

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): NA	
Effective Date:	Next Review Date
Issuing Authority: Director, Laboratory and Diagnostic Imaging Services	Date Approved:
Accreditation Canada Applicable Standard: NA	

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GUIDING PRINCIPLE:

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

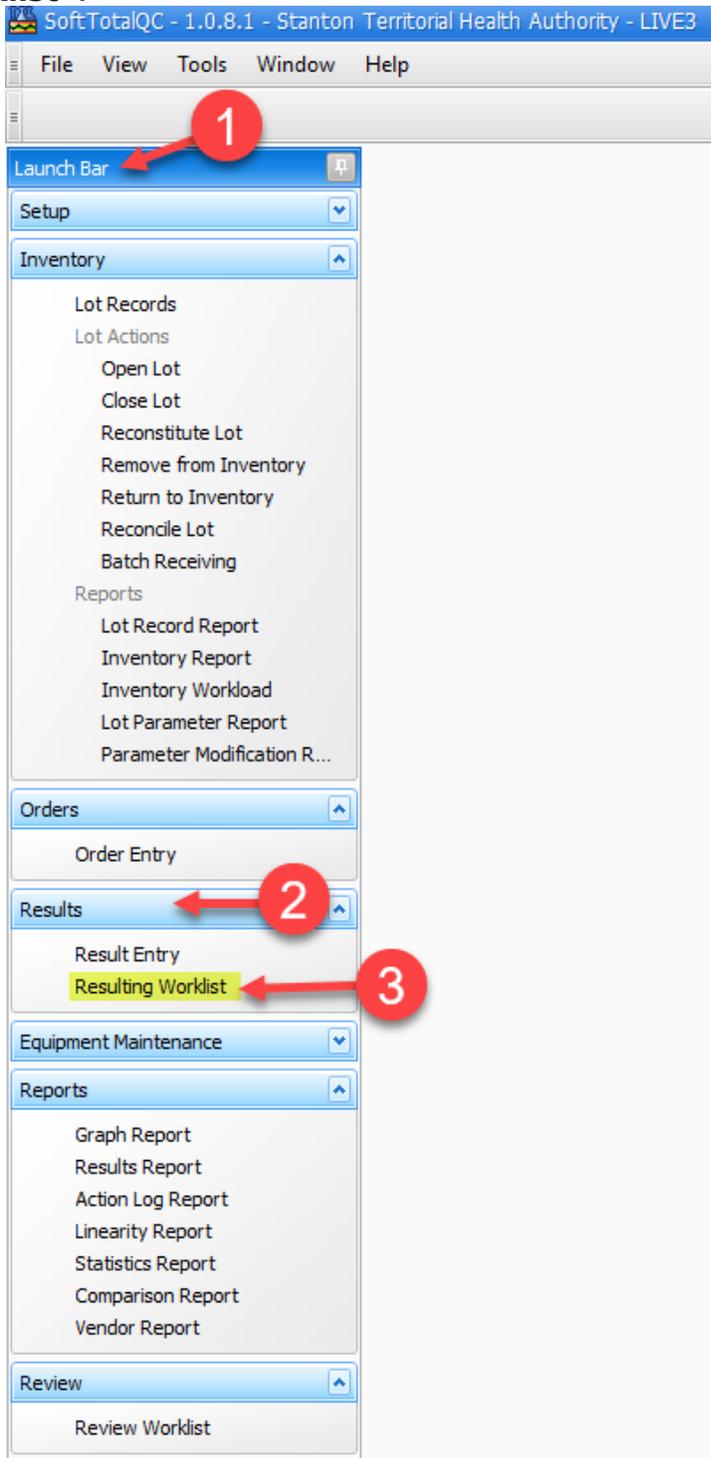
PURPOSE/RATIONALE:

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 from the Resulting Worklist	
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' menu is open, showing various options. The 'Results' tab is selected, and the 'Resulting Worklist' option is highlighted. Red circles and arrows indicate the steps: 1 points to the 'Launch Bar' menu, 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:

