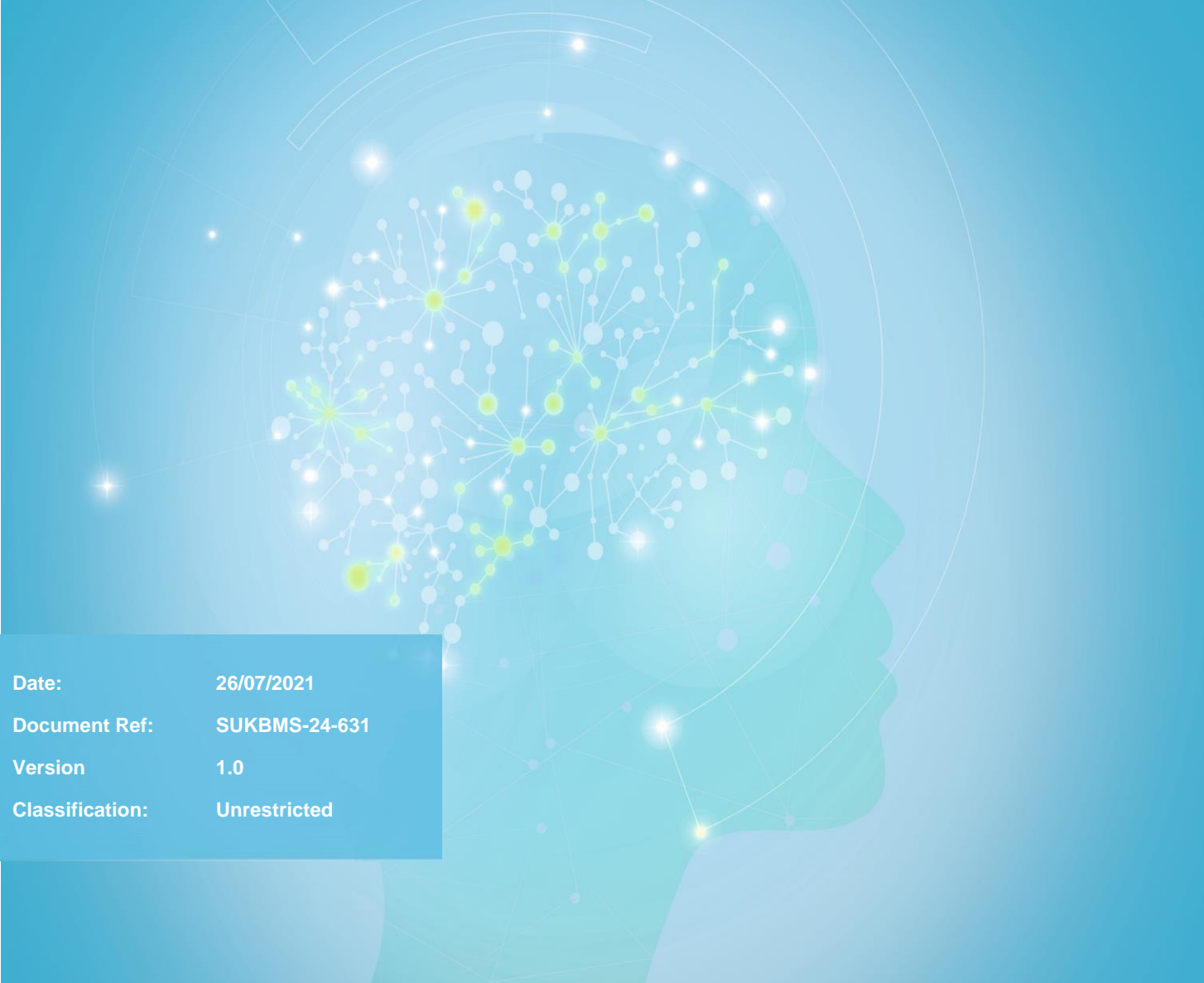


## Laboratory Training Checklist

# SP-50



Date:	26/07/2021
Document Ref:	SUKBMS-24-631
Version	1.0
Classification:	Unrestricted

