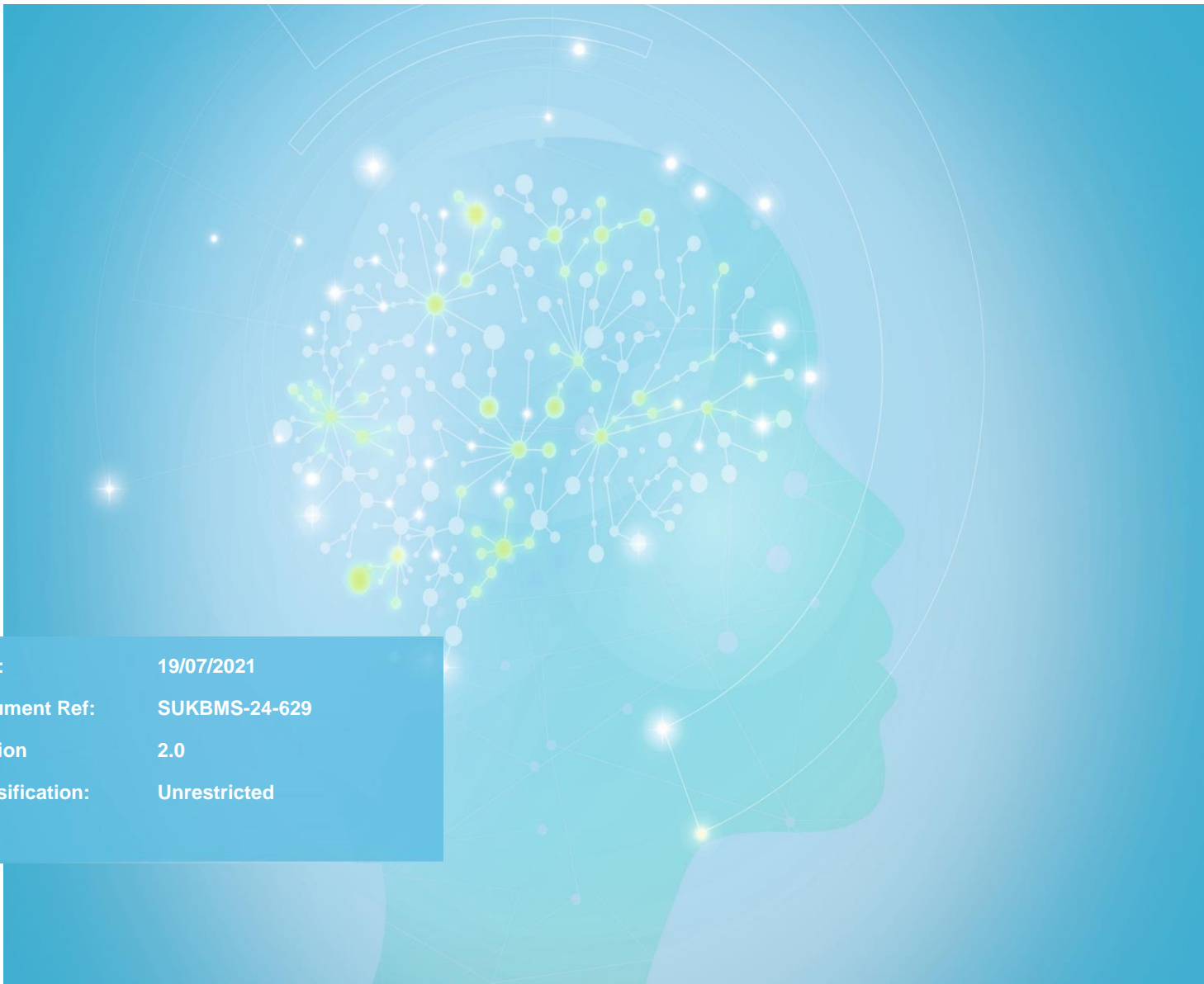


Laboratory Training Checklist

CS-2400/2500



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Disclaimer

Please note the information in this presentation, workbook or training session provided by Sysmex should not be used as an alternative to your sites Standard Operating Procedure (SOP)/Contract. If you have any particular questions regarding any site specific use of reagents, consumables and/or equipment please contact your Management Team.