ID	Name	Loca...	Depart...	Worksta...
MICS-ALLM...	MICS-All Scheduled Micro	SLAB	MICS	
SHEM-Equi...	Stanton Hematology Equi...	SLAB	SHEM	
SLAB-ISTAT	Pending iSTAT QC	SLAB	SRESP	
SLAB-PEND...	Pending Report (Core Lab)	SLAB		
VALIDATION	SCHEDULER SP 00273			
zzGOLIVE				

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

Selected	Pro.	Order	Lot	QC Item	Type	Scheduled	Due	Status	Instrument	Identifier	Location	Department	Workstation
<input checked="" type="checkbox"/>		Q2303150009	CLSI M100 32h...	ET	Panel	2023/03/15 07:00	2023/03/22 07:00	P			SLAB	MICS	
<input type="checkbox"/>		Q23031500010	CLSI M100 32h...	KB	Panel	2023/03/15 07:00	2023/03/22 07:00	P			SLAB	MICS	
<input type="checkbox"/>		Q23031500014	3466529	TYP	Media	2023/03/15 07:00	2023/03/22 07:00	P			SLAB	MICS	
<input type="checkbox"/>		Q23031500015	485407	MAST	Media	2023/03/15 07:00	2023/03/22 07:00	P			SLAB	MICS	
<input type="checkbox"/>		Q23031500018	3517988	ALA	Media	2023/03/15 07:00	2023/03/22 07:00	P			SLAB	MICS	
<input type="checkbox"/>		Q23031500022	3534846	MCAT	Media	2023/03/15 07:00	2023/03/22 07:00	P			SLAB	MICS	
<input type="checkbox"/>		Q23031500012	505191	SI	Media	2023/03/15 07:30	2023/03/16 07:30	P			SLAB	MICS	
<input type="checkbox"/>		Q23031500016	C20731	RS	Media	2023/03/15 07:30	2023/03/16 07:30	P			SLAB	MICS	
<input type="checkbox"/>		Q23031500020	2076302	TC	Media	2023/03/15 07:30	2023/03/16 07:30	P			SLAB	MICS	
<input type="checkbox"/>		Q23031500021	RC35-11241E	CAT	Media	2023/03/15 07:30	2023/03/16 07:30	P			SLAB	MICS	
<input type="checkbox"/>		Q23031500023	C21011	OX	Media	2023/03/15 07:30	2023/03/16 07:30	P			SLAB	MICS	

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

5 In the **"Result"** column, enter the results of the QC test by selecting from the dropdown menu:

Select	Analyte	Name	Result	Z	Resulted	Previous
<input type="checkbox"/>	Control: Pseaeer27853-Pseudomonas aeruginosa-ATCC: 27853 QC Identifier:	Oxidase				POS
<input type="checkbox"/>	Control: Esccol25922-Escherichia coli-ATCC: 25922 QC Identifier:	Oxidase				NEG

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

Select	Analyte	Name	Result	Z	Resulted	Previous
<input type="checkbox"/>	OX	Oxidase	POS		2023/03/15 11:43 LMS	POS
<input type="checkbox"/>	OX	Oxidase	NEG		2023/03/15 11:43 LMS	NEG

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

Select	Analyte	Name	Result	Z	Resulted	Previous
<input type="checkbox"/>	OX	Oxidase	NEG		2023/03/15 11:43 LMS	POS
<input type="checkbox"/>	OX	Oxidase	NEG		2023/03/15 11:43 LMS	NEG

8 Once an incorrect result is selected, the "Corrective Action" screen will open:

Corrective Action

Order: Q23031500023
 Media: Ox
 Control: Pseae27853
 Analyte: OX
 ATCC: 27853
 Name: Oxidase
 Workstation: NEG
 Result: NEG
 Z: 2023/03/15 11:43 LMS
 Expected result: POS
 Status: [Red X]

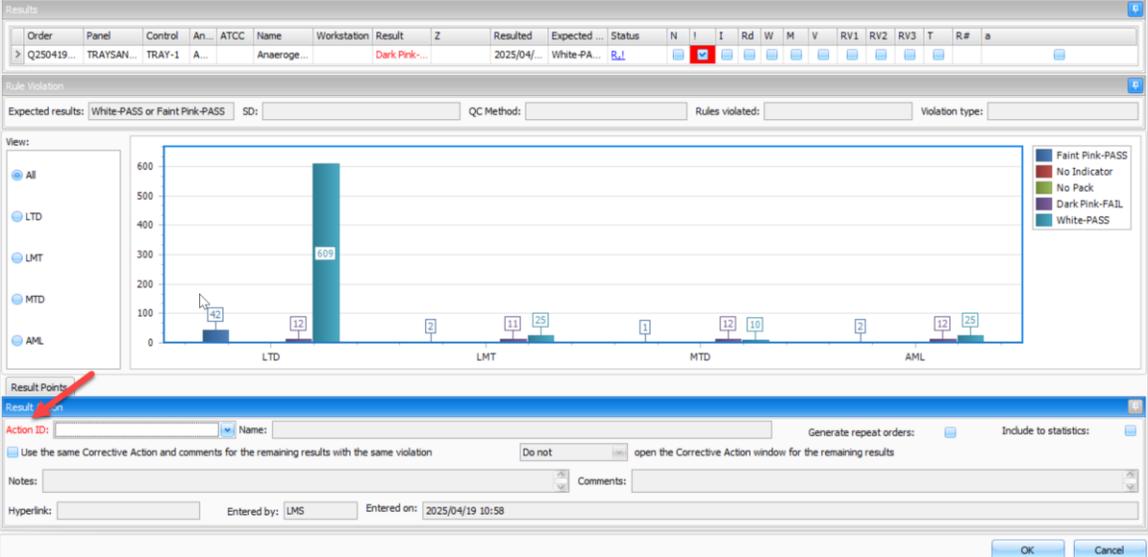
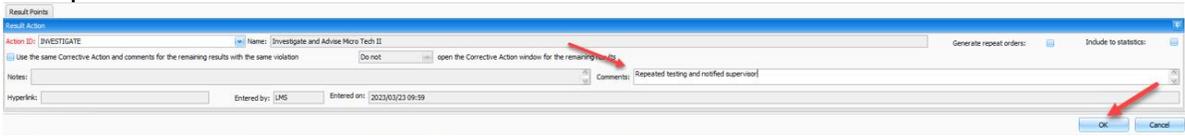
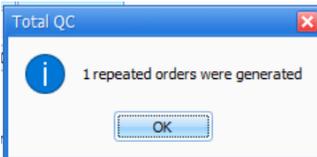
Expected results: POS

