

POCT QC Suite - User Manual



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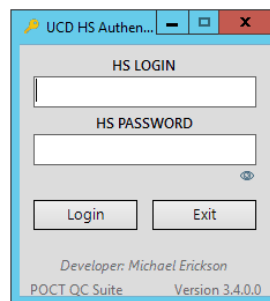
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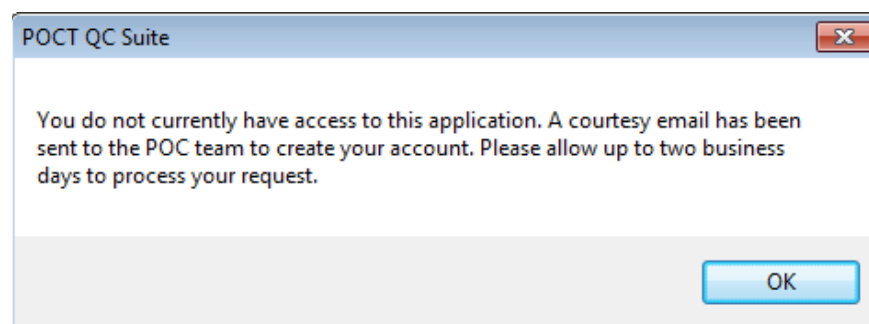
Logging In

When you first launch the application, you will be presented with a login screen. Your username and password will be the same as your Citrix or Windows login.



New Users

If you have not been added to the software as a user, you will be notified with a dialog box informing you that an e-mail has automatically been sent to the POCT unit requesting access. The e-mail will only be generated if you are logged into Outlook.

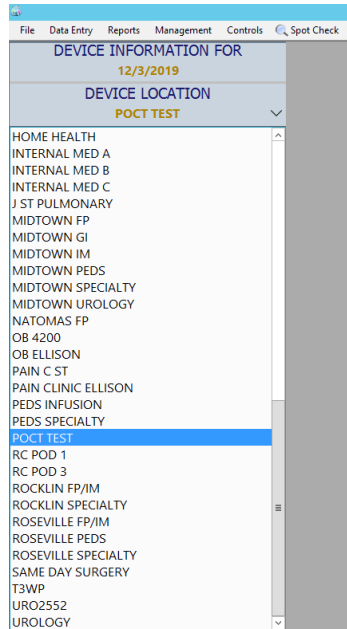


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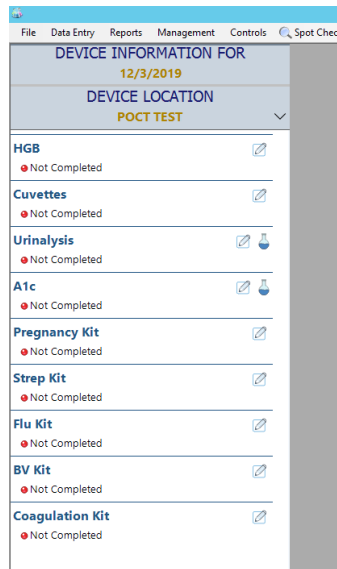
MULTI-SITE USERS

If you need to view and/or enter data from another area within your clinic, select by highlighting from the Current Location dropdown.



HOMESCREEN

If your role is “Data Entry”, you will start with a screen that displays your clinic location and department, along with the status of all tests at your location for the current day.





CONTROLS AND REAGENTS

Prior to entering daily test data, all controls and reagents must be entered and active. These include: cuvettes, UA strips and controls, pregnancy kits and controls, bacterial vaginosis kits and controls, and HgbA1c cartridges and controls.

Cuvettes

On the Home Screen, select the enter data  icon next to Cuvette Data.

- **Active Cuvettes** – If your location has any cuvettes that have been entered but have not expired, you will see them on this list. Clicking the lot number will show the lot expiration date, the date opened, and the bottle expiration date.
- **Adding Cuvettes** – You **must** enter cuvettes when opening new bottles, *regardless* of lot number. Enter the lot number, expiration date **listed on the bottle**, and the date opened. **Do not assign a letter designation at this time.**

Press the “Save” button. A prompt will appear, asking if you want to add a lettered designation to the bottle. Answering “Yes” will allow the newly entered cuvette to appear in the “Active Cuvettes” list. Remember: cuvettes are only usable for 3 months after opening, and this new bottle expiration will automatically be calculated.


