

UTMB Pulmonary Function Lab

PFT Document Control Form
 Effective Date: August 2016
 Revised Date: September 2023

VTC

Policy and Procedure Manual

Policy Title	Policy #	Effective	Revised	Reviewed	Deleted Date
Purpose and Use of Manual	01-01	Feb-82	Nov-17	Aug-23	
Departmental Policies and Procedures	01-02	Nov-07	Nov-17	Aug-23	
Developing Policies and Procedures	01-03	Aug-92	Aug-22	Aug-23	
Purpose of UTMB Clinic's Services	01-04	Jul-82	Oct-05	May-14	Aug-16
UTMB Clinics Overview	01-04	Oct-91	Aug-22	Aug-23	
HIPPA	01-05	Oct-02	Aug-10	Aug-23	
Confidentiality	01-06	Aug-88	Oct-05	Aug-23	
Quality Improvement Plan	01-07	Sep-01	Sep-23	Sep-23	
<i>IQCP Matrix</i>	01-07A	Jan-16	Jan-16	Sep-19	Jul-22
<i>IQCP Checklist</i>	01-07B	Jan-16	Jan-16	Sep-19	Jul-22
<i>IQCP Log</i>	01-07C	Nov-17	Nov-17	Sep-19	Jul-22
Occurrence Reporting	01-08	Sep-06	Jul-23	Jul-23	
Compliance with CAP Terms	01-09	Nov-07	Aug-23	Aug-23	
PFT Employee Concerns	01-10	Jul-10		Aug-23	
Medical Device/ Supply Recall	01-11	Sep-09	Jul-23	Jul-23	
Handling of Malfunctioning or Defective Equipment	01-12	Sep-06	Feb-22	Aug-23	
Job Summary	02-01	Jan-92	Oct-05	May-14	May-14
Clinic Staff Identification	02-01	Oct-91	Oct-05	May-14	Aug-16
Dress Code	02-02	May-75	Oct-14	May-14	Aug-16
Continuing Education	02-01	Aug-92	Jul-23	Jul-23	
Professional Licensure	02-05	Jun-97	Apr-08	May-14	Aug-16
Periodic Assessment of Competencies	02-02	Nov-90	Jul-23	Jul-23	
Scheduled Leave Absences	02-07	Nov-93	Oct-05	May-14	Aug-16
Vacation - Scheduled Leave	02-08	Feb-01	Oct-05	May-14	Aug-16
Weather Emergency	02-09	Sep-02	Oct-05	May-14	Aug-16

Policy and Procedure Manual

Policy Title	Policy #	Effective	Revised	Reviewed	Deleted Date
Staffing During Adverse Conditions	02-03	Mar-91	Aug-11	Nov-17	Jan-18
Latex Allergies	02-04	Jun-02	Jan-11	Nov-17	Jan-18
Smoking, Drinking, Eating in Lab	02-03	Nov-90	Mar-09	Aug-23	
No Smoking Policy	02-13	Jan-90	Mar-09	May-14	Aug-16
Supplies, Equipment, Repair, Maintenance	02-13	Jul-82	Oct-05	May-14	Aug-16
Lab Director Delegation	02-04	Jul-18	Aug-23	Aug-23	
PFT Lab Staff Operations	02-05	Apr-23	Jun-23	Jun-23	
Patient Appointments	03-01	May-94	Jul-23	Jul-23	
Parking Garage Tokens	03-02	Sep-00	Oct-05	NA	NA
Flow of Patients through the PFT Lab	03-02	Nov-90	Aug-23	Aug-23	
Demographic Entry - Elite Plethysmograph	03-03	Aug-11	Aug-23	Aug-23	
PFT Equipment Quality Control and Flow Sensor Calibrations	03-04	Oct-05	Sep-21	Aug-23	
PFT Breeze QC	03-04A	Oct-05	Sep-23	Sep-23	
Patient Testing - Slow Vital Capacity	03-05	Aug-00	Oct-05	Aug-23	
Patient Testing - Forced Vital Capacity	03-06	Aug-02	Dec-21	Aug-23	
Patient Testing - Diffusion Capacity	03-07	Apr-02	Nov-17	Aug-23	
Patient Testing - Plethysmography Test	03-08	Aug-00	Oct-21	Aug-23	
Patient Testing - MIP-MEP	03-10	Aug-00	Aug-19	Aug-23	NA
Patient Testing - MVV	03-11	Aug-00	Oct-05	Aug-23	NA
Patient Testing - Sub Maximal Stress Test (6 Min walk)	03-15	Aug-00	Nov-22	Sep-23	
Disposal of Single Use Items	03-17	Aug-91	May-14	May-14	Aug-16
Cleaning and Disinfection	03-17	Apr-21	Dec-21	Sep-23	
Did Not Keep Appointment (DNKA)	03-19	Nov-91	May-14	May-14	Aug-16
General Considerations	03-21	Nov-15	Aug-21	Sep-23	
ABG Analysis Radiometer ABL 80	04-01	Nov-90	Sep-22	Sep-23	
ABG Sampling Procedure	04-02	Nov-90	Aug-23	Aug-23	
ABG - Unacceptable Specimen	04-03	Aug-92	Aug-22	Aug-23	
ABG - Database	04-04	Aug-92	Apr-14		Apr-14
ABG - Recapping Needles	04-04	Nov-90	Oct-05	Aug-23	
ABG - Analyzer Downtime	04-05	Nov-90	Aug-22	Aug-23	
ABG - Special Drawing Considerations	04-06	Aug-96	Feb-22	Sep-23	
ABG - Test Data	04-07	Mar-21	Sep-23	Sep-23	

