Beaumont Laboratory
Clinical Pathology
Royal Oak, MI 48073

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Related Documents:

HANDLING QC IN EVENT OF QC SOFTWARE DOWNTIME

RC.CH.LOP.QCQA.PY.012r01

Purpose

In the event of a downtime period, techs and supervisors are required to know how to handle and properly document all Quality Control (QC) performed during that period of time. A complete and detailed document must be maintained to facilitate shift-to-shift communication of QC errors and to prevent any unnecessary patient repeats and/or corrected reports after the downtime event.

Procedure

MT/MLT

Run QC as normally scheduled per workstation. Document QC results on paper (i.e. instrument printouts), consulting the current posted ranges for each workstation/instrument. All QC violations must be logged and all actions taken documented. A final comment on the resolution of any QC violation must be logged (recalibrate, assay QC, patient samples pulled and repeated etc.) on the documentation sheet to record that QC is now within posted range.

MTII/Supervisor

QC ranges are to be current and posted by instrument or workstation to include mean, SD and 2SD ranges, or expected values for qualitative testing.
If a significant amount of time has elapsed when the QC software system has been down, a determination will be made for preparation of manual Levy-Jennings chart(s) to more properly evaluate any QC trends.
After QC program has been restored, results will be manually entered into the QC software and backdated following the process described below.

Entering QC data into SOFT TQC

A. **Manually Enter QC data into SOFT TQC**
   1. Create TQC order in SOFT Lab and bridge to Total QC (TQC) screen.
   2. Enter the manual result.
   3. Click Result Info button. A Result Information Change box will appear
   4. Enter new Date and Time and Action ID BACKDATE. Results now reflect new date and time.
   5. Verify and Save.

B. Generate a Graph report with data
   1. Under Reports, Graph reports, Click on the Format tab
   2. Plot results by Resulted date/time or Scheduled date/time.

3. The Resulting time represents the time in which the instrument sends the results to the interface menu. The Scheduled time is the time in which the tech Posts the results to TQC.
4. Complete simple search or Advanced Search.
5. Click Run Report

Entering QC data into Unity Realtime

A. Manually Enter QC data into Unity Realtime

Select the appropriate instrument and expand to view QC
Select QC
Select Multi Test Data Entry
Set Date
Select Point Data tab
Manually enter results, Actions and Comments
Save
Bench review results

Authorized Reviewers

Section Supervisor or MT2 for non-technical.

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Document Control

Location of Master: Master electronic file stored on the Beaumont Laboratory server under S:/AutoChemistry/DocControl/New/LOP/QCQA/MasterDocuments
Master printed document stored in Automated Chemistry Policy and Procedure manual, Core lab
Number of Controlled Copies posted for educational purposes: 0
Number of circulating Controlled Copies:
Location of circulating Controlled Copies: 1
Automated Chemistry Policy and Procedure manual, STAT lab

Document History

Signature	Date	Revision #		Related Documents Reviewed/ Updated
Prepared by: Alexandra Marmet, MT	03/08/2014			
Approved by: VPeterson, MT(ASCP)SC	12/19/2014			
Reviewed by: (Signature)	**Date**	**Revision #**	**Modification**	**Related Documents Reviewed/ Updated**
Stephanie Barden, MLS(ASCP)	10/7/2016			
E Sykes MD	02/02/2018			
Peter Millward, MD	11/19/2018			
Robin Carey-Ballough, MT(ASCP)	11/01/2019	r01	Update to include Unity Realtime	