The screenshot displays two windows from the POCT QC Suite software. The main window, titled 'Cuvette Data Entry - POCT QC Suite', is divided into several sections. At the top left, there is a list titled 'ACTIVE CUUVETTES' containing one entry: '123 [A]'. To the right of this list are two input fields: 'LOT EXPIRATION' and 'DATE OPENED'. Below these is a section titled 'ADD NEW CUUVETTE' which contains three input fields: 'LOT #' (empty), 'LOT EXPIRATION' (set to '12/03/2019'), and 'DATE OPENED' (set to '12/03/2019'). A 'SAVE' button is located at the bottom right of this section. A second window, titled 'New Cuvette Bottle', is overlaid on the right side. It contains the text 'Are you sure you want to add bottle A to cuvettes?' and two buttons: 'Yes' and 'No'.

****Helpful Hint:** Date the bottle when opened and mark the bottle with the assigned letter designation to avoid confusion.



UA Strips


On the home screen, select the enter data icon  next to UA Strips.

- **Active Strips** – If your location has any strips that have been entered but have not expired, you will see them on this list. Clicking the lot number will show the expiration date and date opened.
- **Adding Strips** –
 - You **must** enter strips when opening new bottles, *regardless* of lot number. Select the flask icon,  select the type of strips your location uses. Enter a valid lot number, expiration date, and the date opened. **Do not assign a letter designation at this time.**
 - Press the “Save” button. A prompt will appear, asking if you want to add a lettered designation to the bottle. Answering “Yes” will allow the newly entered bottle to become active and you will be asked if you would like to QA the newly added bottle. Select Yes or No.

****Helpful Hint:** Date the bottle when opened and mark the bottle with the assigned letter designation to avoid confusion.



Pregnancy/Bacterial Vaginosis Kits

On the home screen, select the enter data  icon next to the Preg Kit or BV Kit.

- Enter a valid lot number, number of boxes (**1, regardless of actual number**) and the expiration date.
- Press the “Save Kit” button. A confirmatory prompt will appear.

The screenshot shows the 'Preg Kit Data Entry - POCT QC Suite' window. The 'PREG KIT ENTRY' section is circled in blue and contains the following fields: LOT NUMBER (123456), # OF BOXES (1), and EXPIRATION DATE (05/24/2021). Below these fields is a 'Save Kit' button. The 'PREG CONTROL ENTRY' section has fields for EXTERNAL CONTROL LOT # and EXPIRATION DATE (05/24/2021) with a 'Save Control' button. The 'PREG QC ENTRY' section has dropdowns for LOT NUMBER and BOX NUMBER, checkboxes for Positive and Negative, an EXTERNAL CONTROL dropdown, and a 'Save QC' button. To the right, a confirmation dialog box displays the message '1 boxes for Lot # 123456 have been added.' with an 'OK' button.

The screenshot shows the 'BV Kit Data Entry - POCT QC Suite' window. The 'BV KIT ENTRY' section is circled in blue and contains the following fields: LOT NUMBER (123456), # OF BOXES (1), and EXPIRATION DATE (05/24/2021). Below these fields is a 'Save Kit' button. The 'BV CONTROL ENTRY' section has fields for EXTERNAL CONTROL LOT # and EXPIRATION DATE (05/24/2021) with a 'Save Control' button. The 'BV QC ENTRY' section has dropdowns for LOT NUMBER and BOX NUMBER, checkboxes for Positive and Negative, an EXTERNAL CONTROL dropdown, and a 'Save QC' button. To the right, a confirmation dialog box displays the message '1 boxes for Lot # 123456 have been added.' with an 'OK' button.

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- Next Add the external control lot number and expiration.
- Select “Save Control” and a confirmatory Prompt Will Appear.

Preg Kit Data Entry - POCT QC Suite

PREG KIT ENTRY

LOT NUMBER: [] # OF BOXES: [] EXPIRATION DATE: 05/24/2021 []

[Save Kit]

PREG CONTROL ENTRY

EXTERNAL CONTROL LOT #: 123456 EXPIRATION DATE: 05/24/2021 []

[Save Control]

PREG QC ENTRY

LOT NUMBER: 123456 BOX NUMBER: 1 Positive Negative

EXTERNAL CONTROL: [] [Save QC]

External Control 123456 has been added.

