

MPR	Quality Assurance	Yes	If No, need Action Plan
	Laboratory Procedures (interview lab staff and review logs) (MI-WIC Policy 2.16)		
4.3c	Copy of the MDHHS/WIC Laboratory Manual (dated 8-15-19) in the WIC Clinic or do staff know how to access from the MDHHS/WIC website?		
	HemoCue machine Self-test results (P/F) recorded each day that the machine is used?		
	HemoCue machine cleaned each day it is used (outside & microcuvette holder)?		
	Are high and low control solutions run each week that the machine is utilized and when a new lot number of Microcuvettes is opened?		
	Control solutions stored in the refrigerator (containing no food) until opened and then used and stored properly, according to manufacturer's directions?		
	Does the quality control log contain a record of the lot number, expiration date and acceptable ranges of the controls used?		
	Microcuvettes dated when opened and recorded on QC and Daily log?		
	Microcuvettes or control solutions used before their expiration date?		
	Are testing work surfaces decontaminated with germicide (or freshly prepared 10% bleach solution) at the close of each day and anytime there is evidence of contamination?		
	Are QC logs retained for 3 years and 150 days past the end of the fiscal period?		
	4.3c	Is there a CLIA Certificate of Waiver for the WIC lab? (Lab Manual pg. 5) Date:	
Anthropometric Equipment (MI-WIC Policy 2.15)			
4.3b Infant Scale/board	Is a copy of the Anthropometric Measurement Procedures in the WIC Clinic or do staff know how to access from the MDHHS/WIC website? (<i>If not, suggest they do.</i>) DCH - 0730, revised 2/18		
	Does a recumbent length board have a stable headboard and moveable foot piece?		
	Check the recumbent board for accuracy with the standardized rod. Is the board accurate?		
	Is an approved scale with at least 1 oz. sensitivity used? Is the balance beam scale zero-balanced at least once daily? Is the digital scale zero balanced between each weighing (unless has reweigh feature)? (If digital scale used, is it a "clinic quality" scale?)		
	Has the Infant scale been calibrated within the past 12 months?		
Adult+ child scale	Is an approved scale with at least ¼ pound increments used?		
	Is the scale on a firm surface?		
	Has the scale been calibrated within the past 12 months?		
	Is the balance beam scale zero-balanced at least once daily? Is the digital scale zero balanced between each weighing? (Unless scale has reweigh feature for confirmation).		
	Scales and measurement equipment cleaned on a regular basis?		
	Height board accurate using the standardized rod?		
	Does the measurement board go down far enough so that the small child is measured standing straight and the footboard is aligned with the upper board?		
	Right-angle headboard used? (either separate or part of a fixed board)		
	Firm surface used for standing?		

Reviewed by _____ Date of Review: _____

Consultant: _____ Date of Review: _____

