Core Laboratory General Manual Core Laboratory

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Daily Result Review

Origination: 05/2010

Version: 3.0

| Policy Statement | A Daily Result Review is conducted to ensure that staff members are handling exception results and manually entered results appropriately. | |
|-------------------|---|--|
| Purpose | This procedure provides general direction and guidance on how to complete the Daily Result Review. | |
| Scope | This policy applies to all associates in the Core Laboratory. | |
| Responsibility | It is the responsibility of the Lead Technologist or Charge Technologist designee to perform the Exception Report for chemistry, hematology and coagulation from the previous day. | |
| | It is the responsibility of the Lead Technologist or Charge Technologist designee to perform the result review for the Special Microbiology from the previous day. | |
| | It is the responsibility of the technologist assigned in the Special Immunology areas to perform the result review from the previous day. | |
| Related Documents | CORE 0000 QP Core Lab Quality Management Plan CORE 6060 Q Unacceptable Specimen Rejection and Delta Review Standards | |

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Chemistry, Coagulation, & Hematology Reports

An Exception Report should be compiled from Meditech using the following steps.

- 1. Log in to the Meditech and go to the Laboratory Module.
- 2. Choose the Management Reports from the laboratory menu.
- 3. Choose the LAB Management tab and then pick the **Edited Verified Results** from the given list.

| 💾 LIS Management Reports Desktop - SAH/ML - Tiffany R Jones | |
|---|---------------------|
| | |
| | LIS Management® |
| | MIC Management® |
| Edited Verified Results | BBK Managemen |
| Exception Report Outstanding Specimen Report | Req/Spec Stats |
| Outstanding Test Report Result Activity Report | Workload Stats |
| Specimen Log Specimen Marker Report | Result Stats 🔯 |
| Specimen Review Report | Infection Control 🕸 |
| Unverified Specimen Report | MIC Org Stats |
| | MIC Spec Search |
| | BBK Unit Reports |
| | BBK Unit Stats 🐨 |
| | ? @ \$ 1 |

4. Enter the required criteria. The **From Date/Time** should be entered as the date and time the last report was completed. The **Thru Date/Time** should be the current date and time. The **From** and **Thru Dept** should be entered as CF and IR, respectively.

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|----------|--|---------------------------------|-----------------------|--------|-----------------------------------|
| | | | | | |
| | | | | | |
| | Data on File From Result Date 07/31/ | 11 | T-45 | | |
| | * From Result Date 01/01/11 T-2 * From Result Time 0000 | 56 * Thru Resul * Thru Resul | t Date t Time 2359 | T-1 | |
| | Special Report | | | | LIS Management® LAB Managemen® |
| ſ | | Report Header | | | MIC Management® |
| - | 1 | | | | BBK Managemen |
| | 2 | | | | Req/Spec Stats 🖷 |
| č | | | | | TAT Stats |
| | * From Test | BEGINNING | | | Workload Stats |
| | * Inru Test | END | | | Result Stats |
| ſ | * From Drofly RECINNING | * Show Spor | imon N | | Infection Control |
| | *Thru Prefix END | * Integrated | Y | | MIC Spec Search |
| | | | | | Mic Spec Search * |
| | Selection Profile | | | | BBK Unit Reports |
| | | | | | BBK Unit Stats |
| | Selection | | Value | Action | |
| | 2 | | | | |
| | 3 | | | | |
| | 4 | | | | |
| | | | | | |
| | | | | Cancel | OK ? 🛯 🕹 🖻 🖃 |

5. Upon completion of the Edited Verified Results report review, the Exception Report should also be reviewed. From the Reports menu, select **Exception Report**.



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6. Enter the required criteria. The From Date/Time should be entered as the date and time the last report was completed. The Thru Date/Time should be the current date and time. The From and Thru Dept should be entered as CF and IR, respectively. The Exception Results criteria should include results in the Critical Range and with a Delta Check, The Exception Results should not include Normal Ranges, History Check, Review Flag or Unverified.

| * From Date 05/19/10 * From Time 0000 | T-1 *Thru Date *Thru Time | 05/19/10 T-1 2359 | |
|---|--|---|---|
| Selection Profile | | | |
| Selection 1 2 3 4 | | Value Action | LIS Manag LAB Manag MIC Manag BBK Manag Reg/Spec |
| Special Report | | | TAT Stats Workload Result Sta |
| * Display Option TEST * Sort by DEPT | * From Dept BEGINNING * Thru Dept END | From Prefix Thru Prefix | Infection MIC Org S |
| * From Test * Thru Test | BEGINNING END | | BBK Unit I BBK Unit S |
| | Exception Results | | |
| * Normal Range * Critical Range * Delta or %Diff Y | * History Check N * Review Flag N | *Unverified N Need Repeat Only | |
| | * From Date 05/19/10 * From Time 0000 Selection Profile Selection 1 2 3 4 Special Report Display Option TEST * Sort by DEPT * From Test * Thru Test * Normal Range N * Critical Range Y * Delta or %Diff Y | *From Date 05/19/10 *From Time 0000 Selection Profile Selection 1 2 3 4 Special Report *From Test *From Test *Thru Dept BEGINNING *Thru Dept BEGINNING *Thru Test *Normal Range N *Critical Range Y *Critical Range Y *Sort Support *Sort Support *Sort Support *History Check N *Review Flag N *Review Flag N *Step Support *Sort Support | * From Date 05/19/10 * From Date 05/19/10 * Thru Date 05/19/10 * Thru Time 2359 Selection Profile Selection Pr |

