

SoftMic 6-month Technologist-Limited Micro Training Checklist

Order Entry

- Verify you are in SoftMIC.
- Search for and select patients in Order Entry
- Place an order on a patient using the Mic Keypad.
- Enter the appropriate source/site for a specimen
- Place a comment on the specimen in the Micro OE Comment box.
- Select Antibiotics from the drop down boxes in the Current Antibiotic Therapy field.
- Collect and receive the sample.
- Print the specimen labels to the appropriate printer
- Reprint Media Labels

Receiving Worklist "Plating"

- Open the "Not Plated-All" worklist.
- Mark the specimen by scanning the specimen label barcode
- Change the source if required by bridging into order entry from the "Not Plated-All" worklist.
- Select Setup/Label button to print media labels to the appropriate printer
- Be able to Refresh the worklist.

Sending AFB cultures to RML

- Open the AFB to be sent Worklist
- Select AFB to be sent worklist
- Add test comment, Culture in progress, to all AFB Cultures to be sent to RML.

Processing Positive Blood Cultures

- Pull the positive bottle from the Bactec.
- Open the Blood/BM – Positive worklist.
- Select the appropriate bottle and add the media you will sub the bottle to and print the labels
- Report the Blood Culture Gram Stain.
- Be able to add appropriate disk.
- Be able to Process a Blood Culture with a negative smear.
- Be able to remove the Significant/Clinical Order Flag.

Resulting Worklist

- Open the resulting worklist
- Scan the specimen labels. Be able to choose Mark or Search at the bottom of the worklist
- Result from the Genexpert.

SoftMic 6-month Technologist-Limited Micro Training Checklist

- Be able to tell what a ? at the front of a line hides the text
- Resulting a Smear
- Reviewing Gram Stains from Yorkville:
- Resulting RML reports:

Lab Query/ Faxing Results

- Use Lab Query to look up patient results
- Use Lab Query to Fax results



Corrected Reports

- Place the correct results on the line above the previous results. Free Text "Previously reported as:" before the previous results
- Click on the call button and document who you notified of the corrected report.

Pendings



- Check for orders that were Collected, but never received into the Lab:
- Check for orders that were received, but never "Plated":
- To Print Epidemiology Reports (IP or Daily ER +)

I acknowledge that I have been properly shown and understand the above tasks:

	
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Trainee Signature

Date

	
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Trainer Signature

Date

SoftMic 6-month Technologist-Limited Micro Training Checklist

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Sending AFB cultures to RML N/A

- Open the AFB to be sent Worklist
- Select AFB to be sent worklist
- Add test comment, Culture in progress, to all AFB Cultures to be sent to RML.

Processing Positive Blood Cultures

- Pull the positive bottle from the Bactec.
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- Be able to add appropriate disk.
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Resulting Worklist

- Open the resulting worklist
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Lab Query/ Faxing Results

- Use Lab Query to look up patient results
- Use Lab Query to Fax results

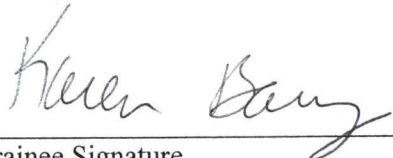
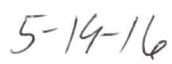
Corrected Reports

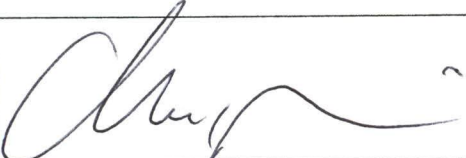

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Pendings

- Check for orders that were Collected, but never received into the Lab:
- Check for orders that were received, but never "Plated":
- To Print Epidemiology Reports (IP or Daily ER +) NA

I acknowledge that I have been properly shown and understand the above tasks:

	
Trainee Signature	Date

	
Trainer Signature	Date

6 month SoftMic Phlebotomist Checklist

Order Entry

- Verify you are in SoftMIC.
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- Select Antibiotics from the drop down boxes in the Current Antibiotic Therapy field.
- Collect and receive the sample.
- Print the specimen labels to the appropriate printer
- Reprint Media Labels


Receiving Worklist "Plating"

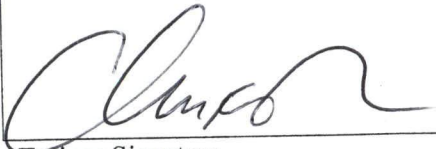
- Open the "Not Plated-All" worklist.
- Mark the specimen by scanning the specimen label barcode
- Change the source if required by bridging into order entry from the "Not Plated-All" worklist.
- Select Setup/Label button to print media labels to the appropriate printer
- Be able to Refresh the worklist.

