

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).

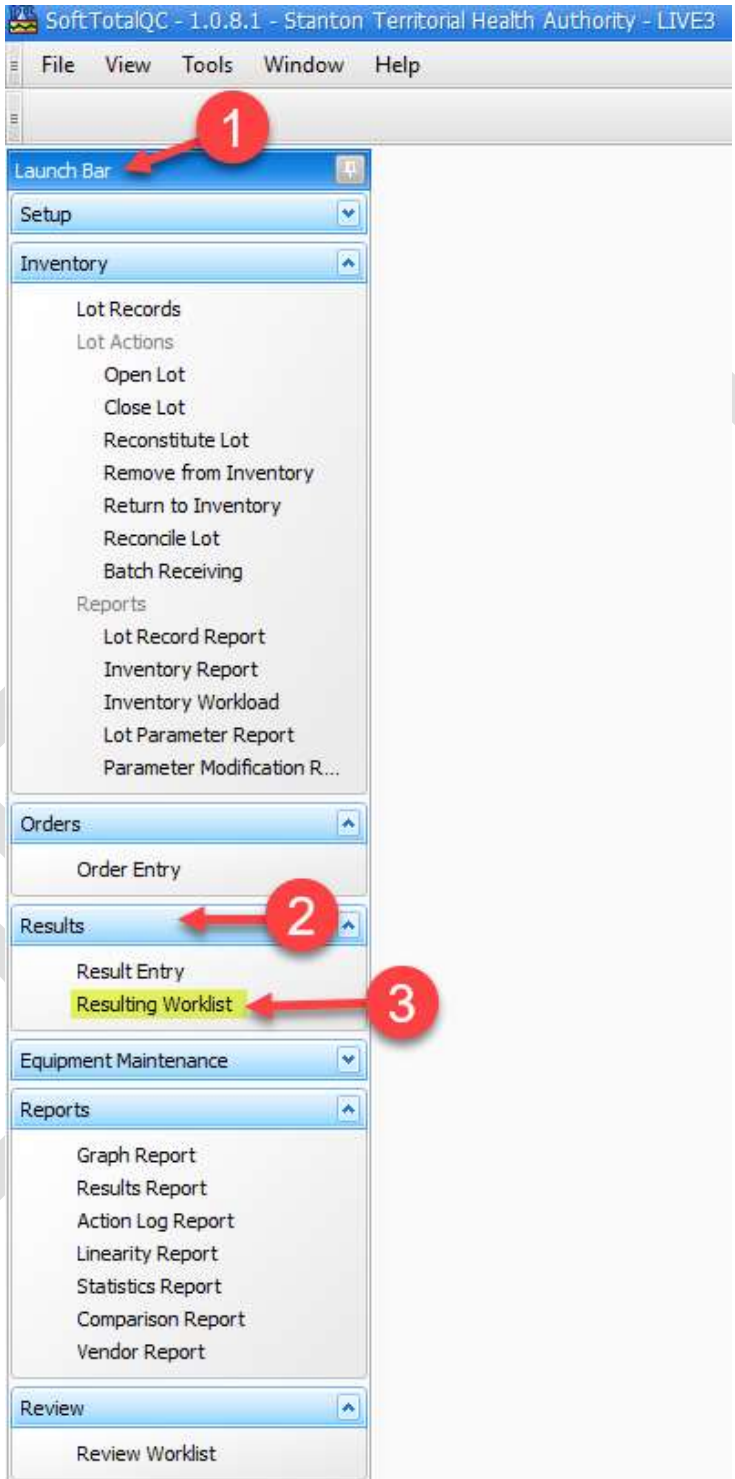
PURPOSE/RATIONALE:

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' window. The 'Launch Bar' menu is open, showing options like 'Setup', 'Inventory', 'Orders', 'Results', 'Equipment Maintenance', 'Reports', and 'Review'. 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, 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:

QC Orders	Viewing Order: 1													
	Worked On: PREC-AUGUST													
	Name: PREC-AE-Schedule/Status Type: Scheduling Search results: 13													
	Selected	Print	Order	Lot	QC Item	Type	Scheduled	Due	Status	Instrument	Identifier	Location	Department	Workstation
	<input type="checkbox"/>		Q20031500023	CLAB P1000 001	OX	Panel	2023/03/15 07:30	2023/03/15 07:30	P			SLAB	HECS	
	<input type="checkbox"/>		Q20031500024	3440529	TAB	Panel	2023/03/15 07:30	2023/03/15 07:30	P			SLAB	HECS	
	<input type="checkbox"/>		Q20031500025	484467	HAUT	Media	2023/03/15 07:30	2023/03/15 07:30	P			SLAB	HECS	
	<input type="checkbox"/>		Q20031500026	3317668	ALA	Media	2023/03/15 07:30	2023/03/15 07:30	P			SLAB	HECS	
	<input type="checkbox"/>		Q20031500027	3334646	HAUT	Media	2023/03/15 07:30	2023/03/15 07:30	P			SLAB	HECS	
	<input type="checkbox"/>		Q20031500028	808190	IG	Media	2023/03/15 07:30	2023/03/15 07:30	P			SLAB	HECS	
	<input type="checkbox"/>		Q20031500029	C30721	RI	Media	2023/03/15 07:30	2023/03/15 07:30	P			SLAB	HECS	
	<input type="checkbox"/>		Q20031500030	3376202	TC	Media	2023/03/15 07:30	2023/03/15 07:30	P			SLAB	HECS	
	<input type="checkbox"/>		Q20031500031	76739-C-2FAB	CAF	Media	2023/03/15 07:30	2023/03/15 07:30	P			SLAB	HECS	
	<input type="checkbox"/>		Q20031500032	C30511	DM	Media	2023/03/15 07:30	2023/03/15 07:30	P			SLAB	HECS	

