

Day 1: Specimen Collection & Identification

Session	Topic	Objectives	Method
Session 1	Overview of the Pre-analytical Phase	- Define stages - Identify common error sources - Understand its impact on results	Interactive Lecture
Session 2	Specimen Collection Protocols	- Patient ID and consent- Proper tube selection and order of draw	Demo + Discussion
Session 3	Labeling & Documentation Best Practices	- Accurate labelling (MRN, time, date, initials)- Paper vs electronic requisition alignment	Hands-on Labeling Session
Group Activity	Specimen Collection Error Scenarios	- Identify, analyze and correct collection errors from real-world cases	Group Work

Day 2: Specimen Handling, Transport & Processing

Session	Topic	Objectives	Method
Session 1	Specimen Transport Principles	- Maintain integrity across locations - TAT monitoring and documentation	Mini Lecture + Walkthrough
Session 2	Receiving & Sorting Specimens	- Criteria for acceptance/rejection- Logging and LIS usage	Demo + Practice
Session 3	Centrifugation, Aliquoting & Storage	- Correct use of centrifuges- Aliquot handling- Storage conditions by test type	Practical
Group Activity	Sample Integrity Observation Exercise	- Evaluate given samples for potential rejection	Group Rotation

Day 3: Error Prevention & Quality Monitoring

Session	Topic	Objectives	Method
Session 1	Rejection Criteria & Corrective Actions	- Understand rejection criteria per department-SOP for documentation and escalation	Discussion + Policy Review
Session 2	Monitoring Pre-analytical Quality Indicators and LJ Chart Interpretation.	- Identify key indicators (e.g. redraw rate, delay TATs) - Role of audits and interpret LJ Charts	Lecture + QA Team Insight
Session 3	Post-Test & Practical Competency Assessment	- Assess understanding of specimen workflows	Written + Practical Test
Wrap-Up & Feedback	Summary & Certificate Distribution	- Review module takeaways - Collect feedback	Open Forum + Forms