[OK]

BV Kit Data Entry - POCT QC Suite

BV KIT ENTRY

LOT NUMBER: [] # OF BOXES: [] EXPIRATION DATE: 05/24/2021 []

[Save Kit]

BV CONTROL ENTRY

EXTERNAL CONTROL LOT #: 123456 EXPIRATION DATE: 05/24/2021 []

[Save Control]

BV QC ENTRY

LOT NUMBER: [] BOX NUMBER: [] Positive Negative

EXTERNAL CONTROL: [] [Save QC]

External Control 123456 has been added.

[OK]

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- To QC, select the lot number of the kit from the dropdown menu, select box number 1 from the dropdown menu and select the external control lot number.
- Check the Negative and Positive boxes if the controls react accordingly and press the “Save QC” button. A confirmatory prompt will appear. If QC is performed correctly, that box number will no longer appear in the dropdown menu and the **lot** is considered QC'd.

Pregnancy Kit

- 123456 - Active
- Exp: 2019-12-06
- External Control: 123456
- Exp: 2019-12-18

Note: if multiple boxes and lots are received, QC only one box at a time to avoid confusion. Only the most current lot passing quality control will appear on the Active list on your Home Screen.


****Helpful Hint:** Label each box with the QC date

BV Kit

- 123456 - Active
- Exp: 2019-12-06
- External Control: 111111
- Exp: 2019-12-06



CoaguChek Strips

On the home screen, select the enter data icon  next to the Coagulation Kit.

- Enter a valid lot number, expiration date and press the “Save” button.
- Your new lot will appear in the “Active Coag Strips box.”
- Select the Coag Strip lot to display lot expiration and date entered.
- The Home screen will now display “Active”

Coagulation Kit

- 12345 - Active
Exp: 2019-12-04






HgbA1c

Adding New Cartridges

You **must** enter reagents upon opening, *regardless* of lot number.

1. On the home screen, select the flask icon. 
2. Enter the Lot number, open date and expiration date. **Do not assign a letter designation at this time.**
3. Select Save. A confirmatory prompt will appear.

A1c Reagent Data Entry - POCT QC Suite

ACTIVE CARTRIDGES ?

EXPIRATION DATE
na

DATE OPENED
na

ADD NEW CARTRIDGE

LOT #
123456

EXPIRATION DATE
12/05/2019

DATE OPENED
12/04/2019


SAVE

New Cartridge

Are you sure you want to add letter A to cartridges?

Yes No

Adding New Liquid Controls

1. On the home screen, select the flask  icon.
2. Enter the Lot number, open date, expiration date and normal and abnormal ranges. **Do not assign a letter designation at this time.**
3. Select Save. A confirmatory prompt will appear.

ACTIVE LIQUID CONTROLS

EXPIRATION DATE
na

DATE OPENED
na

NORMAL ABNORMAL
na na

ADD NEW LIQUID CONTROL

LOT #
123654

EXPIRATION DATE
12/04/2019

DATE OPENED
12/04/2019

NORMAL RANGE
4.6-6.0

ABNORMAL RANGE
8.1-13.8

SAVE

New Liquid Control Bottle

Are you sure you want to add bottle A to liquid controls?

Yes No

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Active Reagents – If your location has reagents that have been entered but have not expired, you will see them on this list. Clicking the lot number will show the expiration date and date opened to the right.

A1c Reagent Data Entry - POCT QC Suite

ACTIVE CARTRIDGES ?

123456 [A]

| EXPIRATION DATE |
|-----------------|
| na |
| DATE OPENED |
| na |

ADD NEW CARTRIDGE

| | |
|-------------|-----------------|
| LOT # | EXPIRATION DATE |
| | 12/04/2019 |
| DATE OPENED | |
| 12/04/2019 | |

SAVE

ACTIVE LIQUID CONTROLS

123654 [A]

| EXPIRATION DATE |
|-----------------|
| na |
| DATE OPENED |
| na |
| NORMAL |
| na |
| ABNORMAL |
| na |

ADD NEW LIQUID CONTROL

| | | |
|--------------|-----------------|-------------|
| LOT # | EXPIRATION DATE | DATE OPENED |
| | 12/04/2019 | 12/04/2019 |
| NORMAL RANGE | ABNORMAL RANGE | |
| | | |


SAVE

Helpful Hint: Date reagents when opened and mark them with assigned letter designations to avoid confusion

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Adenovirus Kit

On the home screen, select the enter data  icon next to the Adenovirus Kit.

