF is developing regular team leader education programs to help the team leaders lead an efficient and effective inspection and promote improvement in the quality of laboratories.