## Contents

<b>Contents</b>	<b>2</b>
Disclaimer	3
Revision History	3
Reference Documents	3
<b>SP-50 Laboratory Training Overview</b>	<b>4</b>
<b>SP-50 Laboratory Training Checklists</b>	<b>5</b>
Sysmex Academy	6
Call Logging (FocalPoint)	7
SP-50 Routine Use Training Checklist	8
Overview and Components	8
Reagents	9
Smear Production & Staining Principles	10
Information Processing Unit (IPU) Layout	11
Maintenance	12
DI-60 Maintenance*	13
Running Samples	14
Audit Logs	15
Assessment	16
Post Routine Use Training Task	16
<b>Contact Us</b>	<b>17</b>

## 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	K Elgerton	July 2021

## Reference Documents

Document title	Version	Date
SP-50 Routine Use Training Workbook	4.0	October 2020
DI-60 Routine Use Training Workbook*	4.0	July 2021
Sysmex Customer Support Portal User Guide	1.0	January 2020
Sysmex Portal – Downloading Call Sheets	1.0	January 2020

# SP-50 Laboratory Training Overview

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

This table summarises the modules required to complete the SP-50 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 SP-50 Series Train the Trainer course.

Component	Date Booked
System Academy <ul style="list-style-type: none"><li>- Registration</li><li>- Navigation</li></ul>	
Call Logging (FocalPoint) <ul style="list-style-type: none"><li>- Log in details</li><li>- Navigation</li></ul>	
SP-50 Routine Use Training	

# SP-50 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 SP-50 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 issue the relevant online assessments. 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 SP-50 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
<p>Sysmex Academy Registration Completed</p> <p>Is able to navigate Sysmex Academy</p> <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 the FocalPoint. All relevant information can be found in the following documentation:

- Sysmex Customer Support Portal User Guide
- Sysmex Portal – Downloading Call Sheets

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

## SP-50 Routine Use Training Checklist

The section covers any content related your SP-50 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):

- SP-50 Routine Use Training Workbook

Task	Date Completed	Initialled by Trainee	Initialled Trainer	by
SP-50 Overview				
Analyser Components <ul style="list-style-type: none"> <li>- Outside the analyser</li> <li>- Front components</li> <li>- Smear unit</li> <li>- Stain unit</li> </ul>				



## Reagents

Relevant document(s):

- SP-50 Routine Use Training Workbook

Task	Date Completed	Initialled Trainee	by	Initialled Trainer	by
<b>On-Board Reagents</b> <ul style="list-style-type: none"><li>- Reagent name</li><li>- Function</li><li>- On-board stability</li></ul>					
<b>Replacing Reagents</b> <ul style="list-style-type: none"><li>- CellPack DCL, stains and buffer solution</li><li>- Replacing Methanol</li></ul>					

### Smear Production & Staining Principles

Relevant document(s):

- SP-50 Routine Use Training Workbook

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
Smear Production <ul style="list-style-type: none"><li>- Smear flow pathway</li></ul>			
Staining Principles <ul style="list-style-type: none"><li>- Cellular components</li><li>- Staining principles</li></ul>			

Information Processing Unit (IPU) Layout

Relevant document(s):

- SP-50 Routine Use Training Workbook

Task	Date Completed	Initialed Trainee	by	Initialed by Trainer
<p>Main Screen Layout</p> <ul style="list-style-type: none"> <li>- Toolbar (fixed)</li> <li>- Toolbar (changeable)</li> <li>- Main area</li> <li>- Status area</li> </ul>				
<p>Status Area</p> <ul style="list-style-type: none"> <li>- Instrument status</li> <li>- Indicators</li> <li>- Slide preparation mode</li> <li>- Sample number</li> <li>- Sampler/manual icon</li> <li>- Error message status</li> <li>- Preparation mode</li> </ul>				

Maintenance

Relevant document(s):

- SP-50 Routine Use Training Workbook

Task	Date Completed	Initialed by Trainee	by	Initialed by Trainer
Maintenance Quick Guide <ul style="list-style-type: none"> <li>- Maintenance key</li> <li>- Maintenance tasks</li> </ul>				
Daily Maintenance <ul style="list-style-type: none"> <li>- Perform shutdown 1</li> <li>- Wipe stain baths</li> <li>- Perform start-up</li> </ul>				
Weekly Maintenance <ul style="list-style-type: none"> <li>- Cleaning the spreader glass</li> <li>- Cleaning the Smear/Stain unit</li> <li>- Cleaning the stain pool</li> </ul>				
Monthly Maintenance <ul style="list-style-type: none"> <li>- Perform shutdown 2</li> </ul>				
As Required Maintenance <ul style="list-style-type: none"> <li>- Loading glass slides</li> <li>- Replacing the spreader glass</li> <li>- Replacing ink ribbon</li> </ul>				

DI-60 Maintenance\*

Relevant document(s):

- DI-60 Routine Use Workbook

Task	Date Completed	Initialed by Trainee	by	Initialed by Trainer
Weekly Maintenance <ul style="list-style-type: none"><li>- Shutdown procedure</li><li>- Clean slide scanning unit</li><li>- Start-up procedure</li><li>- Remove unsigned slides</li></ul>				
As Required Maintenance <ul style="list-style-type: none"><li>- Cleaning the objectives and LED table</li><li>- Changing oil pack</li></ul>				

\*if applicable

Running Samples

Relevant document(s):

- SP-50 Routine Use Training Workbook

Task	Date Completed	Initialled Trainee	by	Initialled by Trainer
<p>Sample Preparation</p> <ul style="list-style-type: none"> <li>- Sampler preparation</li> <li>- Manual preparation</li> </ul>				
<p>Sample Volumes</p> <ul style="list-style-type: none"> <li>- Regular tube</li> <li>- Raised-bottom tube</li> <li>- Micro tube</li> </ul>				
<p>Processing Samples - Sampler Mode</p> <ul style="list-style-type: none"> <li>- Staining &amp; smearing mode</li> <li>- Smearing mode</li> <li>- Placing into offline/isolation (XN track only)</li> </ul>				
<p>Processing Samples - Manual Mode</p> <ul style="list-style-type: none"> <li>- Smearing &amp; staining</li> <li>- Stain only</li> <li>- Smear only</li> <li>- Print only</li> <li>- Tube holder</li> </ul>				

Audit Logs

Relevant document(s):

- SP-50 Routine Use Training Workbook

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
------	----------------	-----------------------	-----------------------

Audit Logs

- Adding comments
- Export in CSV format

Responding to Alarms

Relevant document(s):

- SP-50 Routine Use Training Workbook

Task	Date Completed	Initialled by Trainee	Initialled by Trainer
------	----------------	-----------------------	-----------------------

Help Dialog Box

- Layout
- Message type
- Dealing with an alarm

Assessment

Relevant document(s):

- SP-50 Routine Use Training Workbook

Task	Date Completed	Initialled Trainee	by	Initialled Trainer	by
Complete relevant SP-50 online assessment					N/A

Post Routine Use Training Task

Task	Date Completed	Initialled Trainee	by
Complete SP-50 maintenance regularly between install and go live			
Complete DI-60 maintenance regularly between install and go live*			

\*if applicable

**Congratulations you have now completed your SP-50 Routine Use Training**



# Contact Us

## Mail

Training Academy  
Sysmex UK Ltd  
Garamonde Drive  
Wymbush  
Milton Keynes  
MK8 8DF

## Phone

Product Hotline  
For urgent application support 0333 320 3466 (UK)

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

Reagent ordering 0333 320 3470 (UK)

## Email

Product mail (non-urgent)	productmail@sysmex.co.uk
Training Academy (non-urgent)	academy.training@sysmex.co.uk
Jennifer Hammersley	hammersley.jennifer@sysmex.co.uk
Karl Elgerton	elgerton.karl@sysmex.co.uk
Natalie Bowen	bowen.natalie@sysmex.co.uk

## Sysmex Academy

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