- Enter a valid lot number, number of boxes (**1, regardless of actual number**) and the expiration date.
- Press the “Save Kit” button. A confirmatory prompt will appear.

Adenovirus Kit Data Entry - POCT QC Suite

ADENOVIRUS KIT ENTRY

LOT NUMBER: 123456 # OF BOXES: 1 EXPIRATION DATE: 06/28/2021

Save Kit

ADENOVIRUS CONTROL ENTRY

EXTERNAL CONTROL LOT #: EXPIRATION DATE: 06/28/2021

Save Control

ADENOVIRUS QC ENTRY

LOT NUMBER: BOX NUMBER: Positive
 Negative

EXTERNAL CONTROL: Save QC

1 boxes for Lot # 123456 have been added.

OK

- Next Add the external control lot number and expiration.
- Select “Save Control” and a confirmatory Prompt Will Appear.

Adenovirus Kit Data Entry - POCT QC Suite

ADENOVIRUS KIT ENTRY

LOT NUMBER: 123456 # OF BOXES: 1 EXPIRATION DATE: 06/28/2021

Save Kit

ADENOVIRUS CONTROL ENTRY

EXTERNAL CONTROL LOT #: 78910 EXPIRATION DATE: 06/28/2021

Save Control

ADENOVIRUS QC ENTRY

LOT NUMBER: BOX NUMBER: Positive
 Negative

EXTERNAL CONTROL: Save QC

External Control 78910 has been added.

OK

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- To QC, select the lot number of the kit from the dropdown menu, select box number 1 from the dropdown menu and select the external control lot number.
- Check the Negative and Positive boxes if the controls react accordingly and press the “Save QC” button. A confirmatory prompt will appear. If QC is performed correctly, that box number will no longer appear in the dropdown menu and the **lot** is considered QC'd.

The screenshot shows the 'Adenovirus Kit Data Entry - POCT QC Suite' window. It contains three main sections:

- ADENOVIRUS KIT ENTRY:** Fields for LOT NUMBER, # OF BOXES, and EXPIRATION DATE (06/28/2021). A 'Save Kit' button is present.
- ADENOVIRUS CONTROL ENTRY:** Fields for EXTERNAL CONTROL LOT # and EXPIRATION DATE (06/28/2021). A 'Save Control' button is present.
- ADENOVIRUS QC ENTRY (circled in blue):** Fields for LOT NUMBER (123456), BOX NUMBER (1), and EXTERNAL CONTROL (78910). Checkboxes for 'Positive' and 'Negative' are checked. A 'Save QC' button is present.

A dialog box on the right displays the message 'Box 1 has been updated!' with an 'OK' button.

Adenovirus Kit

● 123456 - Active

Exp: 2021-06-28

External Control: 78910

Exp: 2021-06-28



Note: if multiple boxes and lots are received, QC only one box at a time to avoid confusion. Only the most current lot passing quality control will appear on the Active list on your Home Screen.

**** Helpful Hint:** Label each box with the QC date

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Active Reagents – If your location has reagents that have been entered but have not expired, you will see them on this list. Clicking the lot number will show the expiration date and date opened to the right.

A1c Reagent Data Entry - POCT QC Suite

ACTIVE CARTRIDGES ?

