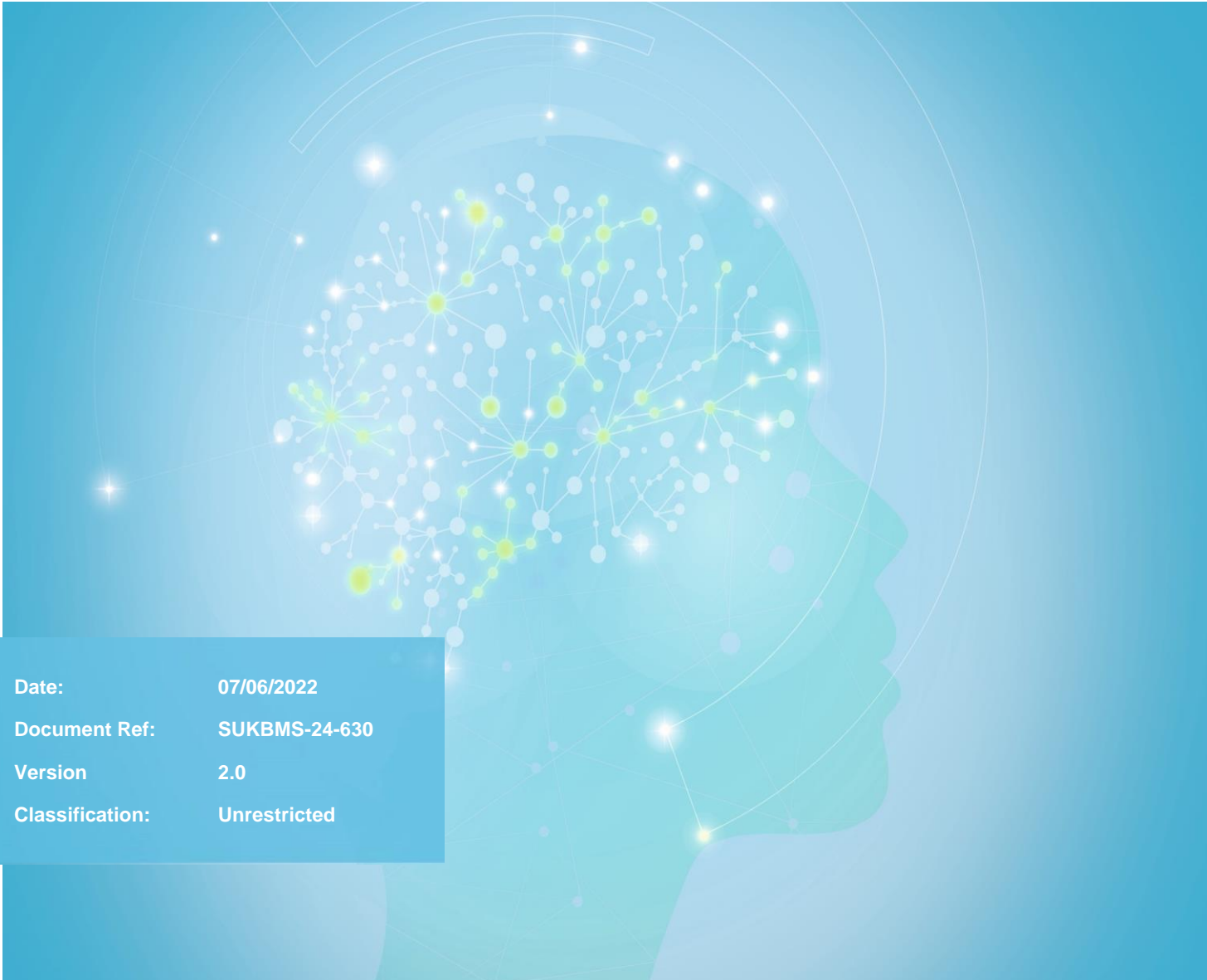


## Laboratory Training Checklist

# XN-Series



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## Disclaimer

Please note, the information contained in training resources 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	N Bowen	June 2021
All sections	'Online' removed	N Bowen	July 2021
Sysmex QC Concept Webinar Series	Section added	N Bowen	June 2022
XN-Series Webinars	Supporting documentation updated and section renamed to XN-Series Analysis Principles Webinar	N Bowen	June 2022

