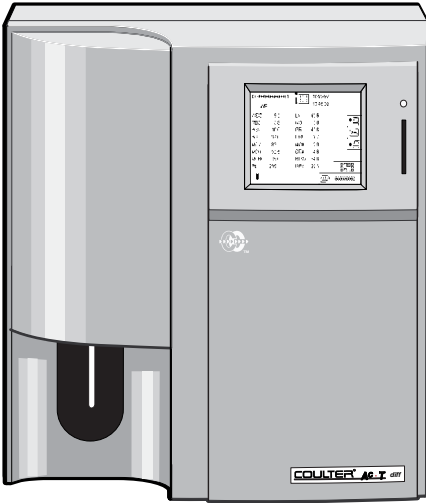


COULTER[®] A^C•T diff[™] Analyzer

Training Checklist



INSTALLATION

- Install the A^C•T diff analyzer according to the instructions in the Installation and Training Guide.

GENERAL

- Describe the intended use of the instrument, including which parameters are analyzed, displayed, and printed.
- Differentiate between human whole-blood sample analysis and veterinary whole-blood sample analysis, if the customer has the Veterinary Applications Software option.
- Review all manuals and reference materials as needed.
 - Installation and Training Guide
 - Operator's Guide
 - Reference manual
 - Basic Concepts of Quality Control
 - IQAP Manual
 - Printer User's Guide

SAMPLE HANDLING

- Review the requirements for specimen collection, sample handling, storage, and mixing for both venous and microcollection samples.

INSTRUMENT COMPONENTS

Identify and locate the following instrument components:

- | | | |
|--|---|---|
| <input type="checkbox"/> On/Off switch | <input type="checkbox"/> Reagent Management card and slot | <input type="checkbox"/> Software card and slot |
| <input type="checkbox"/> Touch screen | <input type="checkbox"/> Reagent compartment | <input type="checkbox"/> Probe/wipe assembly |
| <input type="checkbox"/> Aspirate switch | <input type="checkbox"/> Pumps (2): diluent and waste/rinse | <input type="checkbox"/> Syringe module |
| <input type="checkbox"/> Diluter assembly | <input type="checkbox"/> Bath assembly and shield | <input type="checkbox"/> Vacuum adjust knob |
| <input type="checkbox"/> Fluid filters | <input type="checkbox"/> Syringes (3): aspiration, diluent, and lytic reagent | <input type="checkbox"/> Baths: WBC and RBC |
| <input type="checkbox"/> Vacuum isolator chamber | <input type="checkbox"/> Diluent reservoir | <input type="checkbox"/> Printer |

ICONS

Identify the following icons.

- | | | |
|---|--|--|
| <input type="checkbox"/> Main screen | <input type="checkbox"/> Setup screen | <input type="checkbox"/> Diagnostic Functions screen |
| <input type="checkbox"/> Diluter Functions screen | <input type="checkbox"/> QA screen | <input type="checkbox"/> Sample Results screen |
| <input type="checkbox"/> Sample ID screen | <input type="checkbox"/> Startup | <input type="checkbox"/> Shutdown |
| <input type="checkbox"/> Screen Contrast | <input type="checkbox"/> Veterinary Applications Software icons, if applicable | |

▶ REAGENTS

- Reagent
 - ▶ Function
 - ▶ Replacement
 - ▶ Management card
- Reagent stability
 - ▶ Open vial
 - ▶ Closed vial
- Reagent Management card
 - ▶ Function
 - ▶ Using for IQAP data download
 - ▶ Where to insert
- Waste container, if applicable
 - ▶ Location
 - ▶ Replacement

▶ SOFTWARE CUSTOMIZATION

Review and assist as needed.

- Set date
- Set patient limits (if Veterinary Applications Software Option is used, set ranges for canine, feline, and equine.)
- Select printer options
- Set time
- Select reporting units
- Enter laboratory ID for report header
- Enter IQAP participant number
- Print and file all customized values
- Set transmission configuration
- A^C•T diff Analyzer Veterinary Applications Software Option

▶ CALIBRATION

- Review instrument's pre-calibration status
- Review recommendations and frequency
- Locate and discuss procedure for future use

▶ CONTROLS

Review and assist as needed.

- Importance of quality control
- Control handling techniques
- Running controls
- Stability
 - ▶ Open vial
 - ▶ Closed vial
- Entering values for 4C[®] PLUS cell control
- Control file storage limits
- Printing stored control results
- Downloading control results for IQAP
- Deleting control files

▶ IQAP

- Explain IQAP program
- Enroll customer with IQAP department
- Explain IQAP process

SYSTEM OPERATION OVERVIEW

- Sample flow
- Sample aspiration (size)
- Whole blood vs. prediluted blood vs. QC
- Sample dilution
- Probe wipe
- Results (displayed/printed)
- Sample storage (limits)
- Printer operation
- Canine, feline, or equine modes (if A^C•T diff analyzer with Veterinary Applications Software option)

DAILY PROCEDURES

Review and assist as needed.

- Startup procedure and background tests
- Review sample screen (touch screen)
- Summarize icons and use
- Screen numbers
- Sample ID (manual vs. auto)
- Analyzing modes (restate modes and icons)
- Running samples
 - ▶ Whole blood
 - ▶ Prediluted (as needed)
 - ▶ QC
 - ▶ Canine, feline, or equine modes (if A^C•T diff analyzer with Veterinary Applications Software option)
- Sample results (printed and displayed)
- Parameter flags and codes (Operator's Guide)
- Irregular sample results (Operator's Guide)
- Printing stored sample results
- Shutdown procedure

SPECIAL PROCEDURES

Review and assist as needed.

- General maintenance
- Cycle counter
- Spare parts
- Cleaning procedures:
 - ▶ Zap
 - ▶ Bleach
- Reagent replacement
- Waste container replacement
- Diluent filter replacement
- Peristaltic pump tubing replacement
- Check valve replacement
- Syringe assembly (pistons/seals)
- Probe wipe:
 - ▶ Cleaning
 - ▶ Replacement
- Preparing to ship the instrument

SERVICING THE INSTRUMENT

- Telephone troubleshooting availability and its importance for minimizing downtime
- Importance of "general maintenance"
- Service procedures and expectations

PAPERWORK

- Log sheets (Locate in Reference manual and discuss)
- Purpose of documenting daily procedures, controls, reagents, and maintenance
- System Identification Label (Sys.ID):
 - ▶ Complete and attach
 - ▶ Importance of using label when contacting Beckman Coulter, Inc.
- Ensure customer service telephone number is clearly noted
- Complete this training checklist (Installer and Customer) and keep in Laboratory Log Book
- Attach a copy of control results (all levels) to this checklist
- Attach copy of customized values to this checklist
- Complete a Training Certificate (if applicable) and leave with customer
- Review Factory Calibration data

Install date: _____	Training date: _____
Operator:	Beckman Coulter Representative:
Name: _____ (Print)	Name: _____ (Print)
Title: _____	Signature: _____
Signature: _____	

Thank you for purchasing the BECKMAN COULTER® A^C•T diff™ analyzer.

Come visit us at www.beckmancoulter.com



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