Policy and Procedure Manual

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ABG - Notification of Critical Levels	04-07	Nov-90	Aug-15	Aug-19	Mar-21
ABG - Review of Test Data	04-08	Nov-90	Jul-16	Aug-19	Mar-21
ABG - Data Logs	04-09	Nov-95	Jun-16	Aug-19	Mar-21
ABG - Analyzer & Data Logs	04-08	Nov-95	Sep-23	Sep-23	
ABG - CAP Proficiency Survey Samples	04-09	Aug-96	Aug-23	Aug-23	
ABG - CAP Acitivity Menu (VTC)	04-09a	Sep-22	Sep-23	Sep-23	
ABG - Transmission of Results	04-11	Sep-98	May-14	Aug-19	Mar-21
ABG - Westgard Rules	4-10	Aug-92	Oct-05	Aug-23	
ABG - Solution Pack Sensor Cassette & Waste Disposal	04-11	May-14	Aug-23	Aug-23	
ABG - QC & Acceptability	04-12	Aug-92	Aug-23	Aug-23	
Universal Precautions	05-01	Jan-94	Oct-05	Nov-17	Jan-18
Bloodborne Pathogens	05-02	Jan-97	Jun-10	Nov-17	Jan-18
HIV-AIDS	05-03	Jul-98	Oct-05	Nov-17	Jan-18
Institutional Hospital Policies	05-01	Jan-97	Aug-22	Aug-23	
Chemical Hygiene	05-02	Sep-02	Aug-22	Aug-23	
Lab Ergonomics	05-03	Jul-04	Oct-05	Aug-23	
Electrical Safety	05-06	Jul-91	Jun-08	Nov-17	Jan-18
Fire Alarm	05-07	Oct-94	Jul-14	Nov-17	Jan-18
Gas Cylinders	05-08	Sep-14	Jun-11	Nov-17	Jan-18
Reporting of Laboratory Accidents	05-04	Jul-02	Aug-16	Aug-23	
<i>Lab Accident Report Form</i>	05-04A	Aug-16		Aug-23	
<i>Injury Report Form</i>	05-04B	Aug-16		Aug-23	
Compliance Commitment	05-05	Sep-06	Aug-22	Aug-23	
Lab Environment	05-06	Jun-16	Jun-16	Aug-23	
Maintenance of Computer and Peripherals	06-01	Nov-96	Oct-05	May-14	Aug-16
Verification of Computer Calculated Values	06-02	Sep-98	Oct-05		May-14
Safeguarding Items During Weather Emergency	06-02	Oct-91	Oct-05	May-14	Aug-16
Shelf Life Pharmaceuticals	07-01	Jan-96	Jul-09		May-14

Policy and Procedure Manual

Policy Title	Policy #	Effective	Revised	Reviewed	Deleted Date
Storage of Medication	07-02	Jan-96	Oct-05		May-14
Multiple Dose Vials	07-03	Jan-96	Oct-05		May-14
PFT Evacuation Plan	05-07	22-Aug	22-Aug	23-Aug	
Example of PFT summary/ ABG slip	NA	NA			

QA (Quality Assurance) Data Book

Section Title	Policy #	Effective	Revised	Reviewed	
QI - Quality Indicators	NA		Sep-22	Aug-23	
ABG Audit Log	NA		Aug-22	Oct-23	
HIPPA Audit	NA		Aug-22	Aug-23	
Safety - Surveillance Rounds	NA		Aug-22	Aug-23	
Customer Service/Survey	NA		Aug-22	Aug-23	
Ergonomic Evaluation	NA		Oct-20	Sep-22	
Fire Drill Log	NA		Jun-22	Jun-23	
IQCP - Log and Checklist	NA	Mar-16	Dec-20	Dec-20	Jul-22
TAT Graph	NA		Aug-23	Aug-23	
PFT Meeting Minutes	NA		Aug-22	Sep-23	
SDS - Chemical Inventory List	NA		Feb-22	Feb-22	
Example of PFT summary/ ABG slip	NA		NA	NA	
Performance Assessment for Technical Consultant	NA	Mar-21	Aug-22	Aug-23	
Copy of Clinical Corrective Action Form	NA		NA	NA	

ABG Log

Section Title	Policy #	Effective	Revised	Reviewed
CLIA certificate	NA			
Daily ABG Log	NA	NA	Dec-23	Dec-23
Manual QC Log	NA	NA	Dec-23	Dec-23
Manual QC Print Outs	NA	NA	Dec-23	Dec-23

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Revised Date: September 2023

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Purpose and Use of Manual	01-01	Feb-82
Departmental Policies and Procedures	01-02	Nov-07
Developing Policies and Procedures	01-03	Aug-92
Purpose of UTMB Clinic's Services	01-04	Jul-82
UTMB Clinics Overview	01-04	Oct-91
HIPPA	01-05	Oct-02
Confidentiality	01-06	Aug-88
Quality Improvement Plan	01-07	Sep-01
<i>IQCP Matrix</i>	01-07A	Jan-16
<i>IQCP Checklist</i>	01-07B	Jan-16
<i>IQCP Log</i>	01-07C	Nov-17
Occurrence Reporting	01-08	Sep-06
Compliance with CAP Terms	01-09	Nov-07
PFT Employee Concerns	01-10	Jul-10
Medical Device/ Supply Recall	01-11	Sep-09
Handling of Malfunctioning or Defective Equipment	01-12	Sep-06
Job Summary	02-01	Jan-92
Clinic Staff Identification	02-01	Oct-91
Dress Code	02-02	May-75
Continuing Education	02-01	Aug-92
Professional Licensure	02-05	Jun-97
Periodic Assessment of Competencies	02-02	Nov-90
Scheduled Leave Absences	02-07	Nov-93
Vacation - Scheduled Leave	02-08	Feb-01
Weather Emergency	02-09	Sep-02
Staffing During Adverse Conditions	02-03	Mar-91
Latex Allergies	02-04	Jun-02
Smoking, Drinking, Eating in Lab	02-03	Nov-90
No Smoking Policy	02-13	Jan-90
Supplies, Equipment, Repair, Maintenance	02-13	Jul-82
Lab Director Delegation	02-04	Jul-18
PFT Lab Staff Operations	02-05	Apr-23
Patient Appointments	03-01	May-94
Parking Garage Tokens	03-02	Sep-00
Flow of Patients through the PFT Lab	03-02	Nov-90

Demographic Entry - Elite Plethysmograph	03-03	Aug-11
PFT Equipment Quality Control and Flow Sensor Calibrations	03-04	Oct-05
PFT Breeze QC	03-04A	Oct-05
Patient Testing - Slow Vital Capacity	03-05	Aug-00
Patient Testing - Forced Vital Capacity	03-06	Aug-02
Patient Testing - Diffusion Capacity- RGA	03-07A	Apr-02
Patient Testing - Plethysmography Test	03-08	Aug-00
Patient Testing - FRC (N2)	03-09	Apr-02
Patient Testing - MIP-MEP	03-10	Aug-00
Patient Testing - MVV	03-11	Aug-00
Patient Testing - Bronchial Challenge	03-12	Apr-02
Patient Testing - Bronchial Challenge Pt Letter	03-12A	Jan-15
Patient Testing - Hypertonic Challenge	03-13	Jan-10
Patient Testing - Cardiopulmonary Exercise Test CPET or MVO2)	03-14	Aug-00
Patient Testing - Sub Maximal Stress Test (6 Min walk)	03-15	Aug-00
Respiratory Isolation	03-16	Aug-00
Disposal of Single Use Items	03-17	Aug-91
Cleaning and Disinfection	03-17	Apr-21
Did Not Keep Appointment (DNKA)	03-19	Nov-91
Patient Testing - Shunt Study	03-18	Sep-08
Patient Testing - Exercise Challenge (EIB)	03-19	Mar-15
Patient Testing - Impulse Oscillometry (IOS/FOT)	03-20	Nov-16
General Considerations	03-21	Nov-15
ABG Analysis Radiometer ABL 80	04-01	Nov-90
ABG Sampling Procedure	04-02	Nov-90
ABG - Unacceptable Specimen	04-03	Aug-92
ABG - Database	04-04	Aug-92
ABG - Recapping Needles	04-04	Nov-90
ABG - Analyzer Downtime	04-05	Nov-90
ABG - Special Drawing Considerations	04-06	Aug-96
ABG - Test Data	04-07	Mar-21
ABG - Notification of Critical Levels	04-07	Nov-90
ABG - Review of Test Data	04-08	Nov-90
ABG - Data Logs	04-09	Nov-95
ABG - Analyzer & Data Logs	04-08	Nov-95
ABG - CAP Proficiency Survey Samples	04-09	Aug-96
ABG - CAP Acitivity Menu (UHC)	04-09a	Sep-22
ABG - Transmission of Results	04-11	Sep-98
ABG - Westgard Rules	4-10	Aug-92
ABG - Solution Pack Sensor Cassette & Waste Disposal	04-11	May-14
ABG - QC & Acceptability	04-12	Aug-92
Universal Precautions	05-01	Jan-94
Bloodborne Pathogens	05-02	Jan-97

HIV-AIDS	05-03	Jul-98
Institutional Hospital Policies	05-01	Jan-97
Chemical Hygiene	05-02	Sep-02
OSHA 1910.1450 Exposure (print out)	05-02A	Aug-22
Lab Ergonomics	05-03	Jul-04
Electrical Safety	05-06	Jul-91
Fire Alarm	05-07	Oct-94
Gas Cylinders	05-08	Sep-14
Reporting of Laboratory Accidents	05-04	Jul-02
Lab Accident Report Form	05-04A	Aug-16
Injury Report Form	05-04B	Aug-16
Compliance Commitment	05-05	Sep-06
Lab Environment	05-06	Jun-16
Maintenance of Computer and Peripherals	06-01	Nov-96
Verification of Computer Calculated Values	06-02	Sep-98
Safeguarding Items During Weather Emergency	06-02	Oct-91
Shelf Life Pharmaceuticals	07-01	Jan-96
Storage of Medication	07-02	Jan-96
Multiple Dose Vials	07-03	Jan-96
PFT Evacuation Plan	05-07	22-Aug
Example of PFT summary/ ABG slip	NA	NA
Copy of Exposure Control Plan- Institutional		

QA (Quality Assurance) Data Book

Section Title	Policy #	Effective
QI/QM review	NA	Dec-18
QI - Quality Indicators	NA	
ABG Audit Log	NA	
HIPPA Audit	NA	
Safety - Surveillance Rounds	NA	
Customer Service/Survey	NA	
Ergonomic Evaluation	NA	
Fire Drill Log	NA	
IQCP- Log and Checklist	NA	Mar-16
TAT Graph	NA	
PFT Meeting Minutes	NA	
SDS - Chemical Inventory List	NA	
Example of PFT summary/ ABG slip	NA	
Performance Assessment for Technical Consultant	NA	Mar-21
Copy of Clinical Corrective Action Form	NA	

ABG Log

Section Title	Policy #	Effective
CLIA certificate	NA	
Daily ABG Log	NA	NA

Manual QC Log
Manual QC Print Outs

NA
NA

NA
NA

UHC

Revised	Reviewed	Deleted Date
Nov-17	Aug-23	
Nov-17	Aug-23	
Aug-22	Aug-23	
Oct-05	May-14	Aug-16
Aug-22	Aug-23	
Aug-10	Aug-23	
Oct-05	Aug-23	
Sep-23	Sep-23	
Jan-16	Sep-19	Jul-22
Jan-16	Sep-19	Jul-22
Nov-17	Sep-19	Jul-22
Jul-23	Jul-23	
Aug-23	Aug-23	
	Aug-23	
Jul-23	Jul-23	
Feb-22	Aug-23	
Oct-05		May-14
Oct-05	May-14	Aug-16
Oct-14	May-14	Aug-16
Jul-23	Jul-23	
Apr-08	May-14	Aug-16
Jul-23	Jul-23	
Oct-05	May-14	Aug-16
Oct-05	May-14	Aug-16
Oct-05	May-14	Aug-16
Aug-11	Nov-17	Jan-18
Jan-11	Nov-17	Jan-18
Mar-09	Aug-23	
Mar-09	May-14	Aug-16
Oct-05	May-14	Aug-16
Aug-23	Aug-23	
Jun-23	Jun-23	
Jul-23	Jul-23	
Oct-05	NA	NA
Aug-23	Aug-23	

Aug-23	Aug-23	
Sep-21	Aug-23	
Sep-23	Sep-23	
Oct-05	Aug-23	
Dec-21	Aug-23	
Jan-18	Aug-23	
Oct-21	Aug-23	
Aug-23	Aug-23	NA
Aug-19	Aug-23	NA
Oct-05	Aug-23	NA
Sep-21	Aug-23	NA
Jan-18	Aug-23	
Sep-21	Aug-23	NA
Sep-21	Aug-23	NA
Nov-22	Sep-23	
Sep-21	Sep-23	NA
May-14	May-14	Aug-16
Dec-21	Sep-23	
May-14	May-14	Aug-16
Aug-21	Sep-23	NA
Jul-23	Jul-23	
Nov-21	Aug-23	
Aug-21	Sep-23	
Sep-22	Sep-23	
Aug-23	Aug-23	
Aug-22	Aug-23	
Apr-14		Apr-14
Oct-05	Aug-23	
Aug-22	Aug-23	
Feb-22	Sep-23	
Sep-23	Sep-23	
Aug-15	Aug-19	Mar-21
Jul-16	Aug-19	Mar-21
Jun-16	Aug-19	Mar-21
Sep-23	Sep-23	
Aug-23	Aug-23	
Sep-23	Sep-23	
May-14	Aug-19	Mar-21
Oct-05	Aug-23	
Aug-23	Aug-23	
Aug-23	Aug-23	
Oct-05	Nov-17	Jan-18
Jun-10	Nov-17	Jan-18

Oct-05	Nov-17	Jan-18
Aug-22	Aug-23	
Aug-22	Aug-23	
Mar-12	NA	
Oct-05	Aug-23	
Jun-08	Nov-17	Jan-18
Jul-14	Nov-17	Jan-18
Jun-11	Nov-17	Jan-18
Aug-16	Aug-23	
	Aug-23	
	Aug-23	
Aug-22	Aug-23	
Jun-16	Aug-23	
Oct-05	May-14	Aug-16
Oct-05		May-14
Oct-05	May-14	Aug-16
Jul-09		May-14
Oct-05		May-14
Oct-05		May-14
22-Aug	23-Aug	

Revised	Reviewed	
Dec-18	Sep-23	
Sep-22	Aug-23	
Aug-22	Oct-23	
Aug-22	Aug-23	
Aug-22	Aug-23	
Aug-22	Aug-23	
Oct-20	Oct-20	
Jun-22	Nov-23	
Dec-20	Dec-20	Jul-22
Aug-23	Aug-23	
Aug-22	Sep-23	
Feb-22	Feb-22	
NA	NA	
Aug-22	Aug-23	
NA	NA	

Revised	Reviewed
Dec-23	Dec-23

Dec-23
Dec-23

Dec-23
Dec-23

UTMB Pulmonary Function Lab

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Policy and Procedure Manual						
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<i>IQCP Checklist</i>	01-07B	Jan-16	Jan-16	Sep-19		
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Job Summary	02-01	Jan-92	Oct-05			May-14
Clinic Staff Identification	02-01	Oct-91	Oct-05	May-14		Aug-16
Dress Code	02-02	May-75	Oct-14	May-14		Aug-16
Continuing Education	02-01	Aug-92	Jan-05	9/219		
Professional Licensure	02-05	Jun-97	Apr-08	May-14		Aug-16
Periodic Assessment of Competencies	02-02	Nov-90	Mar-21	Mar-21		
Scheduled Leave Absences	02-07	Nov-93	Oct-05	May-14		Aug-16

Vacation - Scheduled Leave	02-08	Feb-01	Oct-05	May-14	Aug-16
Weather Emergency	02-09	Sep-02	Oct-05	May-14	Aug-16
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No Smoking Policy	02-13	Jan-90	Mar-09	May-14	Aug-16
Supplies, Equipment, Repair, Maintenance-	02-13	Jul-82	Oct-05	May-14	Aug-16
Lab Director Delegation	02-04	Jul-18	Jul-18	Aug-19	
Patient Appointments	03-01	May-94	May-14	Oct-19	
Parking Garage Tokens	03-02	Sep-00	Oct-05	NA	NA
Flow of Patients through the PFT Lab	03-02	Nov-90	May-16	Oct-19	
Entering of Patient Demographics	03-03	Aug-11	Oct-05	Aug-19	
Pnuemotach Calibrations	03-04	Oct-05		Aug-19	
Patient Testing - Slow Vital Capacity	03-05	Aug-00	Oct-05	Aug-19	
Patient Testing - Forced Vital Capacity	03-06	Aug-02	Oct-05	Aug-19	
Patient Testing - Diffusion Capacity	03-07	Apr-02	Oct-05	Aug-19	
Patient Testing - Plethysmography on Elite	03-08	Aug-00	Oct-05	Aug-19	
Patient Testing - FRC (N2)	03-09	Apr-02	May-14	May-14	NA
Patient Testing - MIP-MEP	03-10	Aug-00	May-14	Aug-19	NA
Patient Testing - MVV	03-11	Aug-00	Oct-05	Aug-19	NA
Patient Testing - Bronchial Challenge	03-12	Apr-02	Feb-12	May-14	NA
Patient Testing - Hypertonic Challenge	03-13	Jan-10	Feb-12	May-14	NA
Patient Testing - Gas Exchange	03-14	Aug-00	May-14	May-14	NA
Patient Testing - Simple Stress	03-15	Aug-00	May-14	Aug-19	
Respiratory Isolation	03-16	Aug-00	Oct-05	Aug-16	NA
Disposal of Single Use Items	03-17	Aug-91	May-14	May-14	Aug-16
Cleaning and Disinfection	03-17	Apr-21	Feb-12	Aug-19	
Did Not Keep Appointment (DNKA)	03-19	Nov-91	May-14	May-14	Aug-16
Shunt Study	03-20	Sep-08	May-14	Aug-16	NA
Exercise Challenge	03-21	Mar-15	Mar-15	Mar-15	NA
ABG Analysis Radiometer ABL 80	04-01	Nov-90	Jul-16	Oct-19	
ABG Sampling Procedure	04-02	Nov-90	Oct-05	Aug-19	

ABG - Unacceptable Specimen	04-03	Aug-92	Jun-16	Aug-19	
ABG - Database	04-04	Aug-92	Apr-14		Apr-14
ABG - Recapping Needles	04-04	Nov-90	Oct-05	Aug-19	
ABG - Analyzer Downtime	04-05	Nov-90	Jul-16	Aug-19	
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ABG - Westgard Rules	04-12	Aug-92	Oct-05	Aug-19	
ABG - Solution Pack Snesor Cassette & Waste Disposal	04-13	May-14	Apr-14	Aug-19	
ABG - QC & Acceptability	04-14	Aug-92	Jun-16	Aug-19	
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Bloodborne Pathogens	05-02	Jan-97	Jun-10	Nov-17	Jan-18
HIV/AIDS	05-03	Jul-98	Oct-05	Nov-17	Jan-18
Institutional Hospital Policies	05-01	Jan-97	Nov-17	Sep-19	
Chemical Hygiene	05-02	Sep-02	Oct-05	Sep-19	
Lab Ergonomics	05-03	Jul-04	Oct-05	Aug-19	
Electrical Safety	05-06	Jul-91	Jun-08	Nov-17	Jan-18
Fire Alarm	05-07	Oct-94	Jul-14	Nov-17	Jan-18
Gas Cylinders	05-08	Sep-14	Jun-11	Nov-17	Jan-18
Reporting of Laboratory Accidents	05-04	Jul-02	May-10	Aug-19	
<i>Lab Accident Report Form</i>	05-04A	Aug-16		Aug-19	
<i>Injury Report Form</i>	05-04B	Aug-16		Aug-19	
Compliance Commitment	05-05	Sep-06	Sep-06	Aug-19	
Lab Environment	05-06	Jun-16	Jun-16	Aug-19	
Maintenance of Computer and Peripherals	06-01	Nov-96	Oct-05	May-14	Aug-16
Verification of Computer Calculated Values	06-02	Sep-98	Oct-05		May-14
Safeguarding Items During Weather Emergency	06-02	Oct-91	Oct-05	May-14	Aug-16

Shelf Life Pharmaceuticals

07-01

Jan-96

Jul-09

May-14

Storage of Medication

07-02

Jan-96

Oct-05

May-14

Multiple Dose Vials

07-03

Jan-96

Oct-05

May-14

QA (Quality Assurance) Data Book

Section Title	Policy #	Effective	Revised	Reviewed
QI - Quality Indicators	NA		Feb-21	Feb-21
ABG Audit Log	NA		Feb-21	Feb-21
HIPPA Audit	NA		Dec-20	Dec-20
Safety - Surveillance Rounds	NA		Sep-20	Sep-20
Customer Service/Survey	NA		Apr-20	Apr-20
Ergonomic Evaluation	NA		Oct-20	Oct-20
Fire Drill Log	NA		Dec-20	Dec-20
IQCP- Log and Checklist	NA	Mar-16	Dec-20	Dec-20
Performance Assessment for Technical Consultant	NA	Mar-21	Mar-21	Mar-21

ABG Log

Section Title	Policy #	Effective	Revised	Reviewed
CLIA certificate	NA			
Daily ABG Log	NA	NA	Mar-21	Mar-21
Manual QC Log	NA	NA	Mar-21	Mar-21
Manual QC Print Outs	NA	NA	Mar-21	Mar-21