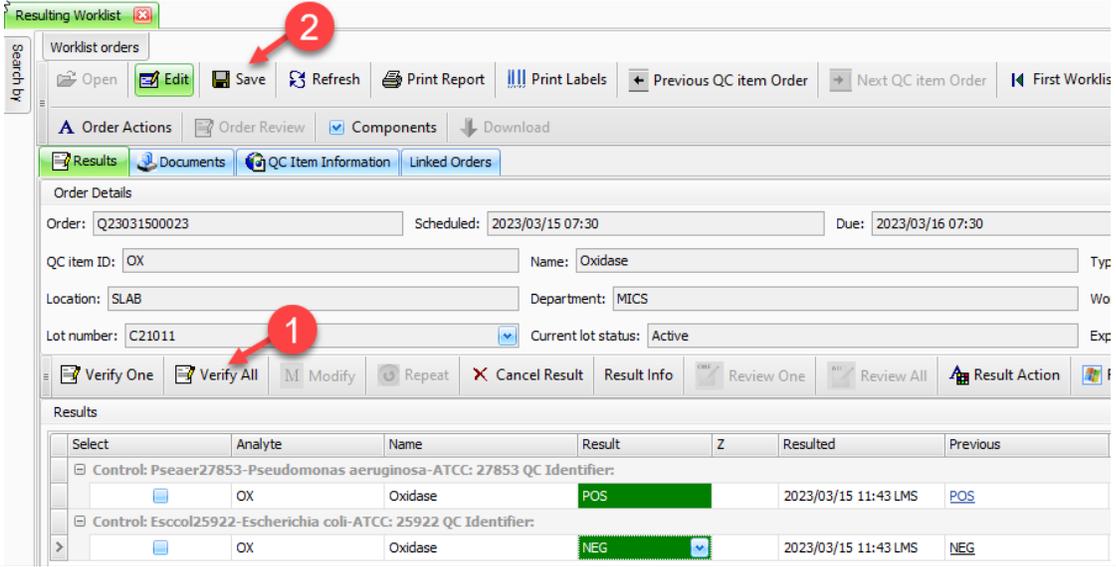
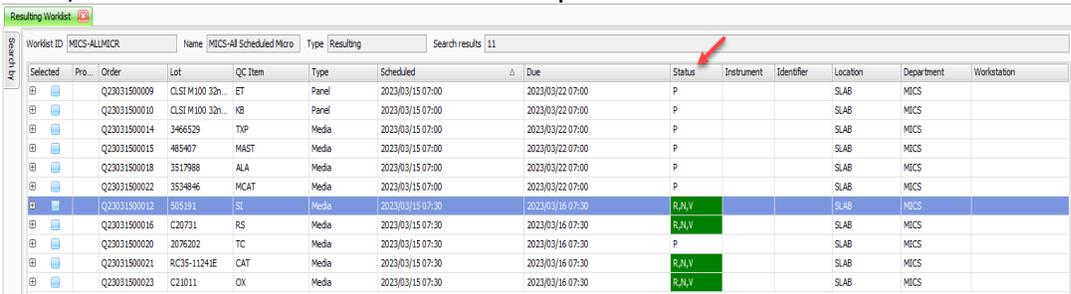
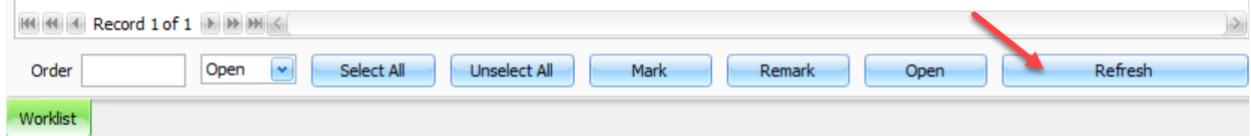
View: [Bar Chart]

