

# Beaumont

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Area: *Laboratory-Chemistry*

Key Words:

Applicability: *Royal Oak*

## Automated Chemistry Handling Quality Control (QC) in Event of QC Software Downtime - Royal Oak

Document Type: Procedure

### I. PURPOSE AND OBJECTIVE:

In the event of a downtime period, technologists 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.

### II. PROCEDURE:

#### A. Medical Technologist / Medical Laboratory Technician

1. 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.

#### B. Medical Technologist Lead / Manager

1. QC ranges are to be current and posted by instrument or workstation to include mean, SD (standard deviation) and 2SD ranges, or expected values for qualitative testing.
2. 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.
3. After QC program has been restored, results will be manually entered into the QC software and backdated following the process described below.

#### C. Entering QC data into Unity Realtime

1. **Manually Enter QC data into Unity Realtime**
  - a. Select the appropriate instrument and expand to view QC
  - b. Select QC

- c. Select Multi Test Data Entry
- d. Set Date
- e. Select Point Data tab
- f. Manually enter results, Actions and Comments
- g. Save
- h. Bench review results

## Attachments

No Attachments

## Approval Signatures

| Step Description   | Approver                                    | Date      |
|--|---|-----------|
| Medical Director   | Ann Marie Blenc: System Med Dir, Hematopath | 2/28/2022 |
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|  | Colette Kessler: Mgr Laboratory [RC]        | 2/28/2022 |

## Applicability

Royal Oak