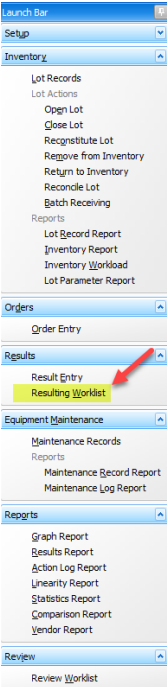
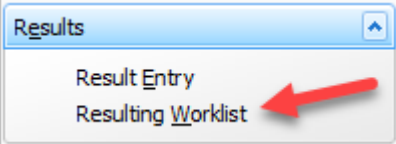
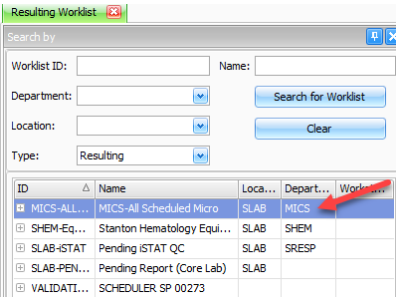


PURPOSE: To provide instructions on how to enter quality control results for the Microbiology Laboratory into TQC.

PROCEDURE INSTRUCTIONS:

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

3 All the scheduled QC orders for microbiology will be listed:

Selected	Pr...	Order	Lot	QC Item	Type	Scheduled	Due	Status	Instrument	Identifier	Location
<input checked="" type="checkbox"/>		Q18112100001	KB	KB	Panel	2018/11/21 07:00	2018/11/28 07:00	P			SLAB
<input checked="" type="checkbox"/>		Q18112100002	ET	ET	Panel	2018/11/21 07:00	2018/11/28 07:00	P			SLAB
<input checked="" type="checkbox"/>		Q18112100005		BSCMAIN	Equipment	2018/11/21 07:00	2018/11/28 07:00	P			SLAB
<input checked="" type="checkbox"/>		Q18112100006		CO2BL	Equipment	2018/11/21 07:00	2018/11/28 07:00	P			SLAB
<input checked="" type="checkbox"/>		Q18112100007		CO2BR	Equipment	2018/11/21 07:00	2018/11/28 07:00	P			SLAB
<input checked="" type="checkbox"/>		Q18112100008		CO2TL	Equipment	2018/11/21 07:00	2018/11/28 07:00	P			SLAB
<input checked="" type="checkbox"/>		Q18112100009		CO2TR	Equipment	2018/11/21 07:00	2018/11/28 07:00	P			SLAB
<input checked="" type="checkbox"/>		Q18112100010		O2	Equipment	2018/11/21 07:00	2018/11/28 07:00	P			SLAB
<input checked="" type="checkbox"/>		Q18112100011	C14992D	STRG	Media	2018/11/21 07:00	2018/11/28 07:00	P			SLAB
<input checked="" type="checkbox"/>		Q18112100013	7297593	BL	Media	2018/11/21 07:00	2018/11/28 07:00	P			SLAB
<input checked="" type="checkbox"/>		Q18112100014	C15472B	STRF	Media	2018/11/21 07:00	2018/11/28 07:00	P			SLAB
<input checked="" type="checkbox"/>		Q18112100015	C15467C	STRB	Media	2018/11/21 07:00	2018/11/28 07:00	P			SLAB
<input checked="" type="checkbox"/>		Q18112100016	C15260C	STRD	Media	2018/11/21 07:00	2018/11/28 07:00	P			SLAB
<input checked="" type="checkbox"/>		Q18112100018	403693	MAST	Media	2018/11/21 07:00	2018/11/28 07:00	P			SLAB

4 Double click on the QC order you would like to result to open up the item.

5 Select the results in the "Result" column and enter the results of the QC test:

Select	Analyte	Name	Result	Z	Resulted	Previous
<input checked="" type="checkbox"/>	OX	Oxidase				POS
<input checked="" type="checkbox"/>	OX	Oxidase				NEG

