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

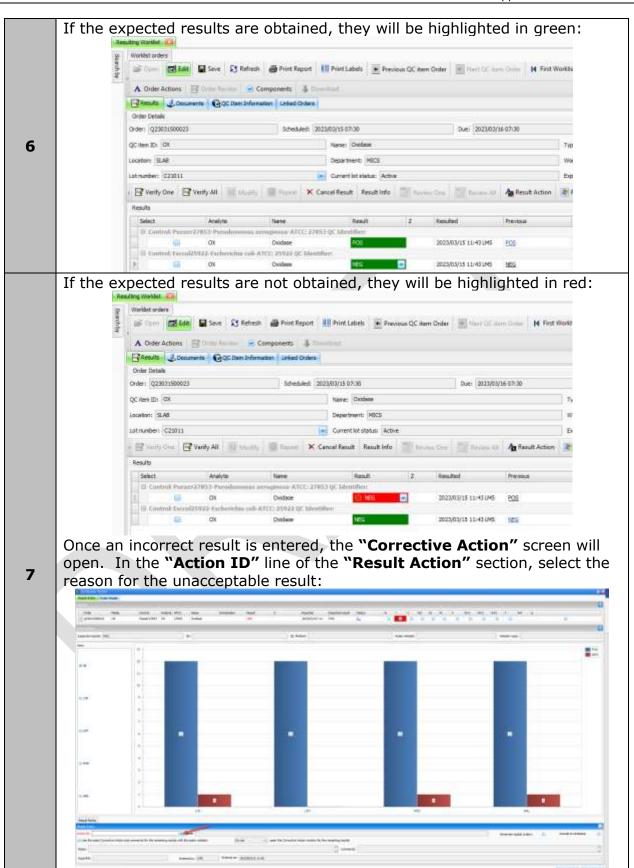
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#### **PROCEDURE INSTRUCTIONS:** Action Step Entering QC results into TQC From the "Launch Bar," open the "Results" tab and select "Resulting Worklist": 💑 SoftTotalQC - 1.0.8.1 - Stanton Territorial Health Authority - LIVE3 View Tools Window Help File Launch Bar × Setup Inventory \* Lot Records Lot Actions Open Lot Close Lot Reconstitute Lot Remove from Inventory Return to Inventory Reconcile Lot **Batch Receiving** Reports Lot Record Report Inventory Report Inventory Workload 1 Lot Parameter Report Parameter Modification R... Orders \* Order Entry Results **Result Entry Resulting Worklist** Equipment Maintenance ¥ ٠ Reports Graph Report **Results Report** Action Log Report Linearity Report Statistics Report **Comparison Report** Vendor Report Review \* **Review Worklist**

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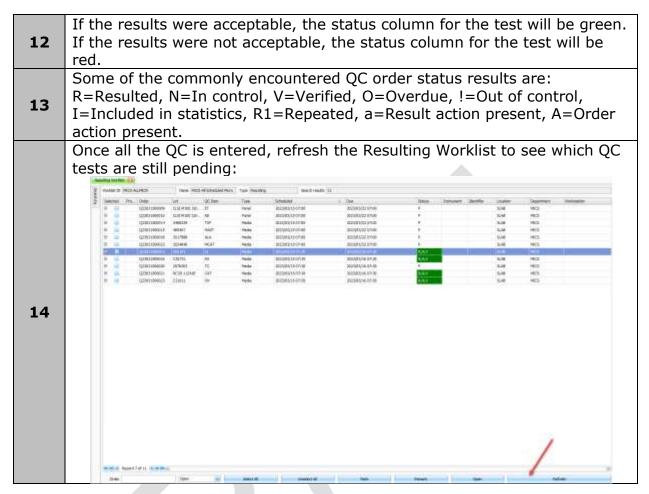
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Policy Number:

Date Approved:

Title: MIC61030-Entering Microbiology QC Results into TQC	Type: Laboratory Services Program SOP
Issuing Authority: Director, Health Services	Policy Number:
Next Review Date:	Date Approved:

### **REFERENCES:**

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

## **APPROVAL:**

Date

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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