## Reference Documents

Document title	Version	Date
XN-Series Routine Use Workbook	4.0	December 2021
XN-Series Track (CT-90) Routine Use Workbook	3.0	July 2021
XN-Series Analysis Principles Training Workbook	3.0	March 2022
XN-Series Flagging Interpretation Guide	2.0	April 2022
Sysmex QC Concept Series Workbook	1.0	March 2022
Focal Point User Guide	4.0	June 2022

# XN-Series Laboratory Training Overview

**Trainee Name** \_\_\_\_\_

This table summarises the modules required to complete the XN-Series Laboratory Training. Please complete as required for the individuals job role. Training will be carried out by the laboratory nominated personnel who has completed the XN-Series Comprehensive Training Course or via Sysmex Academy.

Component	Date Booked
Sysmex Academy <ul style="list-style-type: none"> <li>- Registration</li> <li>- Navigation</li> </ul>	
Call Logging (Focal Point) <ul style="list-style-type: none"> <li>- Log in details</li> <li>- Navigation</li> </ul>	
XN-Series Routine Use Training	
XN-Series Track (CT-90) Routine Use Training*	
XN-Series: An Introduction Webinar	
XN-Series Sheath Flow (DC) Detection and Spectrophotometry Webinar	
XN-Series WNR and WDF Channel Webinar	
XN-Series RET Channel Webinar*	
XN-Series PLT-F Channel Webinar*	
XN-Series WPC Channel Webinar*	
XN-Series BF Channel Webinar*	
XN-Series RBC Flagging Webinar**	
XN-Series PLT Flagging Webinar**	
XN-Series WBC Flagging Webinar**	
Sysmex QC Concept Series: IQC Webinar	
Sysmex QC Concept Series: Calibration Webinar	

Component	Date Booked
Sysmex QC Concept Series: XbarM Webinar	
Sysmex QC Concept Series: Caresphere XQC Webinar	
CBC-O Application Concept Training*	

\*If applicable

\*\* Following completion of routine webinars

# XN-Series Laboratory Training Checklists

These checklists are for use during training of individual staff members within the relevant department i.e., laboratory/clinical setting, to ensure that all aspects of the XN-Series training are covered/completed. Depending on job title/grade of staff member the dedicated department 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 dedicated department trainer. Following completion of the training the registered Sysmex Academy lab manager can enrol the staff member(s) on to the relevant course. Information on how to access the assessment can be found on Sysmex Academy.

## Sysmex Academy

This section covers any content related to the access and use of Sysmex Academy that will be covered during your XN-Series 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"> <li>- Accessing courses and assessments</li> <li>- Booking webinars</li> <li>- Knowledge base</li> </ul>			

## Call Logging (FocalPoint)

This section covers any content related to the access and use of FocalPoint. All relevant information can be found in the following documentation:

- Focal Point User Guide

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
FocalPoint Log-in Details			
Username: _____			
Password: _____			
FocalPoint Access			



## XN-Series Routine Use Training Checklist

This section covers any content related to your XN-Series Routine Use Training which will be carried out by your laboratory trainer. Each section will detail the relevant documentation.

### Overview and Components

Relevant document(s):

- XN-Series Routine Use Training Workbook

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
XN-Series Overview			
External Components			
Internal Components			
<ul style="list-style-type: none"> <li>- Under top cover</li> <li>- Under bottom cover</li> </ul>			
IPU Layout and Navigation			
<ul style="list-style-type: none"> <li>- Menu layout</li> <li>- Analyser control menu</li> <li>- Printer &amp; host menu</li> </ul>			

## Maintenance

Relevant document(s):

- XN-Series Routine Use Training Workbook

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
Daily Maintenance <ul style="list-style-type: none"><li>- Daily shutdown procedure</li></ul>			
As Required Maintenance <ul style="list-style-type: none"><li>- Auto rinse</li><li>- Cleaning procedure</li><li>- IPU shutdown</li><li>- IPU start-up</li></ul>			

## Reagents

Relevant document(s):

- XN-Series Routine Use Training Workbook

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
<b>Reagent Overview</b> <ul style="list-style-type: none"> <li>- Reagent name</li> <li>- Cycle count</li> <li>- On-board stability</li> <li>- Parameters produced</li> </ul>			
<b>Reagent Menu</b> <ul style="list-style-type: none"> <li>- Dialog box overview</li> </ul>			
<b>Replacing Dilution/Haemolytic Reagents</b> <ul style="list-style-type: none"> <li>- Registering reagents</li> <li>- Opening reagent containers</li> <li>- Loading reagents</li> </ul>			
<b>Replacing Fluorocell Regents</b> <ul style="list-style-type: none"> <li>- Removing and replacing cartridges</li> </ul>			
<b>Reagent Replenishment</b>			

## Quality Control

Relevant document(s):

- XN-Series Routine Use Training Workbook

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
QC Material			
<ul style="list-style-type: none"> <li>- Overview of XN CHECK</li> </ul>			
Registering new QC Files (XN CHECK/EQA)			
Processing QC Material			
<ul style="list-style-type: none"> <li>- Sampler mode</li> <li>- Manual mode</li> <li>- QC analysis (EQA)</li> </ul>			
Checking QC Results			
<ul style="list-style-type: none"> <li>- QC file layout</li> </ul>			
Levy-Jennings Plots			
<ul style="list-style-type: none"> <li>- Layout</li> </ul>			
Managing QC points			
<ul style="list-style-type: none"> <li>- Adding comments</li> <li>- Exclude/include QC points</li> <li>- Vial marker</li> <li>- QC point range</li> <li>- Comparing QC files</li> </ul>			

## Running Samples

Relevant document(s):

- XN-Series Routine Use Training Workbook

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
<p>Running Patient Samples</p> <ul style="list-style-type: none"> <li>- Sample analysis modes</li> <li>- Insufficient samples</li> <li>- Sample requirements</li> <li>- Processing samples in sampler mode</li> <li>- Changing the measurement mode</li> <li>- Processing samples in manual mode (open/closed/micro/RBT)</li> </ul>			
<p>Checking Patient Results - Sample Explorer Screen</p> <ul style="list-style-type: none"> <li>- Sample explorer layout</li> <li>- Finding a sample</li> <li>- Applying a filter</li> <li>- Outputting of results</li> </ul>			
<p>Checking Patient Results – Data Browser Screen</p> <ul style="list-style-type: none"> <li>- Data Browser layout</li> <li>- Browser flagging section</li> <li>- Main tab</li> <li>- Graph tab</li> <li>- Lab only tab</li> </ul>			

Host communication

Relevant document(s):

- XN-Series Routine Use Training Workbook

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
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Connecting/Disconnecting Host

- Turn on host communication
- Turn off host communication

Troubleshooting

Relevant document(s):

- XN-Series Routine Use Training Workbook

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
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Responding to Alarms

- Error dialog box layout

History

Relevant document(s):

- XN-Series Routine Use Training Workbook

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
History Logs <ul style="list-style-type: none"><li>- Error logs</li><li>- Reagent replacement logs</li><li>- Maintenance logs</li><li>- Adding comments</li></ul>			

## Assessment

Relevant document(s):

- XN-Series 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 XN-Series Routine Use online assessment			N/A

## Post Routine Use Training Task

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
Complete XN-Series maintenance regularly between install and go live*			
Run QC regularly			

\* If applicable

**Congratulations you have now completed your XN-Series Routine Use Training**



## XN-Series Track (CT-90) Routine Use Training Checklist (XN-9x00 analysers only)

This section covers any content related to your XN-Series Track (CT-90) Routine Use Training which will be carried out by your laboratory trainer. Each section will detail the relevant documentation.

