



# LIS RACI MATRIX EXAMPLE (ROLES AND RESPONSIBILITIES)

<b>Process Name/Description</b>	
<b>Created On</b>	
<b>Date Last Revised</b>	
<b>Created By</b> (all team members/functions who developed and agreed to RACI)	
<b>R=Responsible, A=Accountable, C=Consulted, I=Informed</b>	

	Lab Management	Lab Global Super User	ICT Global Super User	Central Laboratory Data Repository DBA	LIS Vendor	Instrument Manufacturer	Ministry of Health	APHL
Ensuring all laboratory users have accounts								
- Creating new user accounts	C	R						
- Activating new user accounts	A	C						
- Archiving old user accounts	A	I						
Managing all testing processes								
- Capturing all registration data	A	C		I				
- Creating worksheets and work cards	A	C		I				
- Capturing all internal test data	A	C		I				
- Capturing instruments used to analyze tests	A	C		I				

	Lab Management	Lab Global Super User	ICT Global Super User	Central Laboratory Data Repository DBA	LIS Vendor	Instrument Manufacturer	Ministry of Health	APHL
- Capturing all results data	A	C		I				
- Capturing all results verification/authorization	A	C		I				
Managing QMS data								
- Capturing all specimen rejections	R	C		I				
- Maintaining rejection code dictionary		R		I	C			
- Setting up means to capture IQC	A	C		I				
- Updating IQC lot information	A	C		I				
- Capturing all IQC results	R	C		I				
- Capturing all repeated tests	R	C		I				
- Capturing all deleted tests	R	C		I				
Managing instrument data								
- Ensuring all manual instruments are on LIS	R	C		I				
- Ensuring all automated instruments are on LIS	R	C		I				
- Ensuring instrument interfaces capture all data on LIS			C					I
- Re-interfacing instruments after maintenance service	A		C					
- Resolving instrument errors	A, R		I				C	I
- Resolving LIS errors	A		C			C		

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Hub-LIS interface								
- Training Users	A	C						
- Troubleshooting interface			A			I		C
- Fixing bugs	I		C			R		
Monitoring local area network								
- Troubleshooting local area network	A		C					I
Monitoring WAN/VPN								
- Troubleshooting WAN/VPN	I		I	I				I
- Troubleshooting local server data transmission	I		C	R	I	I		
Monitoring LIS central laboratory data repository database and server								
- Troubleshooting central server data transmission			R	R	I	C		I

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