123456 [A]

| EXPIRATION DATE | |
|-----------------|--|
| na | |
| DATE OPENED | |
| na | |

ADD NEW CARTRIDGE

| | | |
|----------------------|-------------------------------------|----------------------|
| LOT # | EXPIRATION DATE | |
| <input type="text"/> | 12/04/2019 | <input type="text"/> |
| DATE OPENED | | |
| 12/04/2019 | <input type="button" value="SAVE"/> | |

ACTIVE LIQUID CONTROLS

123654 [A]

| EXPIRATION DATE | |
|-----------------|----------|
| na | |
| DATE OPENED | |
| na | |
| NORMAL | ABNORMAL |
| na | na |

ADD NEW LIQUID CONTROL

| | | |
|----------------------|-------------------------------------|-------------|
| LOT # | EXPIRATION DATE | DATE OPENED |
| <input type="text"/> | 12/04/2019 | 12/04/2019 |
| NORMAL RANGE | ABNORMAL RANGE | |
| <input type="text"/> | <input type="button" value="SAVE"/> | |

Helpful Hint: Date reagents when opened and mark them with assigned letter designations to avoid confusion



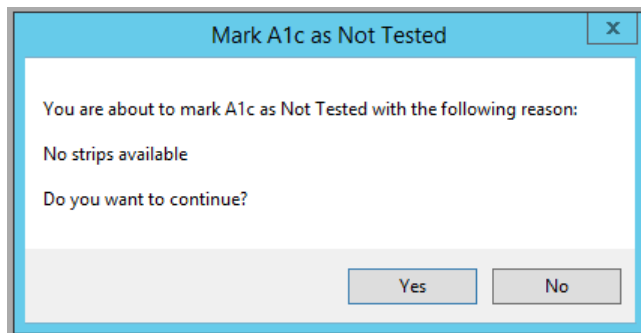
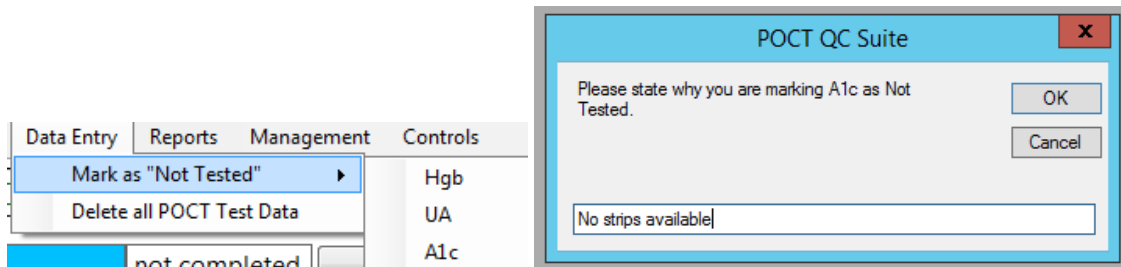
ENTERING TEST DATA

Your location is responsible for data entry everyday patient testing occurs. If QC is not performed, documentation is required.

Marking test as “Not Tested”

If QC patient testing is not performed on that test for the day. Make sure to document “Not tested” for that test.


1. From the home screen, select the “Data Entry” menu
2. Select Mark as “Not Tested” then select the test to be marked.
3. Enter comment, then select ok.
4. A confirmation prompt will appear. Select “Yes” or “No.”
5. This may be overridden, however, if QC is performed later that day.



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HgbA1C

On the home screen, select the enter data icon  next to A1C.

- **Instrument ID**-Select the appropriate instrument from the dropdown list.
- **Cartridge**-Select the appropriate lot and box from the dropdown list.
- **Liquid Control**-Select the appropriate lot from the dropdown list.
- **Normal Result**-Enter your normal control result.
- **Abnormal Result**-Enter your abnormal control result.
- Select Save. A prompt will appear “All data has been recorded! QC Status: Passed or Failed.”

The screenshot displays the 'A1c Data Entry - POCT QC Suite' window. It features three dropdown menus for 'INSTRUMENT ID' (HAL), 'CARTRIDGE' (123456 [A]), and 'LIQUID CONTROL' (123654 [A]). Below these are two text input fields: 'NORMAL RESULT' (5.0) with a range of (4.6-6.0) and 'ABNORMAL RESULT' (9.0) with a range of (8.1-13.8). A 'Save' button is at the bottom. To the right, a 'QC Passed' dialog box shows the message 'All data has been recorded! QC Status: Passed' and an 'OK' button.

Below the data entry window, a summary card for 'A1c' is shown, indicating a 'Passed' status with a green dot. The card lists: 'Normal Result: 5.0', 'Abnormal Result: 9.0', 'Cartridge: 123456 [A]', and 'Liquid Control: 123654 [A]'. Edit and delete icons are visible at the top right of the card.

