

Laboratory Management & Testing

Duration: 5 Days

Language: en

Course Code: IND05-103

Objective

Upon completion of this course, participants will be able to:

- Understand proper lab organisation and structure.
- Develop a key understanding of strategic aims for your future success.
- Select processes and testing methods based on industry standards and competitor analysis.
- Create effective quality assurance methods to mitigate risks to employees and the

public.

- Gain laboratory accreditations based on fool-proof practices.
- Understand basic laboratory operation principles.
- Develop effective auditing procedures to ensure safety at all times.
- Apply root-cause analysis to any incidents to mitigate future problems.
- Create practical training methods to ensure employees all work in a standardised way.

- Design and implement testing projects in the short and long term.

Audience

This course is designed for anyone responsible for managing a professional laboratory environment or anyone involved in the health and safety aspects of people management within a laboratory. It would be most beneficial for:

- Laboratory Testing Managers
- Chemists & Microbiologists
- Laboratory Technicians
- Operations Managers
- Health & Safety Assessors
- Auditors
- Regulatory auditors
- Quality Assurance Professionals

Training Methodology

This course uses a variety of adult learning styles to aid full understanding. Participants will view presentations and videos based on correct laboratory procedures and learn from real-world scenarios about how to avoid and deal with incidents when they occur.
They will be presented with real-world scenarios and conduct group problem-solving exercises to determine the best possible procedures and processes to avoid risk and obtain the best possible outcome.

Summary

Managing a laboratory in today's society isn't easy. With increasing competition and strict regulations imposed on professional labs, it's essential to create a robust infrastructure of processes, develop adequate and relevant training for all employees, and make competent strategic decisions to work towards continuous improvement.
The health and safety of staff and the public is paramount within any laboratory environment, and it's crucial to create products and find testing results that perform their purpose successfully and are entirely safe. To ensure everything is done by the book, you will need to employ solid business planning techniques, maintain accurate quality assurance at all times and develop regular risk assessments and auditing procedures to monitor change and control the environment.
To assess your current progress and work towards future success and business continuity, you must develop a strategic business plan that involves strict performance management and process guidance to avoid non-conformities and conduct constant investigations regarding issues that arise.

Course Content & Outline

Section 1: Laboratory Management Responsibilities

- Laboratory market structure.
- Niche market management.
- Laboratory standards and competition.
- Satisfying customer requirements.
- Your health and safety obligations.
- Quality testing applications.
- Reporting and accurate data.
- Internal auditing prospects and planning.

Section 2: Resource Management & Process Planning

- Assessing essential skill sets.
- Applying analytical knowledge.
- Training and development.
- Recruitment requirements - Finding the right people.
- Handling complaints and compliance.
- Safeguarding against risk.

Section 3: An Introduction to Testing

- Your analytical services responsibilities.
- Category testing and separating legal status.

- Environmental lab testing and its implications.
- Private vs. public sector labs.
- Laboratories within other organisations.
- Impartiality testing.
- Your corporate and social responsibilities.

Section 4: Organisational Decision-Making

- Operations job role functionality.
- Creating effective job descriptions.
- Your responsibilities and overlapping decisions with other departments.
- Your premises and safety testing.
- Working conditions monitoring.
- Operational workflow and process planning.

Section 5: Challenge & Risk Avoidance

- Your lab certifications.
- Accreditation of ISO 17025.
- Developing a sound business plan.
- Strategic planning and networking opportunities.
- Employing subcontractors.

Section 6: Laboratory Concepts

- Creating an accurate audit trail for lessons learned opportunities.
- Selection and validation methods.
- Regulatory changes and staying ahead of the curve.
- Fit for purpose systems and technology assessments.
- Calibration with suppliers.
- Selecting an efficient supply chain management style and partners.
- Customer satisfaction and tracking.

Section 7: Quality Assurance Methodology & Techniques

- The importance of quality assurance.
- How to create effective reporting methods.
- Predictions and forecasting from previous projects.
- Internal auditing and record keeping.
- EQA and IQC controls.
- Root-cause analysis mapping and preventative actions.
- Process competence and change planning for the future.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Healthcare & Pharmaceutical, Health, Safety & Environment HSE

Tags

safety, Laboratory, lab, health

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