### XN-Series Track Specific Elements

Relevant document(s):

- XN-Series Track (CT-90) Routine Use Workbook

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
Track Components			
CT-90 Software			
<ul style="list-style-type: none"> <li>- Menu layout</li> <li>- Status screen</li> <li>- Error log</li> <li>- Version</li> <li>- Settings screen</li> </ul>			
As Required Maintenance			
<ul style="list-style-type: none"> <li>- Full track shutdown/start-up</li> <li>- Individual track unit power off/on</li> </ul>			
Processing QC Material			
<ul style="list-style-type: none"> <li>- System mode</li> <li>- Sampler offline mode</li> </ul>			

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
Running Patient Samples <ul style="list-style-type: none"> <li>- System mode analysis</li> <li>- Sampler offline mode</li> </ul>			
CT-90 Host Connection <ul style="list-style-type: none"> <li>- Turn on host communication</li> <li>- Turn off host communication</li> </ul>			
Dealing with Errors <ul style="list-style-type: none"> <li>- CV-Unit error</li> <li>- Host connection error</li> </ul>			

Assessment

Relevant document(s):

- XN-Series Track (CT-90) Routine Use Workbook

Task	Date Completed	Initialed by Trainee	Initialed by Trainer
To complete final task as a group or individual as required			
Complete XN-Series Track (CT-90) Routine Use online assessment			N/A

**Congratulations you have now completed your XN-Series Track (CT-90) Routine Use Training**

## XN-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 XN-Series webinar(s) is compatible with the Adobe Connect requirements. To check your connection please visit: [https://sysmex-europe.adobeconnect.com/common/help/en/support/meeting\\_test.htm](https://sysmex-europe.adobeconnect.com/common/help/en/support/meeting_test.htm). Bookings may be completed by your laboratory trainer or independently via Sysmex Academy.

Relevant document(s):

- XN-Series Analysis Principles Training Workbook
- XN-Series Routine Use Workbook
- XN-Series Flagging Interpretation Guide

Task	Date Completed	Initialled Trainee	by
XN-Series: An Introduction Webinar			
XN-Series Sheath Flow (DC) Detection and Spectrophotometry Webinar			
XN-Series WNR and WDF Channel Webinar			
XN-Series RET Channel Webinar*			
XN-Series PLT-F Channel Webinar*			

Task	Date Completed	Initialled Trainee	by
XN-Series WPC Channel Webinar*			
XN-Series BF Channel Webinar*			
XN-Series RBC Flagging Webinar**			
XN-Series PLT Flagging Webinar**			
XN-Series WBC Flagging Webinar**			

\* If applicable

\*\* Following completion of routine webinars

**Congratulations you have now completed your XN-Series Analysis Principles Webinar Training**

## Sysmex QC Concept Webinar Series

To complete this section, you will need to attend the relevant webinar(s) delivered via the Adobe Connect software. Please ensure the system being used to attend the Sysmex QC Concept webinar(s) is compatible with the Adobe Connect requirements. To check your connection please visit: [https://sysmex-europe.adobeconnect.com/common/help/en/support/meeting\\_test.htm](https://sysmex-europe.adobeconnect.com/common/help/en/support/meeting_test.htm). Bookings may be completed by your laboratory trainer or independently via Sysmex Academy.

Relevant document(s):

- Sysmex QC Concept Series Workbook

Task	Date Completed	Initialled Trainee	by
Sysmex QC Concept Series: IQC Webinar			
Sysmex QC Concept Series: Calibration Webinar			
Sysmex QC Concept Series: XbarM Webinar			
Sysmex QC Concept Series: Caresphere XQC Webinar			

**Congratulations you have now completed your Sysmex QC Concept Webinar Series 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
RU-20 Routine Use Training*			
TS-10 Routine Use Training*			
RAL Stainer Routine Use Training*			
EPU Routine Use (Validation Setup) Training*			
EPU Routine Use (Black Box Setup) Training*			
EPU Routine Client: Manual Count Pad Training*			
CBC-O Application Concept Training*			

\*If applicable

**Congratulations you have now completed your Sysmex Online Training**

# Contact Us

## Mail

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Sysmex UK Ltd  
Garamonde Drive  
Wymbush  
Milton Keynes  
MK8 8DF

## Phone

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For urgent application support 0333 320 3466 (UK)

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For technical support and service team 0333 320 3467 (UK)

Reagent ordering 0333 320 3470 (UK)

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## Sysmex Academy

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

