

| PROGRAM Standard Operating Procedure – Laboratory Services | |
|---|------------------|
| Title: MIC61030 – Entering Microbiology QC Results into TQC | Policy Number: |
| Program Name: Laboratory Services | |
| Applicable Domain: Lab, DI and Pharmacy Services | |
| Additional Domain(s): | |
| Effective Date: | Next Review Date |
| Issuing Authority: Director, Health Services | Date Approved: |
| Accreditation Canada Applicable Standard: N/A | |

GUIDING PRINCIPLE:

Quality control is performed on a daily, weekly and monthly basis in the microbiology laboratory and needs to be documented in SoftTotal QC(TQC).

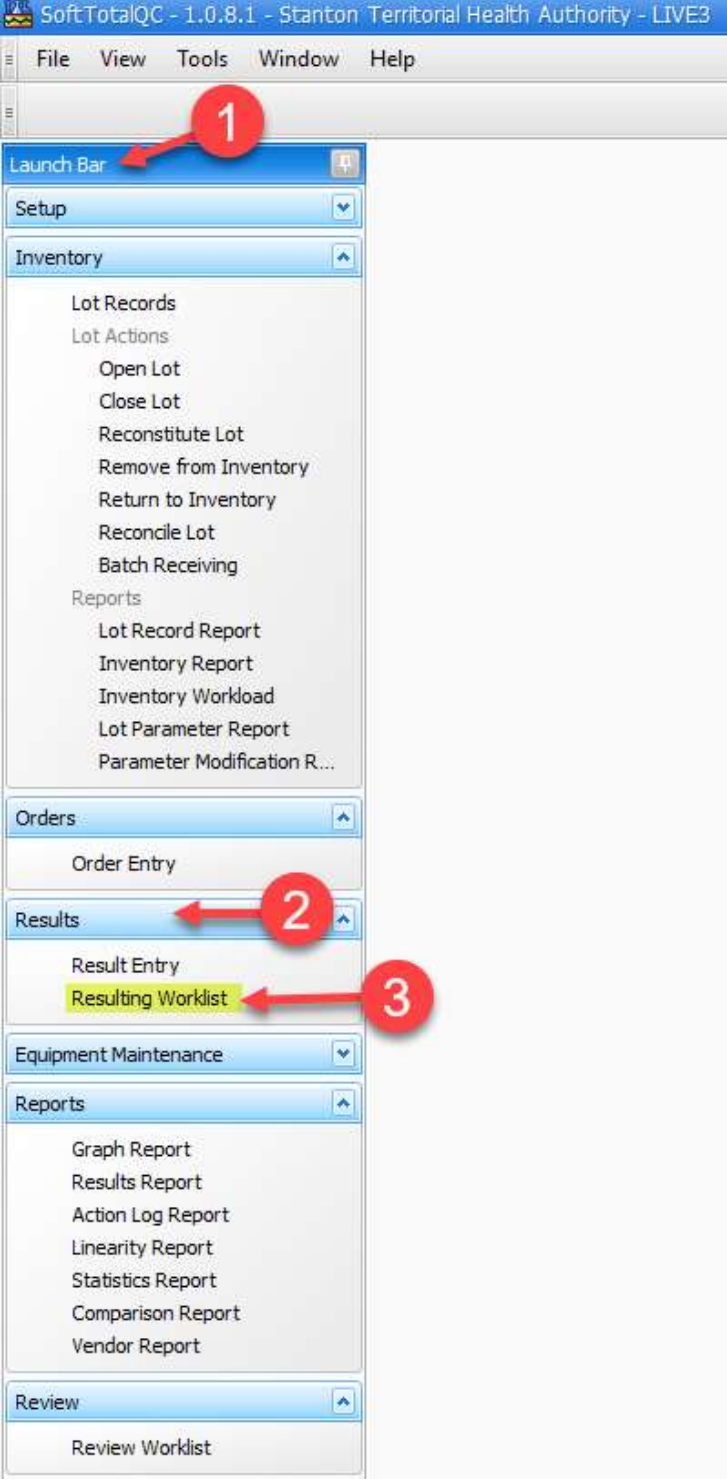
PURPOSE/RATIONALE:

This standard operating procedure provides instructions on how to enter quality control results for the microbiology laboratory into SoftTotal QC(TQC)

SCOPE/APPLICABILITY:

This procedure applies to Medical Laboratory Technologists (MLTs) entering quality control results for the microbiology laboratory into SoftTotal QC (TQC)

PROCEDURE INSTRUCTIONS:

| Step | Action |
|-------------------------------------|--|
| Entering QC results into TQC | |
| 1 | <p>From the "Launch Bar," open the "Results" tab and select "Resulting Worklist":</p>  <p>The screenshot shows the 'SoftTotalQC - 1.0.8.1 - Stanton Territorial Health Authority - LIVE3' application window. The 'Launch Bar' is open, displaying a list of menu items. The 'Results' tab is selected, and the 'Resulting Worklist' option is highlighted in yellow. Red circles with numbers 1, 2, and 3 indicate the steps: 1 points to the 'Launch Bar' header, 2 points to the 'Results' tab, and 3 points to the 'Resulting Worklist' option.</p> |

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2 From the **"Resulting Worklist,"** double click **"MICS-All Scheduled Micro"** for pending microbiology quality control orders:

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

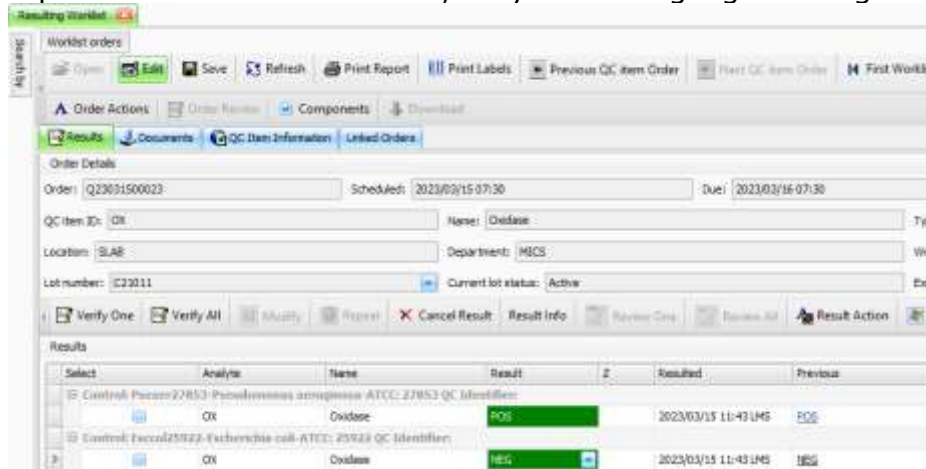
4 Double click on the QC order you would like to result to open up the item.

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

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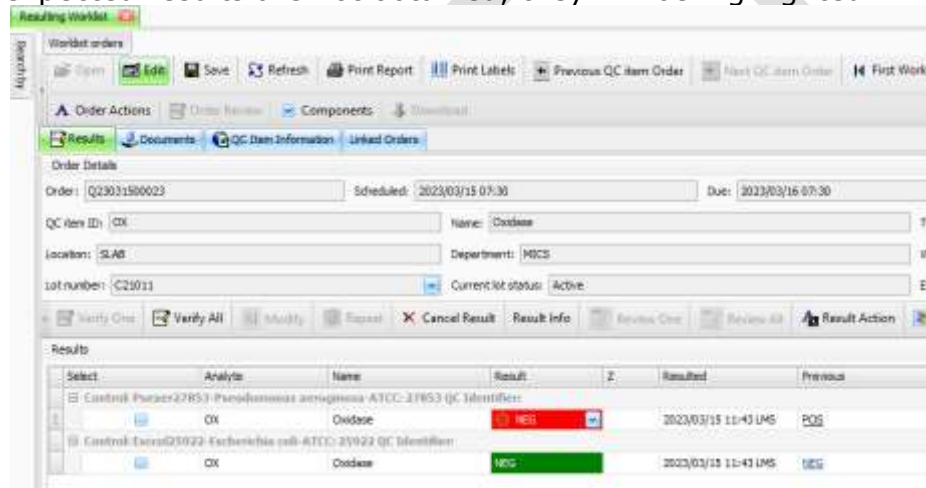
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If the expected results are obtained, they will be highlighted in green:

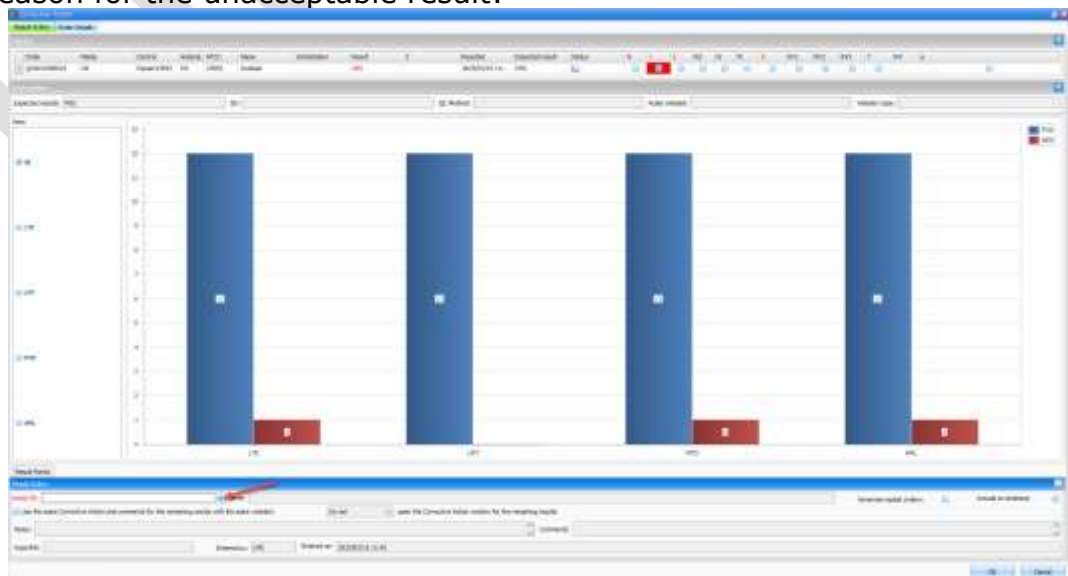


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If the expected results are not obtained, they will be highlighted in red:



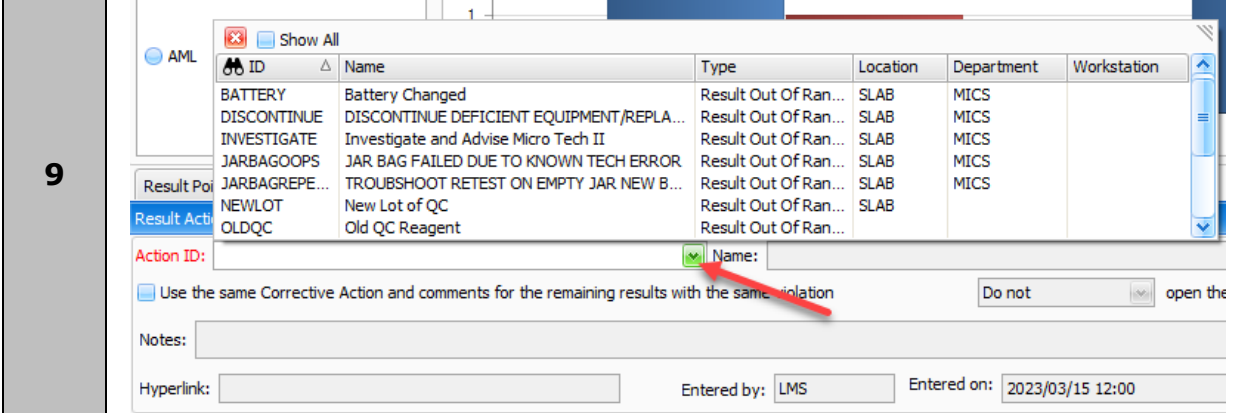
Once an incorrect result is entered, the "Corrective Action" screen will open. In the "Action ID" line of the "Result Action" section, select the reason for the unacceptable result:



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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.