When entering QC results, if values fall outside of the acceptable range:

- Text box and normal values will change to red. If those values are saved a prompt will appear stating “QC failure, please document corrective action.”
- **Corrective action such as “will repeat test” or “Will contact POC for assistance” must be entered before proceeding.** Character limit is greater than 10 characters.
- The Home Screen will show that test as “Failed” in red, prompting the user to repeat and result **only** the QC that failed. A red notepad will also appear to review documented corrective action.

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A1c Data Entry - POCT QC Suite

| INSTRUMENT ID | CARTRIDGE | LIQUID CONTROL |
|---------------|------------|----------------|
| BUD | 123456 [A] | 123654 [A] |

| NORMAL RESULT | ABNORMAL RESULT |
|--|---|
| 4.0 <small>Range: (4.6-6.0)</small> | 8.0 <small>Range: (8.1-13.8)</small> |

Save

ACTION REQUIRED

QC failure, please document corrective action.
(10 characters minimum)

OK


Cancel

- ### A1c
- BUD - Failed
Normal Result: 4
Abnormal Result: 12
Cartridge: 123 [A]
Liquid Control: 456 [A]
 - HAL - Failed
Normal Result: 8
Abnormal Result: 9
Cartridge: 123 [A]
Liquid Control: 456 [A]

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Hgb

On the home screen, select the enter data icon next to Hgb. 

- **Cuvette Lot**- Select the appropriate cuvette lot from the dropdown list.
- **Low Range Lot**-Select the appropriate lot and bottle from the dropdown list.
 - Enter a valid date opened, if necessary.
 - Enter the result.
- **High Range Lot**-Select the appropriate lot and bottle from the dropdown list.
 - Enter a valid date opened, if necessary.
 - Enter the result.

Press the “Save” button. A prompt will appear, stating either “QC Passed” or “QC Failed-Repeat Needed”.

HGB

- High - within normal range
GH11193 [A]
Result: 15
- Low - within normal range
GH11191 [A]
Result: 5.0

When entering QC results, if values fall outside of the acceptable range:

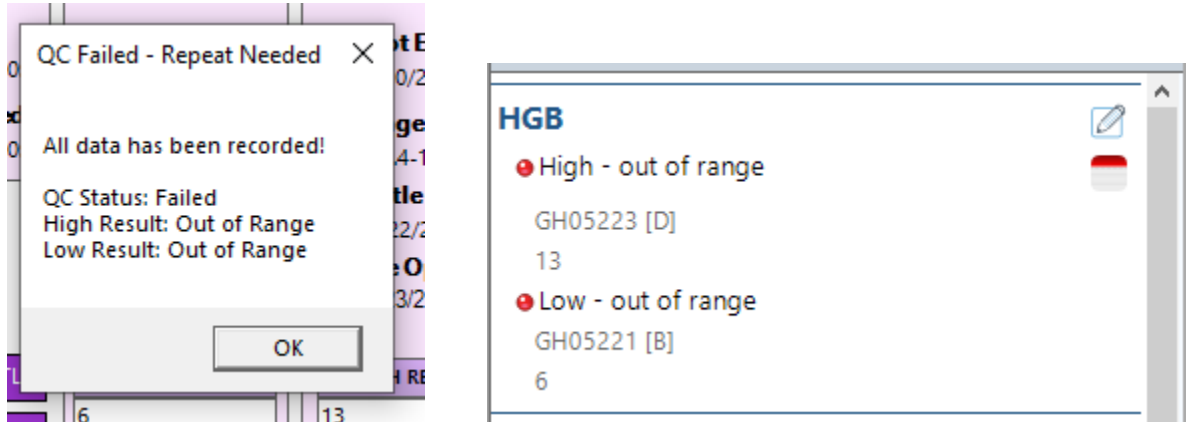
- Text box and normal values will change to red. If those values are saved a prompt will appear stating “QC failure, please document corrective action.”
- **Corrective action such as “will repeat test” or “Will contact POC for**

