

**MINIVIDAS TRAINING CHECKLIST - PROCALCITONIN**

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|---|---|--|
| <input checked="" type="checkbox"/> St. Joseph Medical Center, Tacoma, WA | <input type="checkbox"/> St. Anthony Hospital Gig Harbor, WA            | <input type="checkbox"/> Harrison Medical Center, Bremerton, WA  |
| <input checked="" type="checkbox"/> St. Francis Hospital, Federal Way, WA | <input checked="" type="checkbox"/> St. Elizabeth Hospital Enumclaw, WA | <input type="checkbox"/> Harrison Medical Center, Silverdale, WA |
| <input type="checkbox"/> St. Clare Hospital Lakewood, WA                  | <input type="checkbox"/> Highline Medical Center Burien, WA             | <input type="checkbox"/> PSC                                     |

**EMPLOYEE** \_\_\_\_\_ **TRAINER** \_\_\_\_\_

**DATE:** \_\_\_\_\_

| TRAINING POINTS   | DATE | TRAINER INITIALS | EMPLOYEE INITIALS |
|---|------|------------------|-------------------|
| Methodology- ELFA fluorescence- NO dust or fibers or powder   |      |                  |                   |
| Overview-Instrument components<br>User interface- keyboard<br>Barcode Scanner<br>Reagent trays<br>SPR block<br>On/Off Switch-will take time to come up to temp. No warning!<br>Status Lights<br>Thermal printer- how to load<br>See "The Basics" notebook for how to do things<br>Record Temperatures daily. DO NOT use if temp out of range. |      |                  |                   |
| Software-<br>Start Section<br>Status Section<br>Master Lot Menu<br>Results Menu<br>Utility Menu   |      |                  |                   |
| Sample<br>We will use LiHep<br>No fibrin or RBCs, respin if necessary<br>200uL<br>4 hrs at RT, 48 hrs at 2-8C, freeze -19 to -31C<br>Respin thawed samples  |      |                  |                   |
| Kit components- pkg insert, reagents strips, SPR (foil pkg), MLE card   |      |                  |                   |
| Standards<br>Specific to that kit<br>Reconstitution- 2ml DI H2O<br>Let sit 5-10 min, then mix<br>Vortex before use or aliquoting<br>Stable 8 hours at 2-8 C<br>Can freeze aliquots- 500 uL to get duplicates<br>Run in duplicate<br>Every 28 days<br>With new lot / new shipment  |      |                  |                   |

| TRAINING POINTS  | DATE | TRAINER INITIALS | EMPLOYEE INITIALS |
|--|------|------------------|-------------------|
| <p>Controls</p> <ul style="list-style-type: none"> <li>Specific to that kit</li> <li>Reconstitution- 2ml DI H<sub>2</sub>O</li> <li>Let sit 5-10 min, then mix</li> <li>Vortex before use or aliquoting</li> <li>Stable 8 hours at 2-8 C</li> <li>Can freeze aliquots- 250 to 300 uL</li> <li>Run each 24 hours of use, results in LIS</li> </ul>  |      |                  |                   |
| <p>Testing</p> <ul style="list-style-type: none"> <li>Get Rgt strips and SPRs to RT (~10 min)</li> <li>Program run (barcode for patient, or S for calibrator, C for QC)</li> <li>200uL of sample into first well of Rgt strip, avoid bubbles</li> <li>Load SPR into instrument - instrument <u>cannot tell if missing!!</u></li> <li>Load reagent strip into instrument</li> <li>Press Start for desired section(s)</li> <li>Run will take 20 min</li> </ul> <p><b>CHECK for SPR after the RUN- if missing will get erroneous result, not an error code!</b></p> |      |                  |                   |
| <p>Results</p> <ul style="list-style-type: none"> <li>Standards - ranges are on MLE card</li> <li>Quality control - ranges are on MLE card</li> <li>Patient results <ul style="list-style-type: none"> <li>Linearity 0.05 to 200ng/mL</li> <li>No interface so save the printout with accession and name</li> <li>Your Tech ID on printout</li> </ul> </li> </ul>  |      |                  |                   |
| <p>Changing kit lot numbers- for directions, see The Basics notebook</p> <ul style="list-style-type: none"> <li>Routine use</li> <li>How to Enter Master Lot Data</li> <li>Recon Cal and QC for that kit lot</li> <li>Calibrate and run QC</li> <li>Compare QC manually to +/- 2SD range</li> </ul>  |      |                  |                   |

**DOCUMENT APPROVAL Purpose of Document / Reason for Change:**

New training document for MiniVidas and Procalcitonin testing.

No significant change to process in above revision. Per CAP, this revision does not require further Medical Director approval.

**Committee Approval Date**

Date: 9/24/15

N/A – revision of department-specific document which is used at only one facility

**SJMC  
Medical  
Director  
Approval  
(Electronic  
Signature)**

*Katie Wilkinson, MD*  
9/25/15

**SEH &  
SFH  
Medical  
Director  
Approval  
(Electronic  
Signature)**

*Janice D. Blankhardt, MD*  
3/27/16