**Laboratory Description **

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| **Name of laboratory** |  | |
| Address, Location of laboratory |  | |
| **Authorised by (head of lab)** |  | |
| **Date of this version**  **(to be updated annually)** |  | |
| Logo for PHA/Hospital |  | |
| Associated hospital/PHA web page |  | |
| Introduction  *Example - As part of the diagnostic services of ANGAU Hospital, the Pathology Laboratory provides Anatomical Pathology, Chemical Pathology, Blood Bank, Haematology, Serology, Microbiology and Public Health microbiology for the purpose of providing information to clinical doctors for the diagnosis, treatment, prevention and management of both patients and healthy individuals.*  *The majority of the testing specimens are received from the Hospital with the rest coming from clinics from across Morobe Province.* |  | |
| Quality Policy | The laboratory aspires to the [National Laboratory Quality Policy](https://path-png.org/laboratory-quality-policy/) that is issued in the PNG Laboratory Quality Manual. | |
| Main contact number(s) | +675 xxxxx Main hospital  +675 yyyyy Laboratory | |
| Scientific Officers  (including those acting as MLAs) |  | |
| Available local Specialist Pathologist Consultant(s) with contact details |  | |
| **Scope of practice** | | |
| Diagnostic testing  *By preference, provide a current, locally authorised listing of available diagnostic tests at this site.*  *Alternatively, list name of test by section in this section* |  | |
| Specimen requirements | Nil available- refer to National manual when available. | |
| Out of hours test availability  *List tests that are made available out of hours by laboratory section* |  | |
| Critical result reporting  *Specify which results get phoned or WhatsApped or called to clinicians by the laboratory* |  | |
| **Laboratory organisational structure** | | |
| *Provide a pictogram of laboratory staff indicating lines of management and special roles such as – quality officer/manager, biosafety officer, stock management officer and equipment officer. This site has a WORD template* [*https://extranet.who.int/lqsi/content/make-organizational-charts*](https://extranet.who.int/lqsi/content/make-organizational-charts)  *Indicate the position of the laboratory within the wider PHA or Hospital structure.* | | |
| **Person completing this document** | |  |

***Once authorised, the specific content for each laboratory will be made available on the Chief Pathologist Laboratory Quality Management website,*** [***http://path-png.org***](http://path-png.org) ***under Diagnostic Laboratories Guides.***

***The copy of this description should also be provided to Hospital and/or PHA management and clinicians for their information.***

***Annual updates/amendments should be notified to the Chief Pathologist Office*** [***chief.pathologistndoh@gmail.com***](mailto:chief.pathologistndoh@gmail.com) ***.***