

Validation Checklist



This course will use the *Sysmex CS-2500 System Quick Reference Guide* and *PEP Connect* as training resources.

The student places a checkmark beside the competency when it is completed. When all competencies are checked, the trainer and the student sign and date below as a record of completion.

Topic/Tasks	Completed
System Overview	
Identify major hardware components	
Navigate the main software screens	
List steps to logging on to the System	
Locate the Error Help screen	
Daily Maintenance	
List the steps to create a login to the system	
Review Daily Maintenance tasks	
Perform Shut down/Startup of system	
Perform manual maintenance tasks	
Discuss user defined maintenance tasks	
Reagent Management	
Identify information on the application sheet and package insert	
Discuss preparation and on-board stability of reagents and QC	
Identify Reagent screen Messages	
Identify main areas of the Reagent screen	
Demonstrate loading reagents on the system	
QC Processing	
Discuss how to use the C-rack and SLD mini cup for QC	
Process QC using the C-rack	
Locate QC results on Joblist and in the QC chart screen	
Identify key areas of the QC chart screen	
Identify QC points that are out of range	
List steps to activate Auto QC	
Perform the steps to process D-Dimer QC	
Sample Processing & Result Information	
Process samples in Normal mode/Micro mode	
Identify key areas of the Joblist screen	
Discuss ordering in micro mode and longer measurement time	
Locate Result information: Joblist, Browser, and Reaction Curve screens	
Identify key areas of a Normal Coagulation Reaction Curve	
Identify information on a printout	
Discuss Preanalytical sample integrity: Hem, Lip, Vol	
Calibration	
Discuss entering Reagent Information into Reagent Lot Master	
Perform a calibration	
Review, validate, and print calibration curve	
Locate ISI and normal value for PT assay	
List the steps to perform a Backup	

Validation Checklist



Analysis Result Errors	
Identify the difference between the status of Review and Error	
Distinguish between a normal and abnormal result on the Joblist	
Identify corrective actions for Analysis Result Errors in the Quick Reference Guide	
Weekly Maintenance	
Review cleaning of instrument	
Review cleaning of rinse tank (if used)	
Review replacing the Trash Box Liner	
Monthly Maintenance	
Review cleaning of filters	
As Needed Maintenance	
Review Pressure adjustment	
Review Lamp replacement and calibration	
Review how to unjam cuvettes	

Trainer:

Student:

Date:

Trainer comments: