



National Open University of Nigeria

SOP Title	Medical Diagnostic Laboratory Unit
SOP No:	NQSA/SOP/IGM/014
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Medical Diagnostic Laboratory Unit
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

Purpose

To describe procedure for the investigation in the gastrointestinal infection, Antigen / Antibody reaction and to investigate bodily fluids, such as blood and urine to know where the body's chemistry has changed also genotype and blood grouping.

Medical Diagnostic Laboratory Unit Activities

1. Diagnostic Services
2. Administrative Services
3. Accounting Services

Activities and Actions

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days Complete each Step	to	Action by (Name and ID number)	Expected Evidence of completed Activity (Task)
1	Diagnostic Services	1. PRE-ANALYTICAL STEP (patient's profile) Filling of patient information form by the patient (name, age, sex and type of test to run).	90 Days			List of persons attended to by their clinic registration numbers (please no name of staff ID), type of medical attention, medication received, referrals if any, date.
		2. ANALYTICAL STEP (Collection of blood sample and conducting the test.	90 Days			
		3. POST ANALYTICAL (Filled Result form, checked and sign by Head, Medical Lab and dispatched)	90 Days			
2.	Office Administration	1. Receiving of Memos.	90 Days			1. List of memos received and send out with dates. 2. List of meetings held with dates.
		2. Printing of Results Forms.	90 Days			
		3. Recording of Unit's Meetings.	90 Days			
		4. Make and receives appropriate referrals where necessary.	90 Days			List of referrals received or given out by clinic registration number, purpose of referral, place of referral, and date.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID number)	Expected Evidence of completed Activity (Task)
		1. Demonstrate health awareness, where necessary to the University Community.	90 Days		1. List of workshops or symposiums held to provide health awareness to the university community. 2. Feedback from participants.
3.	Accountant Services	1. Collation of monthly test fee and retiring the correct amount through remita to the university account.	90 Days		1. The budget and budget implementation report for the period under review. 2. Report on retirements.
		2. Preparing monthly upkeep and laboratory supplies.	90 Days		

Team of Developers

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