UTMB Pulmonary Function Lab

PFT Document Control Form

Effective Date: August 2016

Revise Date: February 2022

UHC

Policy Title	Policy #	Effective	Revised	Reviewed	Deleted Date
Purpose and Use of Manual	01-01	Feb-82	Oct-05	Aug-21	
Departmental Policies and Procedures	01-02	Nov-07	Oct-05	Aug-21	
Developing Policies and Procedures	01-03	Aug-92	Oct-05	Aug-21	
Purpose of UTMB Clinic's Services	01-04	Jul-82	Oct-05	May-14	Aug-16
UTMB Clinics Overview	01-04	Oct-91	Jul-06	Aug-21	
HIPPA	01-05	Oct-02	Aug-19	Aug-21	
Confidentiality	01-06	Aug-88	Oct-05	Aug-21	
Quality Improvement Plan	01-07	Sep-01	Aug-16	Oct-21	
<i>IQCP Matrix</i>	01-07A	Jan-16	Jan-16	Aug-21	
<i>IQCP Checklist</i>	01-07B	Jan-16	Jan-16	Aug-21	
<i>IQCP Log</i>	01-07C	Nov-17	Nov-17	Aug-21	
Occurrence Reporting	01-08	Sep-06	Jul-09	Aug-21	
Compliance with CAP Terms	01-09	Nov-07	Jun-16	Aug-21	
PFT Employee Concerns	01-10	Jul-10		Aug-21	
Medical Device/ Supply Recall	01-11	Sep-09		Aug-21	
Handling of Malfunctioning or Defective Equipment	01-12	Sep-06	Feb-22	Feb-22	
Individualized Quality Control Plan (IQCP)	01-13	Sep-21	Sep-21	Aug-21	
Job Summary	02-01	Jan-92	Oct-05		May-14
Clinic Staff Identification	02-01	Oct-91	Oct-05	May-14	Aug-16
Continuing Education	02-01	Aug-92	Jan-05	Aug-21	
Dress Code	02-02	May-75	Oct-14	May-14	Aug-16
Periodic Assessment of Competencies	02-02	Nov-90	Oct-05	Dec-21	
Staffing During Adverse Conditions	02-03	Mar-91	Aug-11	Nov-17	Jan-18
Latex Allergy - Sensitivity Management	02-04	Jun-02	Jan-11	Nov-17	Jan-18
Professional Licensure	02-05	Jun-97	Apr-08	May-14	Aug-16
Smoking, Drinking, Eating in Lab	02-03	Nov-90	Mar-09	Aug-21	
Scheduled Leave Absences	02-07	Nov-93	Oct-05	May-14	Aug-16
Vacation - Scheduled Leave	02-08	Feb-01	Oct-05	May-14	Aug-16

Weather Emergency	02-09	Sep-02	Oct-05	May-14	Aug-16
No Smoking Policy	02-13	Jan-90	Mar-09	May-14	Aug-16
Supplies, Equipment, Repair, Maintenance-	02-13	Jul-82	Oct-05	May-14	Aug-16
Lab Director Delegation	02-04	Jul-18	Jul-18	Aug-21	
Patient Appointments	03-01	May-94	May-14	Jul-21	
Parking Garage Tokens	03-02	Sep-00	Oct-05		May-14
Flow of Patients through the PFT Lab	03-02	Nov-90	May-16	Jul-21	
Entering of Patient Demographics	03-03	Aug-11	Oct-05	Oct-21	
PFT Testing - PFT Equipment Quality Control & Flow Sensor Calibration	03-04	Oct-05	Sep-21	Sep-21	
Patient Testing - Slow Vital Capacity	03-05	Aug-00	Oct-05	Aug-21	
Patient Testing - Forced Vital Capacity	03-06	Aug-02	Oct-05	Dec-21	
Patient Testing - Diffusion Capacity	03-07	Apr-02	Oct-05	Jul-21	
Patient Testing - Diffusion Capacity (RGA)	03-07A	Apr-02	Nov-17	Jul-21	
Patient Testing - Plethysmography Test	03-08	Aug-00	Oct-05	Aug-21	
Patient Testing - FRC (N2)	03-09	Apr-02	May-14	Aug-21	
Patient Testing - MIP-MEP	03-10	Aug-00	May-14	Aug-21	
Patient Testing - MVV	03-11	Aug-00	Oct-05	Aug-21	
Patient Testing - Bronchial Challenge	03-12	Apr-02	Feb-12	Sep-21	
Bronchial Challenge Pt Letter	03-12A	Jan-15	Jan-18	Jan-22	
Patient Testing - Hypertonic Challenge	03-13	Jan-10	Feb-12	Sep-21	
Patient Testing - Cardiopulmonary Exercise Test (CPET or MVO2)	03-14	Aug-00	May-14	Sep-21	
Patient Testing - Sub Maximal Stress Test (6 min walk,6mw)	03-15	Aug-00	May-14	Nov-21	
Respiratory Isolation	03-16	Aug-00	Oct-05	Sep-21	
Disposal of Single Use Items	03-17	Aug-91	May-14	May-14	Aug-16
Cleaning and Disinfection	03-17	Apr-91	Feb-12	Dec-21	
Did Not Keep Appointment (DNKA)	03-19	Nov-91	May-14	May-14	Aug-16
Pateint Testing - Shunt Study	03-18	Sep-08	May-14	Aug-21	
Patient Testing - Exercise Challenge (EIB)	03-19	Mar-15	Mar-15	Aug-21	
Patient Testing - Impulse Oscillometry (IOS)	03-20	Nov-16	Nov-17	Aug-21	
General Considerations for Lung Function Testing	03-21	Nov-15	Aug-21	Aug-21	
ABG Analysis Radiometer ABL 80	04-01	Nov-90	Jul-16	Aug-21	
ABG Sampling Procedure	04-02	Nov-90	Oct-05	Oct-21	
ABG - Unacceptable Specimen	04-03	Aug-92	Feb-22	Feb-22	
ABG - Database	04-04	Aug-92	Apr-14		Apr-14
ABG - Recapping Needles	04-04	Nov-90	Oct-05	Aug-21	