Lab Results Query/Faxing Results

- Use Lab Query to look up patient results
- Use Lab Query to Fax results

I acknowledge that I have been properly shown and understand the above tasks:

	5/18/16
Trainee Signature	Date

	5/19/16
Trainer Signature	Date

Jeni Benson

SoftMic 6-month Technologist-Limited Micro Training Checklist

- Be able to tell what a ? at the front of a line hides the text
- Resulting a Smear
- Reviewing Gram Stains from Yorkville:
- Resulting RML reports:

Lab Query/ Faxing Results

- Use Lab Query to look up patient results
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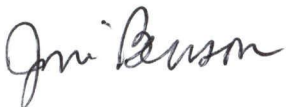
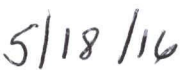
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Trainee Signature

Date

	
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Trainer Signature

Date

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Sending AFB cultures to RML

- Open the AFB to be sent Worklist
- Select AFB to be sent worklist
- Add test comment, Culture in progress, to all AFB Cultures to be sent to RML.

Processing Positive Blood Cultures

- Pull the positive bottle from the Bactec.
- Open the Blood/BM – Positive worklist.
- Select the appropriate bottle and add the media you will sub the bottle to and print the labels
- Report the Blood Culture Gram Stain.
- Be able to add appropriate disc.
- Be able to Process a Blood Culture with a negative smear.
- Be able to remove the Significant/Clinical Order Flag.

Resulting Worklist

- Open the resulting worklist
- Scan the specimen labels. Be able to choose Mark or Search at the bottom of the worklist
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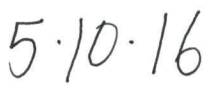
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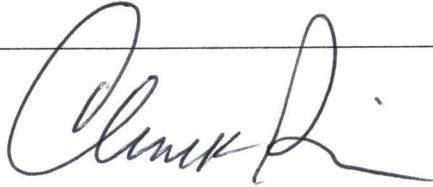

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- Be able to tell what a ? at the front of a line hides the text
- Resulting a Smear
- Reviewing Gram Stains from Yorkville:
- Resulting RML reports:

> 2/

Lab Query/ Faxing Results

- Use Lab Query to look up patient results
- Use Lab Query to Fax results

2/

Corrected Reports



- Place the correct results on the line above the previous results. Free Text "Previously reported as:" before the previous results
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2/

Pendings



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Trainee Signature

Date

	
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Trainer Signature

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SoftMic 6-month Technologist-Limited Micro Training Checklist

Order Entry

DIANE HARKEY

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- Be able to Refresh the worklist.

Sending AFB cultures to RML

N/A

- Open the AFB to be sent Worklist
- Select AFB to be sent worklist
- Add test comment, Culture in progress, to all AFB Cultures to be sent to RML.

Processing Positive Blood Cultures

- Pull the positive bottle from the Bactec.
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SoftMic 6-month Technologist-Limited Micro Training Checklist

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- Resulting a Smear
- Reviewing Gram Stains from Yorkville:
- Resulting RML reports:

DIANE HARKEY

Lab Query/ Faxing Results

- Use Lab Query to look up patient results
- Use Lab Query to Fax results

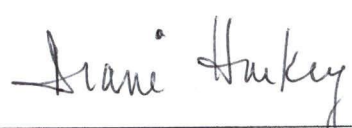
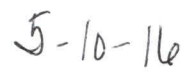
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Pendings


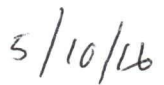
- Check for orders that were Collected, but never received into the Lab:
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I acknowledge that I have been properly shown and understand the above tasks:

	
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Trainee Signature

Date

	
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Trainer Signature

Date

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- Reprint Media Labels

Dana
Luedke

Receiving Worklist "Plating"

- Open the "Not Plated-All" worklist.
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- Change the source if required by bridging into order entry from the "Not Plated-All" worklist.
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- Be able to Refresh the worklist.

Sending AFB cultures to RML

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Processing Positive Blood Cultures

- Pull the positive bottle from the Bactec.
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- Be able to remove the Significant/Clinical Order Flag.

