

TRAINING UPDATE

Lab Location: SGAH & WAH
Department: Micro

Date Distributed: 9/16/2014
Due Date: 10/14/2014
Implementation: **10/15/2014**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Results Review, Microbiology SGAH.M14, WAH.M14 v1
Description of change(s):
<p>Section 5: Re-formatted section. Change report printing to manual, not automatic. Add frequency, steps to resolve problems</p> <p>Section 6: added updated log (<i>log did NOT change, title was updated</i>) Section 9: removed log</p> <p>This revised SOP will be implemented on October 15, 2014</p>

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training all sites (version 1)

Non-Technical SOP

Title	Results Review, Microbiology	
Prepared by	Ron Master	Date: 8/21/2009
Owner	Ron Master	Date: 8/21/2009

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Effective Date:		

Review:		
Print Name	Signature	Date

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1. PURPOSE

To provide a timely method for detection and correction of significant clerical and analytical errors and unusual results that could affect patient care.

2. SCOPE

All microbiology cultures are reviewed.

3. RESPONSIBILITY

The lead technologist assigned to microbiology will review microbiology results.

4. DEFINITIONS

<cr> - carriage return on computer keyboard, equivalent to pressing enter key

5. PROCEDURE

A. Reports

The microbiology results review report consists of two reports:

SGAH Culture Review

WAH Culture Review

These reports (WAH Culture Review and SGAH Culture Review) are printed manually and reviewed.

B. Frequency

The result review report is printed daily except weekends and holidays.

C. Steps to print report in Sunquest

To pull the report manually

FUNC: MCR

Laboratory Reports

Printer #: enter printer # **and <cr>**

Enter number **2** for Culture Review

Culture Review Report

Hospital ID: **enter WAH or SGAH**

Hospital selected (system will display what you entered)

WAH or SGAH

(A) accept, (M) modify, or (R) Reject **A** to accept

The screen will appear as follows. Note the cursor sits on the *Modify* selection on the last row.

Microbiology Culture Review Report 01/23/2006

Date: NEW Time: NONE

Active, Final, Tech final (A/F/T): A Current, Ordering loc. (C/O : C

Culture, Direct exam, Both (C/D/B): C Workup data (Y/N): Y

Positive, Negative, Both (P/N/B): P Report by worksheet (Y/N): N

Worksheet(s): NONE

Location(s): All

Extract Only (Y/N): N

Cultures with new results

Modify Accept Reject

<cr> to select modify

The cursor then moves to the top *NEW*

The report should be pulled as *NEW*, so **<cr>**

The cursor then moves to *TIME: NONE*

Again select **<cr>**

At Active, Final, Tech final: select **F**

Culture, Direct exam, Both: select **B**

Positive, Negative, Both: select **P**

Current Ordering Location: select **C**

Workup date: select **N**

Report by worksheet: select **N**

At Worksheet(s): <cr>
At location(s): ALL <cr>
At extract only (Y/N): <cr>

Cultures with new results
Move the cursor with arrows to accept and <cr>

(A) accept, (M) modify, or (R) Reject A to accept

Retrieve reports from printer.

D. Review reports for:

1. Clerical errors
2. Analytical errors – discrepancies between Gram stain and culture results, incomplete results, incorrect critical call documentation, and corrected reports.
3. Computer or interface problems
4. If corrections to a report are necessary, see procedure for correcting reports.
5. If corrections are required or call documentation is missing, submit a QV form to QA.

E. Problem resolution

1. Any problems detected must be resolved promptly
2. Begin by reviewing results in Sunquest and if necessary compare to the results in Tandem.
3. If data such as the specimen type is missing, confirm the source and enter in Sunquest.
4. If the problem is determined to be an IT issue, contact the IT staff and explain the issue.
5. If you cannot resolve the problem, explain the issue to a supervisor or lead tech and document on the shift log.

F. Document the culture reviews on the culture review log in the Microbiology QC binder.

6. RELATED DOCUMENTS

Microbiology Results Review Log (AG.F178)

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP M032.001		
000	8/18/2014	Section 5: Re-formatted section. Change report printing to manual, not automatic. Add frequency, steps to resolve problems Section 6: added updated log Section 9: removed log Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	R. Master	R. Master

9. ADDENDA AND APPENDICES

None