

## **Sample Document / Trip Report**

To: Maisie Catron, Lab Manager, West Portland Hospital  
From: Terry Rios, M.T. Chemistry Supervisor; Geoff Franklin, M.T.  
Date: September 26, 20--  
Subject: Trip Report: Clinical Laboratory at Northwest Regional Medical Center

On September 20, we visited the clinical laboratory at Northwest Regional Medical Center to tour their facility. Our primary interest was to determine the type and number of chemistry analyzers they use, since the size of their lab and their workload are comparable to ours. Specifically, we wanted to see a demonstration of the Beckman CX7 analyzer we're considering for our chemistry department and talk with techs about their experience using it.

### **Description of NRMC's Chemistry Department**

The chemistry department occupies three-fourths of the main work area's space. It consists of two CX7 analyzers; one handles the bulk of specimens while the second is devoted to "trouble" specimens (lipemics, manual dilutions) and batch-processed samples, such as TIBCs. The second CX7 also serves as a backup for the primary analyzer. Both are interfaced with Sunquest, the laboratory information system (LIS), with terminals for reporting results located at workstations beside each CX7. Other analyzers include two interfaced Abbott IMXs, which, like us, they use for therapeutic drug and drug-of-abuse testing.

### **Description of CX7 Analyzer in Operation**

The CX7 loads sectors containing 10 test samples onto a carousel for sampling. The carousel can hold five sectors at a time, and will remove each sector after sampling is complete, while simultaneously picking up sectors waiting in a loading bay. Two robotic probes sample from each specimen: one for electrolytes and the other for additional "wet-based" chemistry analytes included on their panels. A STAT panel takes less than four minutes once the sample is loaded; the longest tests, such as TIBC, finish in approximately 10 minutes. NRMC's Chem20 panel, for example, is complete in less than 10 minutes, if there are no dilutions or rechecks necessary. The CX7 allows users to create their own panels, and NRMC uses ones similar to ours currently in place.

While we were observing, we didn't witness any analyzer malfunctions or any apparent problems on the part of the single operator, and we were there nearly two hours including time spent talking with the technologists on duty. All of them had experience working with various analyzers, including the one we're currently using, and they unanimously agreed the CX7 was the easiest analyzer they've operated.

### **Recommendation**

We should contact Beckman about our purchase options for the CX7 analyzer. It's been our main contender from those we've considered for our chemistry department, and seeing the CX7 in operation only confirmed our initial impression. The CX7 will easily handle our current workload as well as the additional specimens we expect to gain from our continued outreach. The CX7 can process 15% more specimen per hour than we're able to process on our existing analyzers.

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**Annotation:** This is an example of a trip report, a document common within an organization; therefore, they generally follow a memo format. Trip reports summarize a trip conducted for a work purpose. This could be to evaluate a program, to describe a habitat, or to inspect a building or structure, to name a few. Trip reports begin with an introduction to orient readers (who went where and why), then follow with a discussion of topics (what was found). They should end with a conclusion, typically recommendations to summarize what to do with the information gleaned from the trip.