ABG - Analyzer Downtime	04-05	Nov-90	Nov-17	Aug-21	
ABG - Special Drawing Considerations	04-06	Aug-96	Aug-19	Aug-21	
ABG - Test Data	04-07	Mar-21	Mar-21	Aug-21	
ABG - Notification of Critical Levels	04-07	Nov-90	Aug-15	Aug-19	Mar-21
ABG - Review of Test Data	04-08	Nov-90	Jul-16	Aug-19	Mar-21
ABG - Analyzer & Data Logs	04-08	Nov-95	Feb-22	Feb-22	
ABG - Data Logs	04-09	Nov-95	Jun-16	Aug-19	Mar-21
ABG - CAP Proficiency Survey Samples	04-09	Aug-96	Jan-22	Jan-22	
ABG - Transmission of Results	04-11	Sep-98	May-14	Aug-19	Mar-21
ABG - Westgard Rules	04-10	Aug-92	Oct-05	Aug-21	
ABG - Solution Pack Sensor Cassette & Waste Disposal	04-11	May-14	Apr-14	Aug-21	
ABG - QC & Acceptability	04-12	Aug-92	Feb-22	Feb-22	
Universal Precautions	05-01	Jan-94	Oct-05	Nov-17	Jan-18
Bloodborne Pathogens	05-02	Jan-97	Jun-10	Nov-17	Jan-18
HIV-AIDS	05-03	Jul-98	Oct-05	Nov-17	Jan-18
Institutional Hospital Policies	05-01	Jan-97	Oct-21	Oct-21	
Chemical Hygiene	05-02	Sep-02	Nov-20	Sep-21	
Lab Ergonomics	05-03	Jul-04	Oct-05	Aug-21	
Electrical Safety	05-06	Jul-91	Jun-08	Nov-17	Jan-18
Fire Alarm	05-07	Oct-94	Jul-14	Nov-17	Jan-18
Gas Cylinders	05-08	Sep-14	Jun-11	Nov-17	Jan-18
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Storage of Medication	07-02	Jan-96	Oct-05		May-14
Multiple Dose Vials	07-03	Jan-96	Oct-05		May-14
Institutional Hospital Policy (Copy of Exposure Control Plan)			Jul-18		

QA (Quality Assurance) Data Book

Section Title	Policy #	Effective	Revised	Reviewed
QI - Quality Indicators	NA		Feb-22	Feb-22
QA PFT	NA		Feb-22	Feb-22
ABG Audit Log	NA		Nov-21	Feb-22
HIPPA Audit	NA		Sep-21	Sep-21
Safety - Surveillance Rounds	NA		Sep-21	Sep-21
Customer Service/Survey	NA		May-21	May-21
Ergonomic Evaluation	NA		Oct-20	Oct-20
Fire Drill Log- Yearly	NA		Mar-21	Mar-21
IQCP- Log and Checklist	NA	Mar-16	Dec-21	Dec-21
Turn-Around Time (TAT)	NA	Apr-21	Feb-22	Feb-22
PFT Meeting Minutes	NA		Feb-22	Feb-22

ABG Log

Section Title	Policy #	Effective	Revised	Reviewed
CLIA certificate	NA			
Daily ABG Log	NA	NA		Feb-22
Manual QC Log	NA	NA		Feb-22
Manual QC Print Outs	NA	NA		