



# Medical Laboratory

## NTQF Level III

Unit Learning Guide #48 of  
competence: performing parasitological tests

Module Title: performing parasitological  
tests

LG Code: HLT MLT3 07M07 LO2-LG48

TTLM Code: HLT MLT3 TTLM 0919v1

# LO6: Maintain

# laboratory records



## Instruction Sheet 6

## Learning Guide #6

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

### 6. Record of parasitological investigations

- 6.1. Recording and reporting of parasitological investigations
- 6.2. Updating instrument maintenance logs
- 6.3. Ensure confidentiality

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to –

- make entries on report forms or into computer systems, accurately calculating, recording or transcribing required data as required
- update instrument maintenance logs, as required
- Maintain security and confidentiality of all clinical information, laboratory data and records are



### Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 3 to 12.
3. Read the information written in the “Information Sheets 1”. Try to understand what are being discussed. Ask your trainer for assistance if you have hard time understanding them.
4. Accomplish the “Self-check 1” in page 7.
5. Ask from your trainer the key to correction (key answers) or you can request your trainer to correct your work. (You are to get the key answer only after you finished answering the Self-check 1).
6. If you earned a satisfactory evaluation proceed to “Information Sheet 8”. However, if your rating is unsatisfactory, see your trainer for further instructions..
7. Submit your accomplished Self-check. This will form part of your training portfolio.
8. Read the information written in the “Information Sheet 2”. Try to understand what are being discussed. Ask your trainer for assistance if you have hard time understanding them.
9. Accomplish the “Self-check 2” in page 8.
10. Ask from your trainer the key to correction (key answers) or you can request your trainer to correct your work. (You are to get the key answer only after you finished answering the Self-check 2).
11. Read the information written in the “Information Sheets 3. Try to understand what are being discussed. Ask your trainer for assistance if you have hard time understanding them.
12. Accomplish the “Self-check 3” in page 10.



<b>Information Sheet-1</b>	<b>Recording and reporting of parasitological investigations</b>
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## 6.1. Recording and reporting of parasitological investigations

Record keeping systems, procedures and practices should work reliably to ensure that records are credible and authoritative. **Records should be made, maintained and managed systematically.** Record keeping must be managed through an identifiable records management program.

Recordkeeping systems must have accurately documented policies, assigned responsibilities, and formal methodologies for their management. This applies equally to dedicated recordkeeping systems and to laboratory application systems functioning as recordkeeping systems.

Record keeping systems, procedures and practices should be audited to ensure compliance with regulatory requirements.

Laboratory recordkeeping practices, systems and procedures of public sector bodies operate within a regulatory regime. This regime may consist of standards and requirements to ensure the creation, management and disposal of full and accurate records. It is essential that the recordkeeping practices, systems and procedures are audited on a regular basis. The audits will:

- identify areas of non-compliance within existing regulatory requirements
- identify problem areas for public sector bodies, thus allowing for internal corrective actions
- Improve the quality and reliability of public records.
- A record should contain not only the content, but also the structural and contextual information necessary to document a transaction. It should be possible to understand a record in the context of the organizational processes that produced it and of other, linked records.
- A record comprises content, structure and context. The elements that make up the structural and contextual parts of the record are known as recordkeeping metadata.

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- Records should correctly reflect what was communicated, decided or done.
- Recordkeeping procedures and practices must be designed to ensure that a record correctly reflects what occurred. Business processes and systems should be designed to make it easy, or even automatic, to make accurate records of transactions.

Self-check 1

Written test

**Write True if the statement is correct and False if it is incorrect**

1. Laboratory results should maintained with full information and kept confidentially.
2. Laboratory personnel should follow organizational rule and regulation of record keeping. (2 points)
3. The purpose of keeping laboratory record is only to retrieve the information when needed. ( 2 points)

**Note: satisfactory rating is 4 points, unsatisfactory <4 points. You can ask your instructor for copy of correct answer.**

**Answer Sheet**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Score = \_\_\_\_\_

Rating: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Information sheet 2

Updating instrument maintenance logs

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## 6.2. Updating instrument maintenance logs

A maintenance log is a document (often relatively simple) that records who did what, when, and why. ...

Equipment logs are basically documents that are used in different purposes and for different functions with regards to equipment handling, maintenance, and usage.

Equipment Maintenance Schedule. It is essential that practices have a schedule for the maintenance and monitoring of all their key clinical equipment. Equipment that requires calibration, or that is electric or battery powered, needs to be serviced regularly to ensure it is, and continues to be, in good working order.

Fig 6.3. Instrument maintenance template

## Equipment Maintenance Record

Instrument: \_\_\_\_\_

Model Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_  
(or U of A tag number)

Located in Room Number: \_\_\_\_\_



Lab Supervisor: \_\_\_\_\_

Maintenance performed	Date

Self-check 2	Written test
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**Answer the following questions**

1. What is the purpose of equipment maintenance ? (4 points)

**Note: satisfactory rating is 4 points, unsatisfactory < 2points. You can ask your instructor for copy of correct answer.**

**Answer Sheet**

1. \_\_\_\_\_

Score = \_\_\_\_\_

Rating: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



### 6.3. Ensure confidentiality

Professional **ethics** is the moral bond that links a profession, the people it serves, and society. Specific issues that challenge **laboratory** professionals in clinical research are allocation of health-care resources, testing conducted nearer to the patient, confidentiality, screening tests, and molecular biology.

**Definition. Confidentiality** is the right of an individual to have personal, identifiable **medical** information kept private. Such information **should** be available only to the physician of record and other health care and insurance personnel as necessary.

One of the most **important** elements of **confidentiality** is that it helps to build and develop trust. It potentially allows for the free flow of information between the client and worker and acknowledges that a client's personal life and all the issues and problems that they have belong to them.

A **breach of confidentiality** occurs when a **patient's** private information is disclosed to a third party without their consent. There are limited exceptions to this, including disclosures to state health officials and court orders requiring medical records to be produced.

Self-check 3	Written test
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#### Answer the following questions

2. What is confidentiality? (4 points)

**Note: satisfactory rating is 4 points, unsatisfactory <4 points. You can ask your instructor for copy of correct answer.**

#### Answer Sheet

1. \_\_\_\_\_

Score = \_\_\_\_\_

Rating: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_





Self-check 3	Written test
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**Answer the following questions**

1. List waste minimization activities. (4 points)

**Note: satisfactory rating is 4 points, unsatisfactory <4 points. You can ask your instructor for copy of correct answer.**

Score = _____
Rating: _____

**Answer Sheet**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Name: \_\_\_\_\_

Date: \_\_\_\_\_



## List of Reference Materials

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- Strickland GT. Hunter's tropical medicine. 7th ed. Philadelphia: WB Saunders, 1991.
- Sullivan J.T, 1997. A color Atlas of Parasitology. Taticheeff, Seyoum, Yahya A,

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