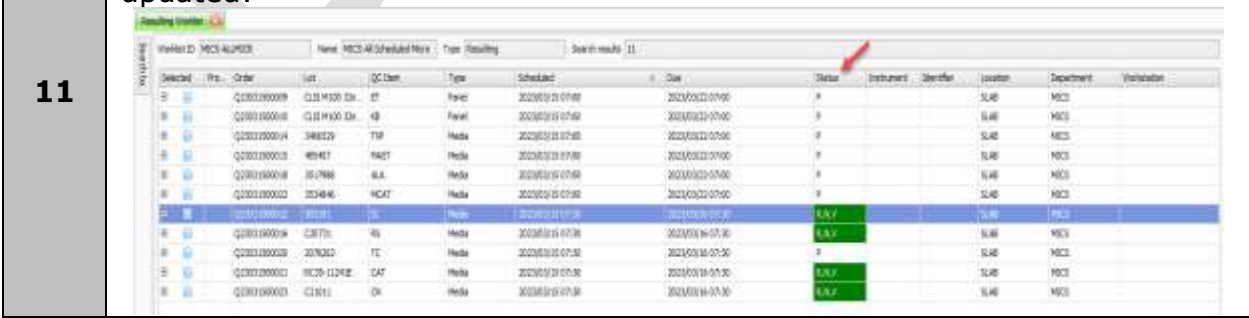
If the incorrect results were not entered, select the action taken from the Action ID drop down menu:



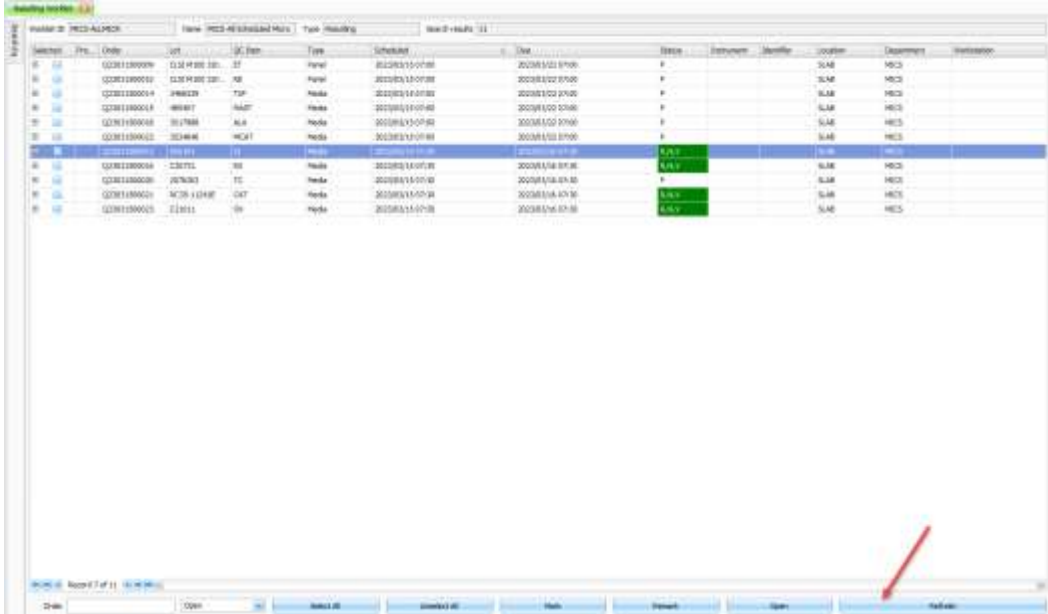
Once the QC results have been entered, the results need to be verified and then saved:



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:



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- 12 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.
- 13 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.
- 14 Once all the QC is entered, refresh the Resulting Worklist to see which QC tests are still pending:
 

DRAFT

REFERENCES:

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

APPROVAL:

Date

REVISION HISTORY:

| REVISION | DATE | Description of Change | REQUESTED BY |
|----------|-----------|--|--------------|
| 1.0 | 20 Sep 17 | Initial Release | L. Steven |
| 2.0 | 06 Oct 19 | Procedure reviewed | L. Steven |
| 3.0 | 05 Jul 21 | Procedure reviewed and added to NTHSSA policy template | L. Steven |
| 4.0 | 03 Jul 23 | Procedure reviewed | L. Steven |
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