# SoftMic 6-month Micro Plate Reader 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 <u>MIC Keypad.</u>
- ☑ 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

# SoftMic 6-month Micro Plate Reader Training Checklist

- ☑ 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.
- ☑ 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:
- ☑ Resulting Positive Blood Culture Growth
- ☑ The SKIN comment will be automatically added.
- ☑ Look up previous positive blood bottles.
- ☑ Resulting Routine Cultures
- ☑ Select Routine Cultures from the worklist options, scan the specimen label
- ☑ Look up previous culture results under "Other Micro Results"
- ☑ Be able to result No Growth cultures
- ☑ Add Media comments in work Card
- ☑ To Cancel/Add Media Select Cancel or Add Media at the bottom of the screen
- ☑ Add an isolate:
- ☑ Verify an isolate
- ☑ Result Drugs from MIC
- ☑ Suppress and unsuppress drugs
- ☑ To remove an isolate from the report change the isolate number to a letter.
- ☑ Click on the Preview Instant Report button (in the toolbar at the top) to preview the results before saving.
- ☑ K now how to Batch Report
- ☑ You can sort your Worklist by Save date or Plate date
- ☑ The Bone Marrow wordlist will auto update no growth similar to the Blood Cultures, but the Bactec FX will need to be changed to keep the culture for 15 days.
- ☑ Credit media/tests:

## Tech Review

- ☑ Select the Results Review Worklist Icon
- ☑ Select the appropriate worklist.
- ☑ Select the specimen you will be reviewing, then select Tech Review.

## 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.
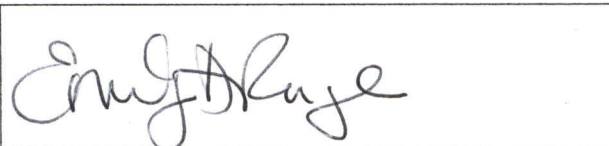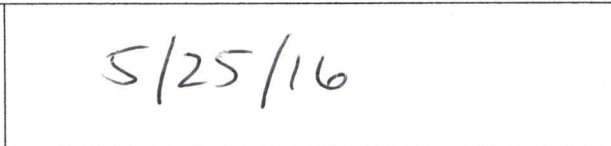
# SoftMic 6-month Micro Plate Reader Training Checklist

## **Pendings**

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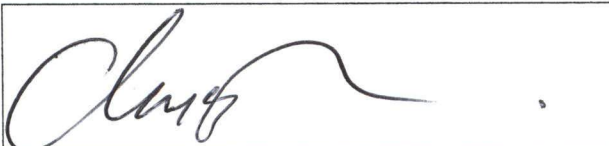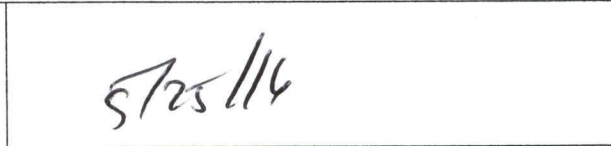☑ Print Epidemiology Reports (IP or Daily ER +)

## **Downtime**

☑ Open the downtime worklist.

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

| | |
|---|---|
| _(signature)_ | 5/25/16 |
| Trainee Signature | Date |

| | |
|---|---|
| _(signature)_ | 5/25/16 |
| Trainer Signature | Date |

# SoftMic 6-month Micro Plate Reader 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.
- ☑ 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:
- ☑ Resulting Positive Blood Culture Growth
- ☑ The SKIN comment will be automatically added.
- ☑ Look up previous positive blood bottles.
- ☑ Resulting Routine Cultures
- ☑ Select Routine Cultures from the worklist options, scan the specimen label
- ☑ Look up previous culture results under "Other Micro Results"
- ☑ Be able to result No Growth cultures
- ☑ Add Media comments in work Card
- ☑ To Cancel/Add Media Select Cancel or Add Media at the bottom of the screen
- ☑ Add an isolate:
- ☑ Verify an isolate
- ☑ Result Drugs from MIC
- ☑ Suppress and unsuppress drugs
- ☑ To remove an isolate from the report change the isolate number to a letter.
- ☑ Click on the Preview Instant Report button (in the toolbar at the top) to preview the results before saving.
- ☑ K now how to Batch Report
- ☑ You can sort your Worklist by Save date or Plate date
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## Tech Review

- ☑ Select the Results Review Worklist Icon
- ☑ Select the appropriate worklist.
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- ☑ Place the correct results on the line above the previous results. Free Text "Previously reported as:" before the previous results
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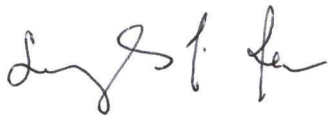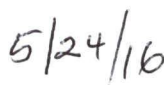
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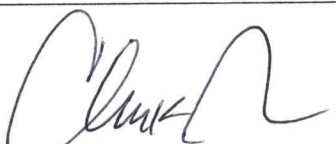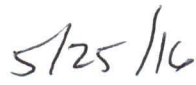- ☑ Print Epidemiology Reports (IP or Daily ER +)

## **Downtime**

- ☑ Open the downtime worklist.

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

| | |
|---|---|
| _(signature)_ | 5/24/16 |
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| | |
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## Receiving Worklist "Plating"

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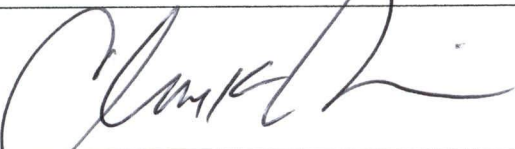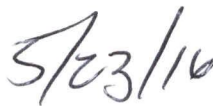# SoftMic 6-month Micro Plate Reader Training Checklist

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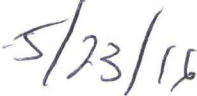- ☐ Print Epidemiology Reports (IP or Daily ER +)

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*Gail Fischetti*

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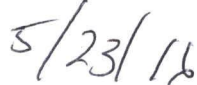
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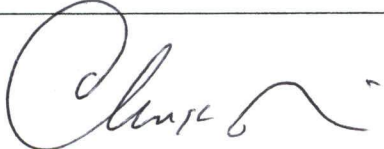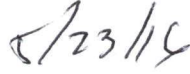- ☑ Print Epidemiology Reports (IP or Daily ER +)

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