

Agenda
Quality Systems Workshop
American Associated Pacific Islands Laboratory Network
Guam, February 7-9, 2005

Monday, February 7		
Time	Module/Topic	Speaker/Discussion Leader
0800	Introductions, workshop agenda and objectives	Dr. Devery Howerton, Dr. Michael O'Leary
0830	Information sharing Workgroup discussions (4 groups)	All
1000	Break	
1015	Continued workgroup discussions Group summaries	All
1115	Module 1: Overview of Laboratory Quality Systems	Mr. John Elliot
1215	Module 2: Organizational Responsibilities	Dr. Paul Kimsey
1300	Lunch	
1400	Module 3: Documents and Records	Dr. Devery Howerton
1500	Module 4: Equipment Management	Mr. Albert Gurusamy
1600	Break	
1615	Module 5: Purchasing and Inventory	Mr. Albert Gurusamy
1700	Summary and group feedback Adjourn	
Tuesday, February 8, 2005		
0800	Day 1 review Feedback, questions from participants	Dr. Devery Howerton
0830	Module 6: Specimen management	Ms. Vasiti Uliviti Ms. Rebecca Sculli
0930	Module 7: Analytic process control Introduction/overview of quality control	Dr. Paul Kimsey
1000	Break	
1015	Module 7 continued: Qualitative QC	Mr. John Elliot
1115	Module 7, continued: Quantitative QC	Dr. Devery Howerton
1215	QC software demonstration	Mr. John Elliot
1300	Lunch	

1400	Module 8: Assessments: External and Internal	Mr. John Elliot
1500	Group activity, case studies	Ms. Susan Naka
1600	Break	
1615	Group activity, continued	Ms. Susan Naka
1700	Summary, group feedback Adjourn	
Wednesday, February 9, 2005		
0800	Day 2 review Participant feedback	
0830	Module 9: Personnel	Dr. Devery Howerton
0930	Module 10: How to be an effective trainer	Ms. Vasiti Uliviti
1000	Break	
1015	Module 11: Facilities and safety	Dr. Paul Kimsey Ms. Rebecca Sculli
1115	Putting it all together: Implementing elements of a quality system	All
1300	Lunch	
1400	Putting it all together, continued	
1600	Workshop Closing	