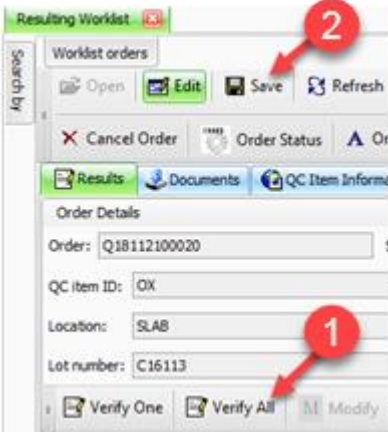
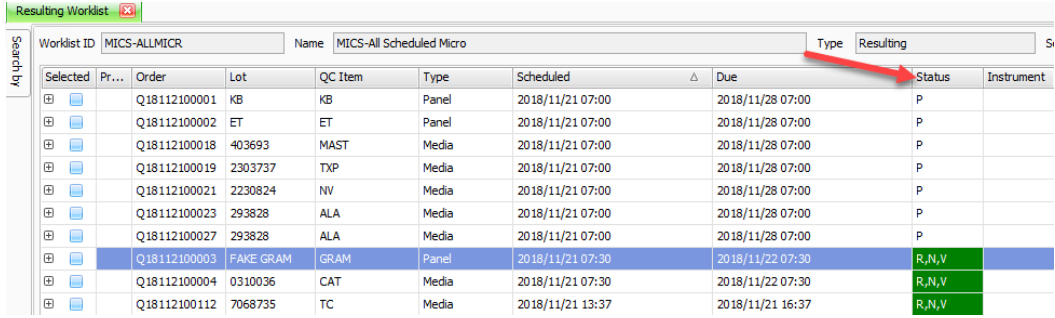
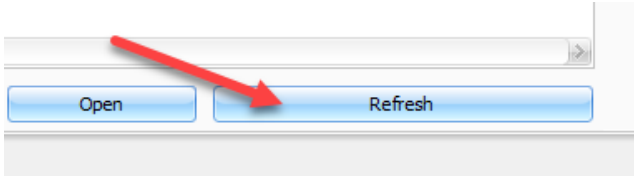
6 If the expected results are obtained, they will be highlighted in green:

Select	Analyte	Name	Result	Z	Resulted	Previous
<input checked="" type="checkbox"/>	OX	Oxidase	POS		2018/11/21 12:21 L...	POS
<input checked="" type="checkbox"/>	OX	Oxidase	NEG		2018/11/21 12:21 L...	NEG

7 If the expected results are not obtained, they will be highlighted in red:

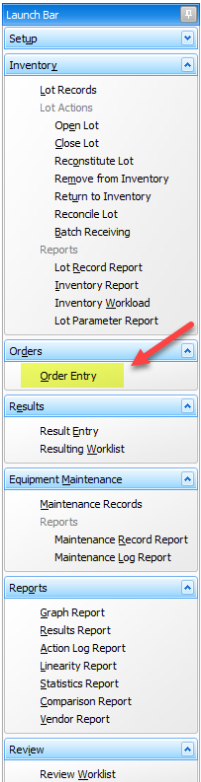
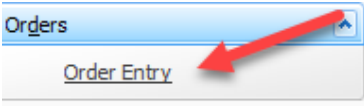
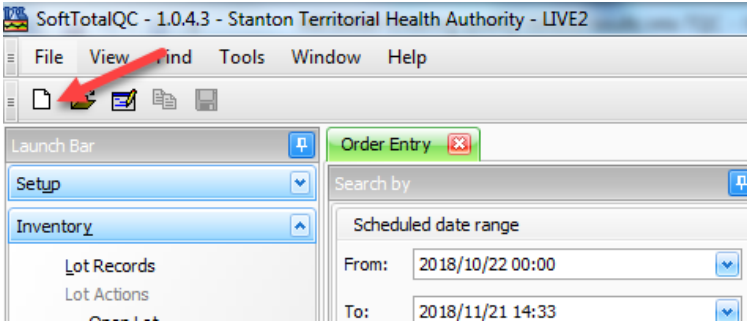
Once an incorrect result is entered, the "Corrective Action" screen will open. In the "Action ID" line of the "Result Action" section, select the reason for the unacceptable result:

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8	If the incorrect result was entered accidentally, close the Corrective Action screen and select the correct result from the “Result” column.
9	Once the QC results have been entered, the results need to be verified and then saved: 
10	After the results are saved, you will be returned to the “Resulting Worklist” . Continue entering the QC results that need to be resulted. After each test is verified and saved, the status of the result will be updated: 
11	If the results were acceptable, the status column for the test will be green. If the results were not acceptable, the status column for the test will be red.
12	Some of the commonly encountered QC order status results are: R=Resulted, N=In control, V=Verified, O=Overdue, !=Out of control, I=Included in statistics, R1=Repeated, a=Result action present, A=Order action present.
13	Once all the QC is entered, refresh the Resulting Worklist to see which QC tests are still pending: 

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PROCEDURE INSTRUCTIONS:

Step	Action
Resulting manually ordered results in TQC	
1	<p>Some QC orders need to be generated when the testing is performed and are not auto-generated. In the Microbiology Laboratory, this is done when entering the anaerobic jars and trays chemical indicators and the Campylobacter jar biological indicator.</p>
2	<p>From the “Launch Bar”, select “Order Entry” under the “Orders” tab:</p>  
3	<p>Select “New” in the upper left corner to create a new record:</p> 
4	<p>In the “Search for Lot Records/Equipment Records” box, select the Item ID for the result you want to enter and select “Find”.</p>

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5

- For anaerobic jars, select:

Search for Lot Records/Equipment Records

Item record number: 23156 Lot record number: Lot number: Pool number: Status: Active

Item type: Panel Item ID: JARSANO2 Name: JARS ANO2 Location: SLAB Department: Find

- For anaerobic trays, select:

Search for Lot Records/Equipment Records

Item record number: 24496 Lot record number: Lot number: Pool number: Status: Active

Item type: Panel Item ID: TRAYSANO2 Name: TRAYS ANO2 Location: SLAB Department: Find

- For Campy jars, select:

Search for Lot Records/Equipment Records

Item record number: 23169 Lot record number: Lot number: Pool number: Status: Active

Item type: Panel Item ID: JARSMAP Name: JARS MAP Location: SLAB Department: Find

6

The “Active Parameters” will be listed and will include all the trays or jars:

Order Entry

Search Results

New Order

Generate Order

Item type: Panel Item ID: TRAYSANO2

Location: SLAB Department: MICS

Lot number: UN-EXPIRING Pool number:

Ordered: 2018/11/21 14:58 LMS Scheduled: 2018/11/21 14:59

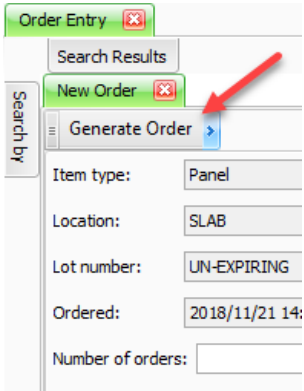
Number of orders: 1

Select	Control	ATCC	QC Parameter/
<input checked="" type="checkbox"/>	TRAY-1		ANGEN
<input checked="" type="checkbox"/>	TRAY-2		ANGEN
<input checked="" type="checkbox"/>	TRAY-3		ANGEN
<input checked="" type="checkbox"/>	TRAY-4		ANGEN
<input checked="" type="checkbox"/>	TRAY-5		ANGEN
<input checked="" type="checkbox"/>	TRAY-6		ANGEN
<input checked="" type="checkbox"/>	TRAY-7		ANGEN
<input checked="" type="checkbox"/>	TRAY-8		ANGEN
<input checked="" type="checkbox"/>	TRAY-9		ANGEN
<input checked="" type="checkbox"/>	TRAY-10		ANGEN
<input checked="" type="checkbox"/>	TRAY-11		ANGEN

7

All the trays or jars will all be selected. Select “Unselect all” and then select the jars you want to result.

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8	<p>Select “Generate Order” on the top of the screen:</p> 
9	You will be asked if you want to save, select Yes.
10	The “Results entry” screen will open for the item you selected.
11	Result as auto generated order instructions.

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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

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