Result Points

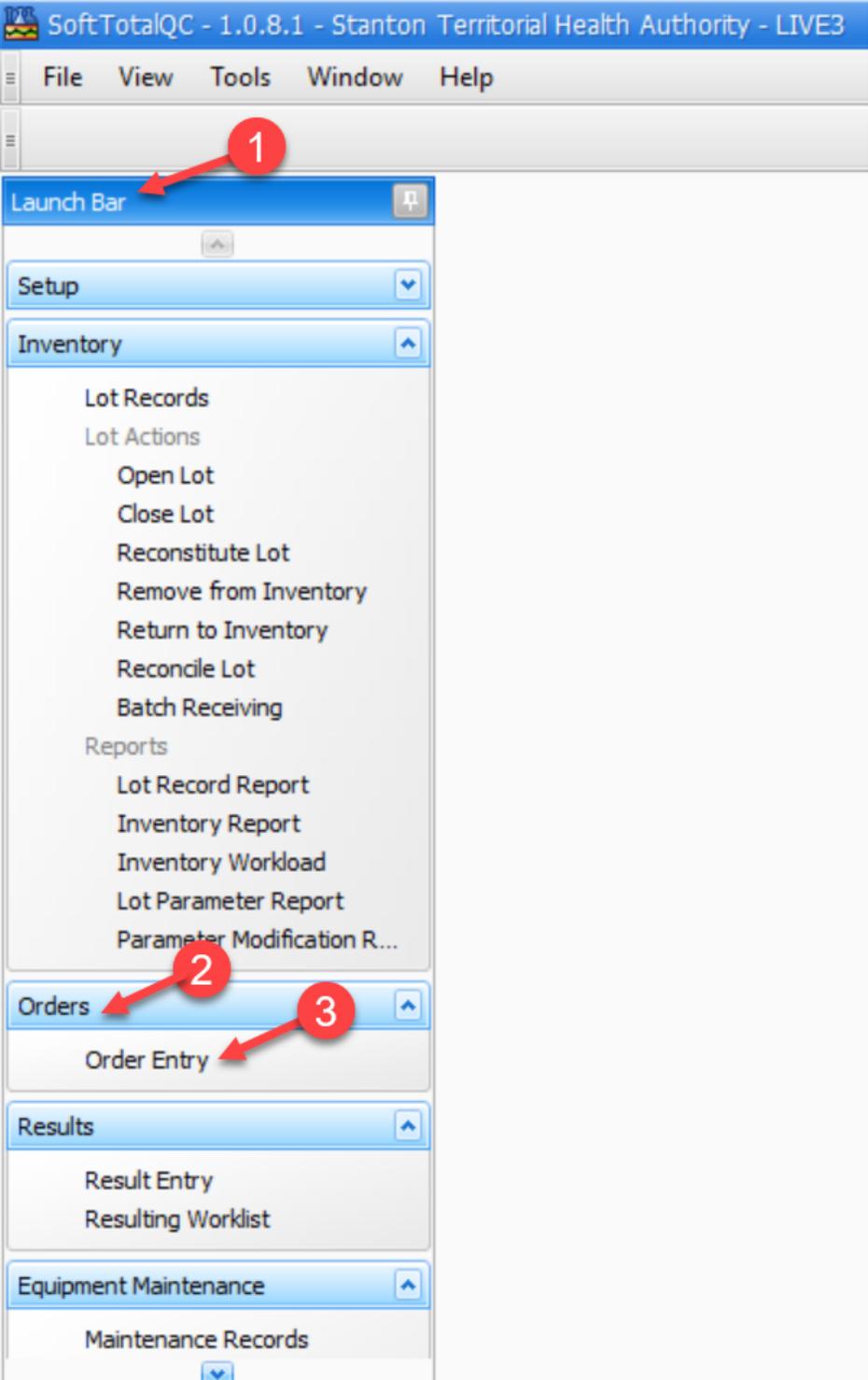
Action ID: [Field]
 Name: [Field]
 Comments: [Field]
 Entered by: LMS
 Entered on: 2023/03/15 11:43

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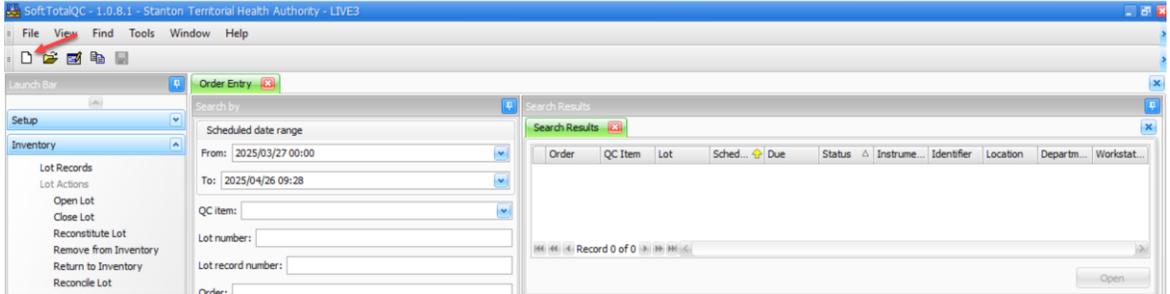
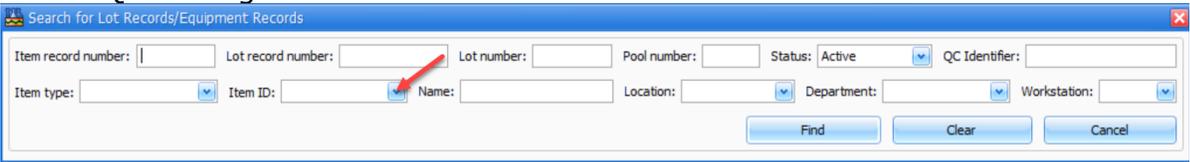
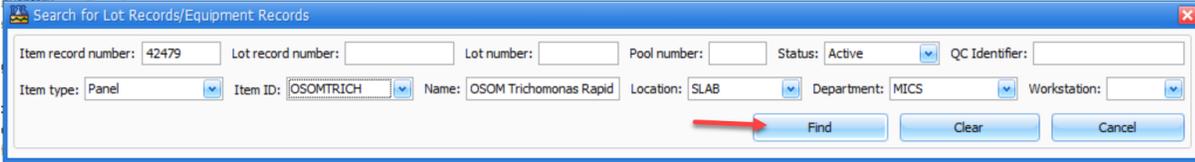
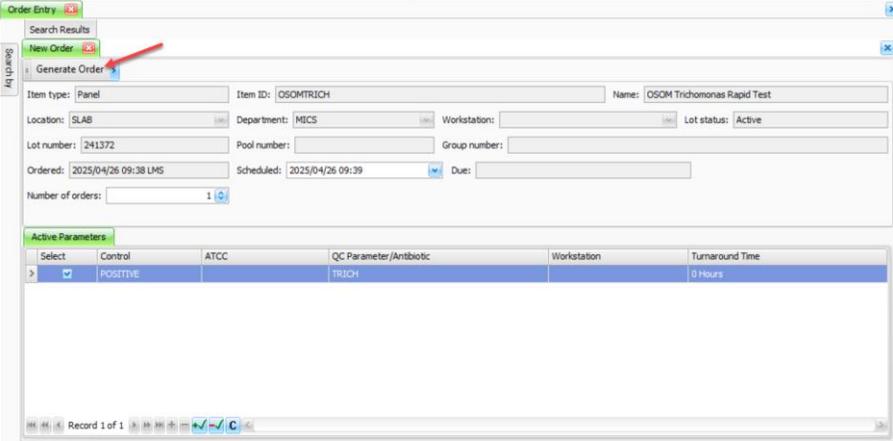
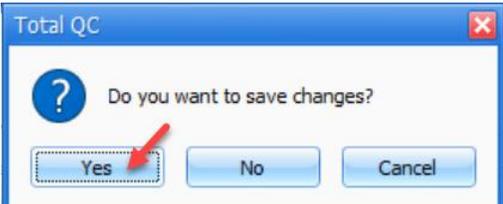
- 9** If an incorrect result was selected by mistake, close the Corrective Action screen by clicking the red 'X' in the top-right corner, then select the correct result from the **"Result"** column.
- If the incorrect result was not selected by mistake, it must be investigated, and the findings documented in the TQC order:
- Select the action taken from the **"Action ID"** drop down menu:
- 
- 10**
- In the Action ID menu, sort by **Department** so all MICS options appear:
- | ID | Name | Type | Location | Depart... | Workstation |
|--------------|--|----------------------|----------|-----------|-------------|
| TECHERROR | TECH ERROR, RPT TESTING | Result Out Of Ran... | SLAB | MICS | |
| RGERROR | RGT ERROR, TAKE OUT OF USE AND REPE... | Result Out Of Ran... | SLAB | MICS | |
| JARTRAYT... | TAKE OUT OF USE/TROUBLESHOOT JAR/TR... | Result Out Of Ran... | SLAB | MICS | |
| JARTRAYR... | REPEAT JAR/TRAY SETUP | Result Out Of Ran... | SLAB | MICS | |
| INVESTIGA... | INVESTIGATE AND ADVISE SUPERVISOR | Result Out Of Ran... | SLAB | MICS | |
| WRONGQC | Wrong Level of QC Run | Result Out Of Ran... | | | |
| TEMP | Temperature out of range | Result Out Of Ran... | | | |
- Once the Action ID has been selected, **Comments** need to be added to provide more details of the incident and corrective measures taken:
- 
- After Comments are added, select **OK**
- NOTE:** The QC order that failed will be automatically re-ordered in TQC
- You will be returned to **Results Entry**
 - Verify and Save the QC order and the dialogue box will appear that says the repeated order was generated:
- 
- Repeat QC testing after troubleshooting has occurred

<p>11</p>	<p>Once the QC results have been entered, the results need to be verified and then saved:</p> 
<p>12</p>	<p>After the results are saved, you will be returned to the "Resulting Worklist." Continue entering the QC results that need to be entered. After each test is verified and saved, the status of the result will be updated:</p> 
<p>13</p>	<p>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.</p>
<p>14</p>	<p>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.</p>
<p>15</p>	<p>Once all the QC is entered, refresh the Resulting Worklist to see which QC orders are still pending:</p> 