6

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

Select	Analyte	Name	Result	Z	Resulted	Previous
<input type="checkbox"/>	Control: Pseudomonas aeruginosa ATCC: 27853 QC Identifier	Oxidase	POS		2023/03/15 11:43 LMS	POS
<input type="checkbox"/>	Control: Escherichia coli ATCC: 25922 QC Identifier	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"/>	Control: Pseudomonas aeruginosa ATCC: 27853 QC Identifier	Oxidase	NEG		2023/03/15 11:43 LMS	POS
<input type="checkbox"/>	Control: Escherichia coli ATCC: 25922 QC Identifier	Oxidase	POS		2023/03/15 11:43 LMS	NEG

Once an incorrect result is entered, the **"Corrective Action"** screen will open:



8

If the incorrect result was entered accidentally, close the Corrective Action screen and select the correct result from the **"Result"** column.

9

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

The screenshot shows a table with columns: ID, Name, Type, Location, Department, and Workstation. The 'Action ID' dropdown is highlighted with a red arrow. Below the table, there are fields for 'Notes', 'Hyperlink', 'Entered by: LMS', and 'Entered on: 2023/03/15 12:00'.

In the **"Comments"** box, type out what happened and give more details about what steps were taken to resolve the issue.

The screenshot shows a 'Comments' box with a red arrow pointing to it. The box is labeled 'Comments' and has a 'Save' button.

10

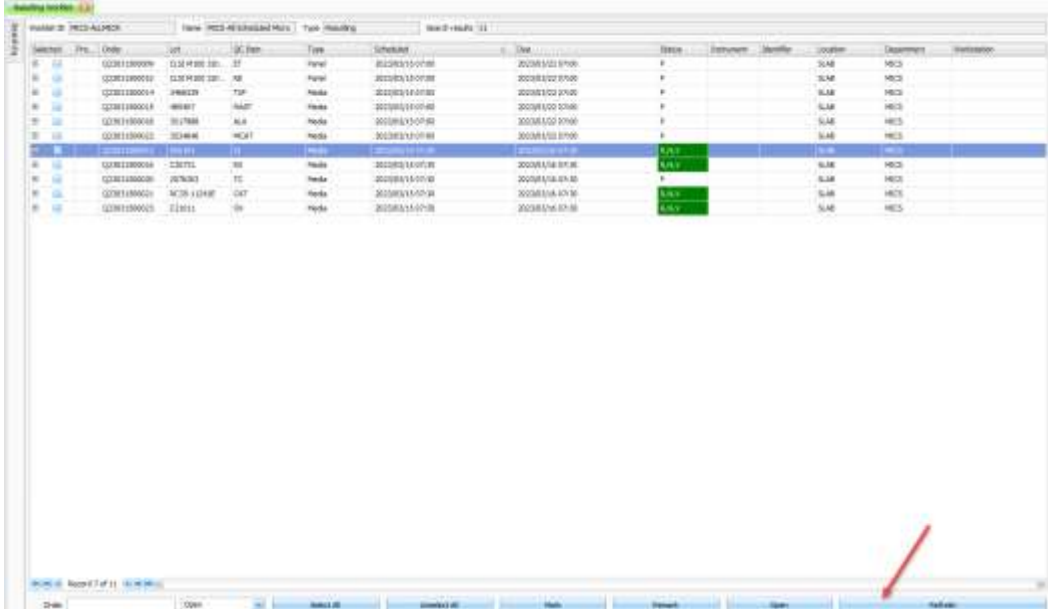
Once the QC results have been entered, the results need to be verified and then saved:

The screenshot shows a 'Verify All' button with a red arrow pointing to it. The button is labeled 'Verify All' and has a 'Save' button next to it. The 'Save' button is also highlighted with a red arrow.

11

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:

The screenshot shows a table with columns: Select, Analyte, Name, Result, Z, Resulted, and Previous. The 'Status' column is highlighted with a red arrow. The table contains data for various QC items, including 'Control: Pseudomonas aeruginosa ATCC: 27853 QC Identifier' and 'Control: Escherichia coli ATCC: 25922 QC Identifier'.

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	<p>Once all the QC is entered, refresh the Resulting Worklist to see which QC tests are still pending:</p> 

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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