7. Press OK or F12 to generate the report.

Chemistry, Coagulation, & Hematology Review Criteria

Each sample on the Exception Report should be reviewed for the following:

- Abnormal Results
- Abnormal Results with Deltas
- Alert Values (see section below)

See CORE 6060 Q Unacceptable Specimen Rejection and Delta Review Standards for specific details.

Special Immunology Reports

The Centaur and miniVIDAS analyzer reports from the previous day should be utilized for result review.

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Special Immunology Review Criteria

The technologist assigned to the Centaur should check the analyzer reports for any abnormal results or flags. The technologist should look for any samples that produced an "In Check Range" result. A check should be done to ensure that all duplicate testing was performed for these samples and that the correct result was entered into Meditech, based on the criteria listed in the specific test procedure.

The technologist assigned to the miniVIDAS should check the analyzer reports and compare the printed results to what was entered into Meditech.

Special Microbiology Reports

A Result Activity Report should be compiled from Meditech using the following steps.

- 1. Log in to the Meditech and go to the Laboratory Module.
- 2. Choose the Management Reports from the laboratory menu.
- 3. Choose the MIC Management tab and then pick the Result Activity Report from the given list.

| 🚟 LIS Management Reports Desktop - SAH/ML | - Tiffany R Jones | |
|---|---|--|
| | | 1 |
| | Edited Final Verified Results Report Exception Report Outstanding Procedure Report Quick Enter Results Log Result Activity Report Specimen Log Specimen Review Report Specimen Review Report Unverified Specimen Report | LIS Managements LAB Managements MIC Managements BK Managements BK Managements Workdoad Stats Workdoad Stats Infection Control MIC Spec Search BK Unit Stats BBK Unit Stats |
| | | |

4. Enter the required criteria. The **From Date/Time** should be entered as the date and time the last report was completed. The **Thru Date/Time** should be the current date and time. The **Prefix** should be entered as From SM, Thru SM. All other fields should be left as the default.

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| Specimen Data on * From Result Date * From Result Time * Thru Result Date * Thru Result Time | File From Activity Date 05/ 01/01/11 T-235 0000 01/02/11 T-234 1500 | 17/11 T-99 Sort Keys 1 PROC 2 RTECH 3 | | LIS Manage |
|--|--|---|-------------------------|---|
| * Prefix SM Doctor BEG Location BEG Organism BEG Src Categ BEG Source BEG | From *Thru SM INNING END INNING END INNING END INNING END | New Page on Sort Key Num *Specimen Priorities *Specimens W/Organisms Only *Include Unverified Results *Complete Specimens Only Edit Report Headers | 1 SUR N Y N | LAB Manag MIC Manag BBK Manag Req/Spec S TAT Stats Workload S Result Stat |
| * From Proc * Thru Proc Special Report | BEGII END | NNING | | Infection C MIC Org St MIC Spec S BBK Unit R BBK Unit S |
| Selection Profile Selection 1 2 | | Value | Action | |

5. Press OK or F12 to generate the report.

Special Microbiology Review Criteria

Each specimen result from the GeneXpert run report should be compared to the result that was manually entered into Meditech for accuracy. Associates must ensure that the correct organism code was entered into Meditech. The associate must also ensure that a CALD or PAGER comment is entered for any positive result per protocol.

Alert Value Review

For all sections, alert values should be reviewed. The criteria for documentation include the following:

- SMART comment, including the specified location, for regulated patient areas with a pager
- FAXD or CALD comments for outpatients
 - First and Last Name of the person that received the result
 - o Credentials of the person that received the result
- Super Alert comments, where applicable
 - First and Last Name of the person that received the result
 - o Credentials of the person that received the result
 - SMART comment

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Corrective Action

An occurrence report form should be generated for each incident where a deviation from the standard operation procedure is identified. Corrective action should be taken when an error is discovered. Corrective action will be taken on a case by case basis depending on the severity of the error. In all cases the patient result will be amended, if needed, and the patient care area will be notified of the correction. Disciplinary action may be taken against the associate that made the error depending on the severity of the case.