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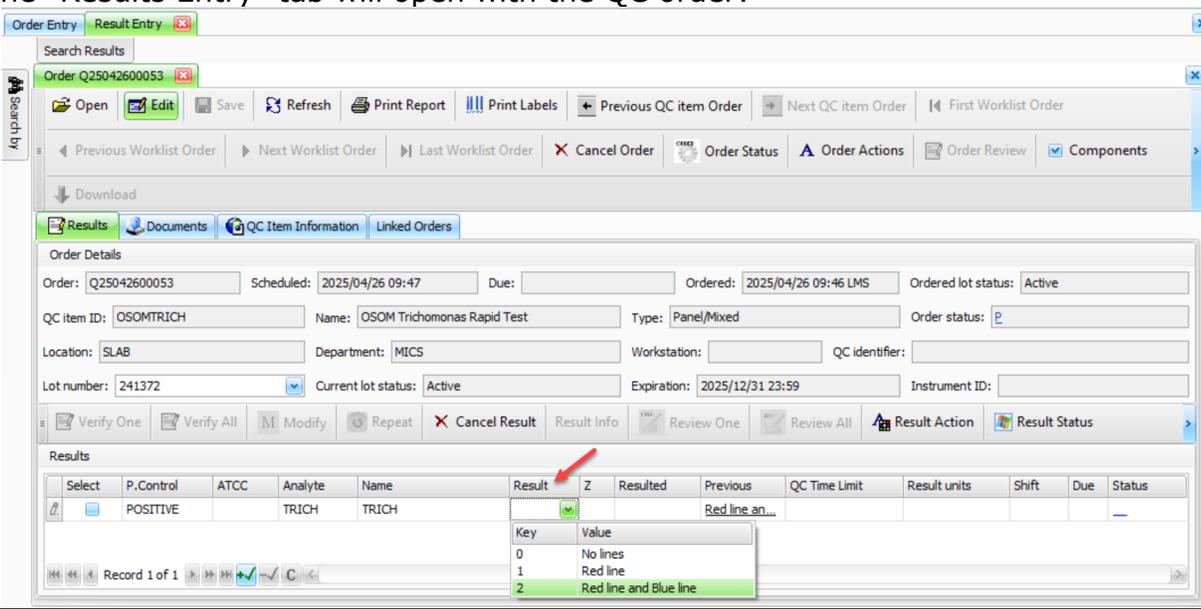
Step	Action
1	<p data-bbox="321 296 1208 365">From the "Launch Bar," open the "Orders" tab and select "Order Entry":</p>  <p>The screenshot shows the 'SoftTotalQC - 1.0.8.1 - Stanton Territorial Health Authority - LIVE3' application window. The 'Launch Bar' is open, displaying a list of categories: Setup, Inventory, Orders, Results, and Equipment Maintenance. The 'Orders' category is selected, and the 'Order Entry' option is highlighted. Red circles with numbers 1, 2, and 3, along with arrows, indicate the sequence of actions: 1 points to the Launch Bar, 2 points to the Orders tab, and 3 points to the Order Entry option.</p>

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2	<p>In the "Order Entry" tab, on the top toolbar, select "New" to create a new record:</p> 
3	<p>The "Search for Lot Records/Equipment Records" dialogue box will appear. From the "Item ID" box, use the dropdown menu to select the item you would like to order QC testing on:</p> 
4	<p>After selecting an item from the Item ID dropdown menu, select 'Find' to display the active lot number associated with the item:</p> 
5	<p>In the Order Entry tab, the item selected full information will be displayed. Select "Generate Order" to create the new QC order:</p> 
6	<p>The "Total QC" dialogue box will appear asking if you want to save changes. Select "Yes":</p> 

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7 The "Results Entry" tab will open with the QC order:



8 Result the created QC order as above **"Entering QC results into TQC from the Resulting Worklist"**

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
5.0	02 Jun 25	Procedure reviewed	L. Steven

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