Resulting Worklist

- Open the resulting worklist
- Scan the specimen labels. Be able to choose Mark or Search at the bottom of the worklist
- Result from the Genexpert.

SoftMic 6-month Technologist-Limited Micro Training Checklist

- Be able to tell what a ? at the front of a line hides the text
 - Resulting a Smear
 - Reviewing Gram Stains from Yorkville: *N/A*
 - Resulting RML reports: *N/A (will learn in next 2 months)*
- Lab Query/ Faxing Results**

- Use Lab Query to look up patient results
- Use Lab Query to Fax results

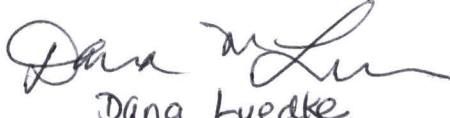
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Pendings

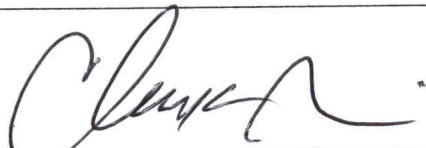
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I acknowledge that I have been properly shown and understand the above tasks:

 Dana Luedke	5-18-16
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Trainee Signature

Date

	5-25-16
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Trainer Signature

Date

SoftMic 6-month Technologist-Limited Micro Training Checklist

Order Entry

Dina Patel

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Sending AFB cultures to RML

NA

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Processing Positive Blood Cultures

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Resulting Worklist

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SoftMic 6-month Technologist-Limited Micro Training Checklist

- Be able to tell what a ? at the front of a line hides the text
- Resulting a Smear
- ~~Reviewing Gram Stains from Yorkville:~~
- Resulting RML reports:

Lab Query/ Faxing Results

- Use Lab Query to look up patient results
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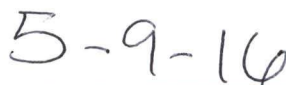
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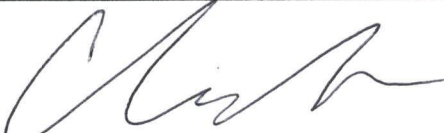
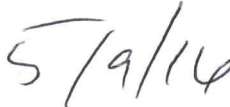
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Trainee Signature

Date

	
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Trainer Signature

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Resulting Worklist

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SoftMic 6-month Technologist-Limited Micro Training Checklist

- Be able to tell what a ? at the front of a line hides the text
- Resulting a Smear
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Lab Query/ Faxing Results

- Use Lab Query to look up patient results
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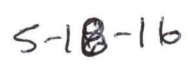
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Pendings

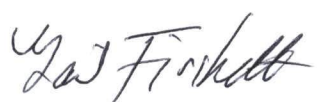
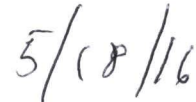
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Trainee Signature

Date

	
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Trainer Signature

Date

SoftMic 6-month Technologist-Limited Micro Training Checklist

- Be able to tell what a ? at the front of a line hides the text *PK*
- Resulting a Smear *PK*
- Reviewing Gram Stains from Yorkville: *PK*
- Resulting RML reports: *PK*

Lab Query/ Faxing Results

- Use Lab Query to look up patient results *PK*
- Use Lab Query to Fax results *PK*

Corrected Reports

- Place the correct results on the line above the previous results. Free Text "Previously reported as:" before the previous results *PK*
- Click on the call button and document who you notified of the corrected report. *PK*

Pendings

- Check for orders that were Collected, but never received into the Lab: *PK*
- Check for orders that were received, but never "Plated": *PK*
- To Print Epidemiology Reports (IP or Daily ER +) ~~PK~~ *PK*

I acknowledge that I have been properly shown and understand the above tasks:

<i>Paul Stefan</i>	<i>5/16/14</i>
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Trainee Signature

Date

<i>Cheryl</i>	<i>5/16/14</i>
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Trainer Signature

Date

SoftMic 6-month Technologist-Limited Micro Training Checklist

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- Place a comment on the specimen in the Micro OE Comment box.
- Select Antibiotics from the drop down boxes in the Current Antibiotic Therapy field.
- Collect and receive the sample.
- Print the specimen labels to the appropriate printer
- Reprint Media Labels

Receiving Worklist "Plating"

- Open the "Not Plated-All" worklist.
- Mark the specimen by scanning the specimen label barcode
- Change the source if required by bridging into order entry from the "Not Plated-All" worklist.
- Select Setup/Label button to print media labels to the appropriate printer
- Be able to Refresh the worklist.

Sending AFB cultures to RML

- Open the AFB to be sent Worklist
- Select AFB to be sent worklist
- Add test comment, Culture in progress, to all AFB Cultures to be sent to RML.

Processing Positive Blood Cultures

- Pull the positive bottle from the Bactec.
- Open the Blood/BM – Positive worklist.
- Select the appropriate bottle and add the media you will sub the bottle to and print the labels
- Report the Blood Culture Gram Stain.
- Be able to add appropriate disk.
- Be able to Process a Blood Culture with a negative smear.
- Be able to remove the Significant/Clinical Order Flag.

Resulting Worklist

- Open the resulting worklist
- Scan the specimen labels. Be able to choose Mark or Search at the bottom of the worklist
- Result from the Genexpert.

SoftMic 6-month Technologist-Limited Micro Training Checklist

- Be able to tell what a ? at the front of a line hides the text
- Resulting a Smear *includes the QC*
- Reviewing Gram Stains from Yorkville:
- Resulting RML reports:

Lab Query/ Faxing Results

- Use Lab Query to look up patient results
- Use Lab Query to Fax results

Corrected Reports

- Place the correct results on the line above the previous results. Free Text "Previously reported as:" before the previous results
- Click on the call button and document who you notified of the corrected report.

Pendings

- Check for orders that were Collected, but never received into the Lab:
- Check for orders that were received, but never "Plated":
- NA* To Print Epidemiology Reports (IP or Daily ER +)

I acknowledge that I have been properly shown and understand the above tasks:

<i>Sandy Polovinski</i>	<i>5/24/16</i>
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Trainee Signature

Date

<i>[Signature]</i>	<i>5/24/16</i>
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Trainer Signature

Date

Regina Wood

SoftMic 6-month Technologist-Limited Micro Training Checklist

Order Entry

- Verify you are in SoftMIC.
- Search for and select patients in Order Entry
- Place an order on a patient using the Mic Keypad.
- Enter the appropriate source/site for a specimen
- Place a comment on the specimen in the Micro OE Comment box.
- Select Antibiotics from the drop down boxes in the Current Antibiotic Therapy field.
- Collect and receive the sample.
- Print the specimen labels to the appropriate printer
- Reprint Media Labels

Receiving Worklist "Plating"

- Open the "Not Plated-All" worklist.
- Mark the specimen by scanning the specimen label barcode
- Change the source if required by bridging into order entry from the "Not Plated-All" worklist.
- Select Setup/Label button to print media labels to the appropriate printer
- Be able to Refresh the worklist.

Sending AFB cultures to RML

- N/A
- Open the AFB to be sent Worklist
 - Select AFB to be sent worklist
 - Add test comment, Culture in progress, to all AFB Cultures to be sent to RML.

Processing Positive Blood Cultures

- Pull the positive bottle from the Bactec.
- Open the Blood/BM – Positive worklist.
- Select the appropriate bottle and add the media you will sub the bottle to and print the labels
- Report the Blood Culture Gram Stain.
- Be able to add appropriate disk.
- Be able to Process a Blood Culture with a negative smear.
- Be able to remove the Significant/Clinical Order Flag.

Resulting Worklist

- Open the resulting worklist
- Scan the specimen labels. Be able to choose Mark or Search at the bottom of the worklist
- Result from the Genexpert.

SoftMic 6-month Technologist-Limited Micro Training Checklist

- Be able to tell what a ? at the front of a line hides the text
- Resulting a Smear
- ~~N/A~~ Reviewing Gram Stains from Yorkville:
- ~~N/A~~ Resulting RML reports:

Lab Query/ Faxing Results

- Use Lab Query to look up patient results
- Use Lab Query to Fax results


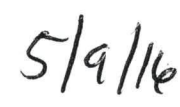
Corrected Reports

- Place the correct results on the line above the previous results. Free Text "Previously reported as:" before the previous results
- Click on the call button and document who you notified of the corrected report.

Pendings



- Check for orders that were Collected, but never received into the Lab:
- Check for orders that were received, but never "Plated":
- ~~N/A~~ To Print Epidemiology Reports (IP or Daily ER +)

I acknowledge that I have been properly shown and understand the above tasks:

	
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Trainee Signature

Date

	
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Trainer Signature

Date