Revision History

Revised section	Alteration	Name	Date
All sections	New document	J Hammersley	July 2021
Reference Documents	Addition new reference documents	J Hammersley	May 2022

Reference Documents

Document title	Version	Date
CS-2400/2500 Routine Use Workbook	1.0	September 2020
CS-2400/2500 System Evaluation and Check Algorithm	1.2	April 2020
CS-2400 CS-2500 SOP – Loading Reagents	5.0	September 2020
CS-2400 CS-2500 SOP – Maintenance	2.0	September 2020
CS-2400 CS-2500 SOP – QC and Sample Processing	2.0	September 2020
FocalPoint User Guide	4.0	May 2022

CS-2400/2500 Laboratory Training Overview

Trainee Name _____

This table summarises the modules required to complete CS-2400/2500 Laboratory Training. Please complete as required for the individuals job role. Training will be carried out by laboratory nominated personnel.

Component	Date Booked
Sysmex Academy <ul style="list-style-type: none">- Registration- Navigation	
Call Logging (FocalPoint)* <ul style="list-style-type: none">- Log in details- Navigation	
CS-2400/2500 Routine Use Training	
CS-2400/2500 vs CS-5100 Comparison Training Webinar*	
CS-2400/2500 vs 2000i/2100i Comparison Training Webinar*	
CS-Series Principles of Analysis Webinar*	
CS-Series Coagulation Curve Error Webinar*	
*If applicable	

CS-2400/2500 Laboratory Training Checklists

These checklists are for use during laboratory training of individual staff members within the laboratory, to ensure that all aspects of the CS-2400/2500 training are covered/completed. Depending on job title/grade of staff member the laboratory trainer can select the relevant training to be covered. It also details relevant documentation(s) where detailed information for each section can be found.

On completion or following training each section should be dated and initialled by the trainee and the laboratory trainer. The laboratory training officer or staff member can enroll on the relevant course(s) on Sysmex Academy in order to complete the relevant online assessments and access all relevant training resources.

Sysmex Academy

This section covers any content related to the access and use of Sysmex Academy that will be covered during your CS-2400/2500 training. All relevant information can be found within the following Sysmex Academy course (Pressing Ctrl & clicking the course name will direct you to Sysmex Academy):

- [New to Sysmex Academy?](#)

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
Sysmex Academy Registration Completed			
Is able to navigate Sysmex Academy			
<ul style="list-style-type: none"> - Accessing courses and assessments - Booking webinars - Enrolling on free of charge courses - Knowledge base - Digital Library 			

Call Logging (FocalPoint)

The section covers any content related to the access and use of the FocalPoint (if applicable). All relevant information can be found in the following documentation:

- FocalPoint User Guide

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
FocalPoint log in details			
Username			
Password			
FocalPoint Access			

CS-2400/2500 Routine Use Training Checklist

The section covers any content related to your CS-2400/2500 Routine Use Training which will be carried out by your nominated laboratory trainer. Each section will detail the relevant documentation.

Overview and Components

Relevant document(s):

- CS-2400/2500 Routine Use Training Workbook

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
CS-2400/2500 Overview			
External components			
<ul style="list-style-type: none">- Front components- Left side components- Right side components- In bench components			
Internal components			
IPU layout and navigation			
<ul style="list-style-type: none">- Menu layout- Analyser status- Host connection			

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
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Status Screen Overview

- Cuvette, rinse and waste status
- Pressure status
- Temperature status
- Reset trash counter

Maintenance

Relevant document(s):

- CS-2400/2500 Routine Use Training Workbook
- CS-2400 CS-2500 SOP – Maintenance

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
Daily Maintenance			
<ul style="list-style-type: none"> - Instrument Shutdown - Change water in the rinse keg. - Discard waste fluid (if applicable) - Check condensation tray (No. 48) - Check reagent trays for condensation - Check the vacuum trap for fluid - Instrument startup. This includes an automatic 'rinse probe'. - Fill the cuvette hopper - Discard used reaction cuvettes - Perform additional manual 'Rinse Probe'. 			
Weekly Maintenance			
<ul style="list-style-type: none"> - Cleaning the instrument - Decontamination of rinse keg 			
Monthly Maintenance			
<ul style="list-style-type: none"> - System back up - Replace and calibrate the halogen lamp - Clean the filters 			

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
Recording Maintenance <ul style="list-style-type: none">- User defined maintenance			

Reagents

Relevant document(s):

- CS-2400/2500 Routine Use Training Workbook
- CS-2400 CS-2500 – Loading Reagents