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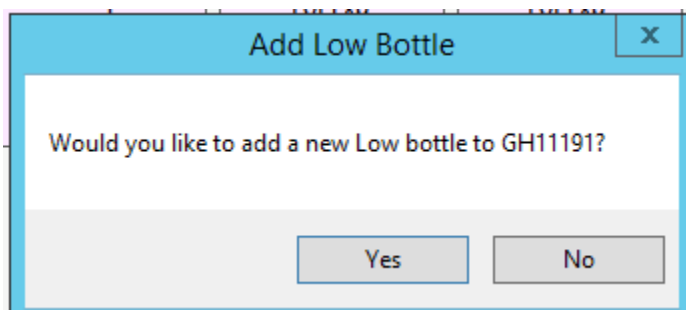


assistance” must be entered before proceeding. Character limit is greater than 10 characters.

- The Home Screen will show that test as “Failed” in red, prompting the user to repeat and result **only** the QC that failed. A red notepad will also appear to review documented corrective action.



By default, each location will be given three bottles of low and high controls. If you require additional bottles, please click the corresponding button “Add Low Bottle” or “Add High Bottle”, **but do not assign a letter designation**. Remember: controls are viable for 30 days or lot expiration date (whichever comes first) at room temperature or refrigeration upon opening and this new bottle expiration will automatically be calculated.



****Helpful Hint:** Date the bottle when opened and label the control bottle(s) with the corresponding letter designation to avoid confusion.

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UA

On the home screen, select the enter data icon  next to Urinalysis.

- **Device ID**-Enter the 3-letter designation of urinalysis analyzer if automated.
- **UA Strips**-Select the appropriate UA strip lot from the dropdown list.
- **UA Controls**-Select the appropriate UA control lots from the dropdown list. If the lots do not appear on the list, please notify the Point of Care Department.
- **Reading Method**-Select the appropriate reading method for the strip chosen.
- Enter all test results from your printout or manual test. If a particular result is out of range, it will alert you by changing the corresponding field to red.

Urinalysis Data Entry - POCT QC Suite - □ ×

| | | | |
|--|---|-------------------------------------|--|
| DEVICE ID <input style="width: 90%;" type="text"/> | UA STRIPS <input style="width: 90%;" type="text" value="v"/> | | |
| READING METHOD <input style="width: 90%;" type="text" value="v"/> | UA CONTROLS <input style="width: 90%;" type="text" value="v"/> | <input type="button" value="SAVE"/> | |

| TEST | POSITIVE | NEGATIVE |
|--------------------|--------------------------------|--------------------------------|
| GLUCOSE | <input type="text" value="v"/> | <input type="text" value="v"/> |
| BILIRUBIN | <input type="text" value="v"/> | <input type="text" value="v"/> |
| KETONE | <input type="text" value="v"/> | <input type="text" value="v"/> |
| SPECIFIC GRAVITY | <input type="text" value="v"/> | <input type="text" value="v"/> |
| BLOOD | <input type="text" value="v"/> | <input type="text" value="v"/> |
| PH | <input type="text" value="v"/> | <input type="text" value="v"/> |
| PROTEIN | <input type="text" value="v"/> | <input type="text" value="v"/> |
| UROBILINOGEN | <input type="text" value="v"/> | <input type="text" value="v"/> |
| NITRITE | <input type="text" value="v"/> | <input type="text" value="v"/> |
| LEUKOCYTE ESTERASE | <input type="text" value="v"/> | <input type="text" value="v"/> |

Press the “Save” button.

Repeat for remaining test strip types.

Those strip types passing QC will subsequently be removed from the dropdown.



REFRACTOMETER

On the home screen, select the enter data icon  next to Urinalysis.

- **MAS UA Controls**-Select the appropriate UA control lots from the dropdown list. If the lots do not appear on the list, please notify the Point of Care Department.
- **DEVICE ID**-Enter the designated device ID
- Enter all test results for Deionized water, MAS UA Negative Control and MAS UA Positive Control

The screenshot shows two windows. The left window is titled "Refractometer ..." and contains the following fields:

- MAS UA CONTROLS:** A dropdown menu with the value "UB1522121/UB1522122" selected.
- DEVICE ID:** A dropdown menu with the value "TST" selected.
- DEIONIZED WATER:** A text box containing "0.999" with a normal range of "0.999 to 1.001" below it.
- MAS UA NEGATIVE:** A text box containing "1.005" with a normal range of "1.000 to 1.010" below it.
- MAS UA POSITIVE:** A text box containing "1.020" with a normal range of "1.010 to 1.035" below it.
- A "SAVE" button at the bottom.

