	Stanton Territorial Hospital	Document Number: MIC60110			
	P.O. Boy 10, 550 Byrne Road	Version No: 1.0	Page: 1 of 7		
NORTHWEST TERRITORIES	VELLOW/KNIEE NT X1A 2N1	Distribution:			
Services Authority		Microbiology Quality Control Manual			
Services Authority		Effective:			
Document Name: En	tering Quality Control Results into TQC	Date Reviewed:			
		Next Review:			
Approved By:		Status: DRAFT			

**PURPOSE:** To provide instructions on how to enter quality control results for the Microbiology Laboratory into TQC.

## **PROCEDURE INSTRUCTIONS:**

Step	Action									
Resul	ting auto-generated results in TQC									
	From the "Launch Bar", select "Resulting Worklist" under the "Results" tab:									
1	Image:									
	From the <b>"Resulting Worklist</b> ", double click <b>"MICS-All Scheduled Micro</b> " for pending									
2	microbiology quality control orders:									

Page:	2	of	7

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## **PROCEDURE INSTRUCTIONS:**

Step		Action						
Resul	ting manually ordered results in TQC							
	Some QC orders need to be generated	when the testing is performed and are not auto-						
1	generated. In the Microbiology Laborate	ory, this is done when entering the anaerobic jars						
	and trays chemical indicators and the C	ampylobacter jar biological indicator.						
	From the "Launch Bar", select "Order	Entry" under the "Orders" tab:						
2	Leanch Bar  Setyp  V Inventory  Lot Actors Open Lot Gose Lot Actors Open Lot Gose Lot Regret from Inventory Regret from Inventory Regret from Inventory Record Report Batch Receiving Reports Lot Becord Report Inventory Worklad Lot Parameter Report Inventory Results K Result prty Results K Result prty Result Gardenance Maintenance Records Reports Maintenance Record Report Graph Report Reports Report Rever	Orders Order Entry						
	Select "New" in the upper left corner to	create a new record:						
	= File View find Tools Window Help = □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □							
•								
3	Launch Bar							
	Setyp 🖤	Search by						
	Lot Records	From: 2018/10/22 00:00						
	Lot Actions	To: 2018/11/21 14:33						
4	In the "Search for Lot Records/Equip	ment Records" box, select the Item ID for the						
4	result you want to enter and select "Fin	d".						

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	• For anaerobic jars,	select:							
	Search for Lot Records/Equip	nent Records							
	Item record number: 23156 Item type: Panel	Lot record number: Lot record number: Lot record number: Lot record number: Name: Lot record number: Lot rec	ot number: Po JARS ANO2 Lo	ol number: Status: Active cation: SLAB Departme Find					
	For anaerobic trays, select:      Search for Lot Records/Equipment Records								
5	Item type: Panel	Item ID: TRAYSANO2	ame: TRAYS ANO2	Location: SLAB					
	For Campy jars, sel     Search for Lot Records/Equi     Item record number: 23169	ect: oment Records	Lot number:	Pool number: Status					
	Item type: Panel	Item ID: JARSMAP	De: JARS MAP	Location: SLAB					
	The "Active Paramete	rs" will be listed and will in Arder Entry Col Search Results New Order Col a Generate Order >	clude all the trays	or jars:					
	5	Item type:         Panel           Location:         SLAB           Lot number:         UN-EXPIRING           Ordered:         2018/11/21 14:58 LMS           Number of orders:         1	Item ID: TRAYSANO2 Department: MICS Pool number: Scheduled: 2018/11/21 14:59						
0		Active Parameters         Select         Control         ATCC           Select         Control         ATCC           Image: Select Control         TRAY-1         Image: Select Control           Image: Select Control         TRAY-2         Image: Select Control         Image: Select Control           Image: Select Control         Image: Select Control         Image: Select Control         Image: Select Control           Image: Select Control         Image: Select Control         Image: Select Control         Image: Select Control           Image: Select Control Control         Image: Select Control         Image: Select Control         Image: Select Control           Image: Select Control Control         Image: Select Control         Image: Select Control         Image: Select Control           Image: Select Control Control         Image: Select Control Control         Image: Select Control         Image: Select Control           Image: Select Control Contro	QC Parameter// ANGEN ANGEN ANGEN ANGEN ANGEN ANGEN ANGEN ANGEN ANGEN ANGEN ANGEN						
7	All the trays or jars will the jars you want to res	all be selected. Select " <b>U</b> ult.	nselect all" 찬	<b>C</b> and then select					

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	Effective: DRAFT		

	Select "Generate Order" on the to	ор	of the scre	een:			
		Orde					
	Se	s [	New Order				
	Generate Order						
8	~		Item type:	Panel			
		l	Location:	SLAB			
		l	Lot number:	UN-EXPIRING			
		0	Ordered:	2018/11/21 14:			
		1	Number of orders:				
9	You will be asked if you want to say	ave	, select Ye	2S.			
10	The " <b>Results entry</b> " screen will op	per	n for the ite	em you selected.			
11	Result as auto generated order ins	stru	ictions.				

## **REFERENCES:**

 SCC SoftComputer. (2016, February). SoftTotalQC Total Quality Control System Version 1.0.4.

## **REVISION HISTORY:**

REVISION	DATE	Description of Change	REQUESTED BY
1.0		Initial Release	L. Steven