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
Routine Reagent Overview <ul style="list-style-type: none"> - Reagents for routine coagulation assays - Reagent reconstitution - QC material required - Onboard stability - Calibrator required - Application sheets 			
Routine Reagents <ul style="list-style-type: none"> - CA Clean I & II function and stability 			
Reagent Information Screen <ul style="list-style-type: none"> - Layout: Reagent wheel and buffer table - Reagent holder display options - Reagent holder and test tab - Reagent information screen icons and actions - Reagent screen options 			
Loading Reagents/Buffers <ul style="list-style-type: none"> - Adaptors for reagent and buffer table 			

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
<ul style="list-style-type: none">- Reagent segment holders- Barcode formatting and printing (if applicable)- Loading reagents and buffers			

Quality Control

Relevant document(s):

- CS-2400/2500 Routine Use Training Workbook
- CS-2400 CS-2500 SOP – QC and Sample Processing

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
Running QC <ul style="list-style-type: none"> - Running QC from a rack - Running QC from reagent table 			
Viewing QC <ul style="list-style-type: none"> - QC screen layout - Adding comments 			

Running Samples

Relevant document(s):

- CS-2400/2500 Routine Use Training Workbook
- CS-2400 CS-2500 – QC and Sample Processing

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
Running Patient Samples <ul style="list-style-type: none"> - Sample requirements - Modes of analysis - Running samples with host interrogation - Running samples ordered manually - Running STAT samples with host interrogation - Running STAT samples ordered manually 			
Checking Patient Results <ul style="list-style-type: none"> - Job screen layout - Test status - Sample status - Screen options 			
Reviewing Results with Flags <ul style="list-style-type: none"> - Browser screen layout - Detail button - Viewing curve details including evaluation info and measurement info - Screen options - HIL flags and actions required 			

Operation log

Relevant document(s):

- CS-2400/2500 Routine Use Training Workbook

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
<p>Operation Log Overview</p> <ul style="list-style-type: none"> - Layout - Adding comments - Screen options <p>Troubleshooting</p>			

Relevant document(s):

- CS-2400/2500 Routine Use Training Workbook

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
<p>Dealing with Errors</p> <ul style="list-style-type: none"> - Layout error help screen - Logging corrective action - Accessing error log 			

Assessment

Relevant document(s):

- CS-2400/2500 Routine Use Training Workbook

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
To complete final task as a group or individual as required			
Complete CS-2400/2500 Routine Use online assessment			N/A

Post Routine Use Training Task

Task	Date Completed	Initialled by Trainee
Complete CS-2400/2500 daily maintenance regularly between install and go live*		
Complete CS-2400/2500 weekly maintenance regularly between install and go live*		
Practice reagent reconstitution following instructions in the relevant reagent inserts*		
Familiarise yourself with the different reagent racks, reagents/buffer table adapters*		
Familiarise yourself with the different reagent vial types and barcode formatting/printing*		

Task	Date Completed	Initialled Trainee	by
Familiarise yourselves with the storage and stability information for the reagents available*			
Practice reagent loading and unloading*			
Run QC regularly for the routine reagents and tests in use*			
Troubleshoot any errors, QC failures or problems with reagent loading, including the addition of appropriate comments for QC failures *			

*If applicable

Congratulations you have now completed your CS-2400/2500 Routine Use Training

CS-Series Analysis Principles Webinars

To complete this section, you will need to attend the relevant webinar(s) delivered via Adobe Connect software. Please ensure the system being used to attend the CS-Series webinar(s) is compatible with the Adobe Connect requirements. To check your connection please visit: https://sysmexuk.adobeconnect.com/common/help/en/support/meeting_test.htm. Bookings may be completed by your Sysmex Training Specialist or independently via the Sysmex Academy.

Relevant document(s):

- CS-2400/2500 System Evaluation and Check Algorithm
- CS-2400/2500 Routine Use Training Workbook

Task	Date Completed	Initialled Trainee	by
Attend CS-Series Principles of Analysis Webinar*			
Attend CS-Series Coagulation Curve Error Webinar*			

* If applicable

Congratulations you have now completed your CS-Series Analysis Principles Webinars Training

Sysmex Online Training

Sysmex online training modules are available to complete via Sysmex Academy. Each course is designed to be self-directed learning. You will have access to all supporting training materials and access to the online training assessment. For more information, please go to:

<https://uk.sysmex-academy.com/>.

Task	Date Completed	Initialled Trainee	by
CS-xx00 vs CS-5100 Comparison Training*			
EPU Routine Use (Validation Setup) Training*			

EPU Routine Use (Black Box Setup) Training*

*If applicable

Congratulations you have now completed your Sysmex Online Training

Contact Us

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Sysmex Academy

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