The right window is titled "POCT QC Suite" and displays a confirmation message:

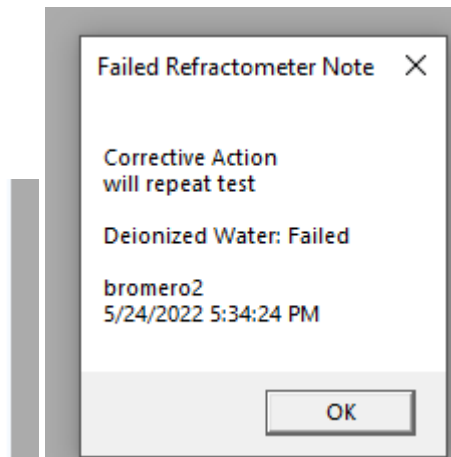
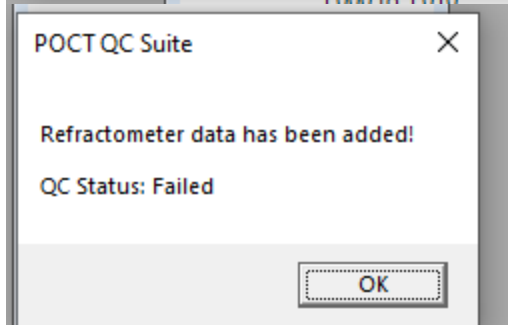
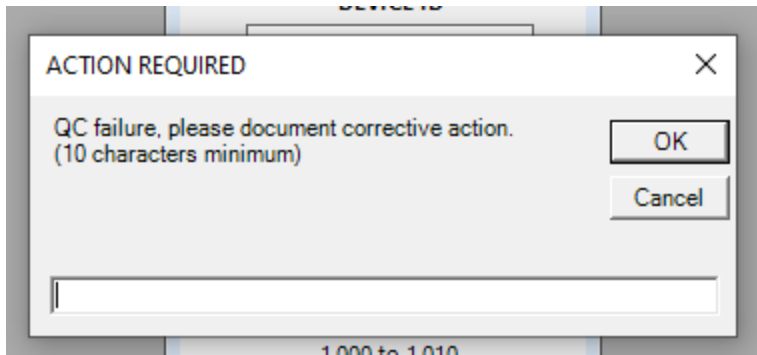
Refractometer data has been added!
QC Status: Passed

An "OK" button is located at the bottom of this dialog box.

When entering QC results, if values fall outside of the acceptable range:

- Text box and normal values will change to red. If those values are saved a prompt will appear stating "QC failure, please document corrective action."
- **Corrective action such as "will repeat test" or "contacting POC" must be entered before proceeding.** Character limit is greater than 10 characters.
- The Home Screen will show that test as "Failed" in red, prompting the user to repeat and result **only** the QC that failed. A red notepad will also appear to review documented corrective action.

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Departmental Spot Check

Managers and their designees will have the ability to perform Departmental Spot Checks.

- From the home screen
- Select “Spot Check”.

- Select your location from the dropdown, enter in a date, and hit “Search”.

| POC DEVICE | DAILY COMPLIANCE | ADDITIONAL INFORMATION |
|------------|---------------------------|----------------------------------|
| HGB | NOT IN USE | |
| A1C | NOT IN USE | |
| UA | PASSED | 2019-12-03 10:52:43 - [REDACTED] |
| PREG KIT | HCG9010018 EXP 2020-12-31 | |
| STREP KIT | 90225X EXP 2020-05-31 | |
| FLU KIT | 90228Z EXP 2020-08-31 | |
| BV KIT | B2435 EXP 2020-05-20 | |
| COAGU CHEK | NOT IN USE | |

Please contact our department to add or remove designees.



Troubleshooting

If you experience any issues with the application, please contact the POCT team.

Vocera: 916-734-0775 Point of Care

Email: hs-Pointofcaretesting@ucdavis.edu