

SoftMic Technologist-Yorkville Limited Micro Training Guide

Order Entry

- After entering in your user name and password, be sure to select "Y" for the Site.
- Verify you are in SoftMIC. A green dot will be next to the tab you are in.
- Open Order Entry
- Search for and select correct patient/stay.
- Order test on patients using appropriate keypads
- Change the site on a specimen
- Use Micro Comment box
- Use Antibiotic Therapy field.
- Collect and receive the sample and save.
- Add GRAMS to same order number if needed stat, other one will cancel

Receiving Worklist "Plating"

- Results cannot be entered on the specimen unless this step is performed.
- Double click on the receiving worklist icon.
- Select the "Not Plated-York" worklist by double clicking on it.
- Mark the specimen by scanning the specimen label barcode,
- Verify Source/Site match the specimen.
- "Plate" the specimen
- Print/reprint labels
- Refresh the worklist

Resulting Worklist


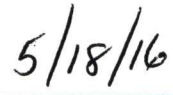
- Double click the resulting worklist icon.
- Select the appropriate woklist for your specimen.
- Enter results using the keypad
- Use the Call List to provide critical call documentation

Corrected Reports

- Place the correct results on top of the previous results. Free Text "Previously reported as:" before the previous results (You will need to turn off the Keypad to Free Text).
- Use call list to document corrected results.


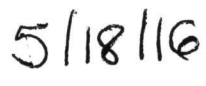
SoftMic Technologist-Yorkville Limited Micro Training Guide

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

	
---	--

Trainee Signature

Date

	
---	--

Trainer Signature

Date

Rose D. Bartolo



SOFT 6 MONTH COMPETENCIES: HEMATOLOGY/COAGULATION

ITEM	Initials	ITEM	Initials
Instrument Menu			
ACT5	RMD		
ACT2	RMD		
CA560	RMD		
Autoverification	RMD		
Criticals	RMD		
Reflex Rules: Heme			
Manual Differentials by:			
Age- 0 thru 2 years	RMD		
Suspect Messages	RMD		
Lean Criteria	RMD		
SCAN/PLTE Triggers	RMD		
MORPH Triggers	RMD		
NRBC	RMD		
Hgmdf	RMD		
Buffy Coat	RMD		
Manual Testing			
ESR's	RMD		
WBC Stool's	RMD		
Body Fluids	RMD		
CSF Fluids	RMD		
Bleeding Times	RMD		
Manual Retics	RMD		
		Date: 5-10-16	
		Employee: Rose D. Bartolo	
		Reviewed by: [Signature] 5-10-16	



SOFT 6 MONTH COMPETENCIES: LAB GENERAL

ITEM	Initials	ITEM	Initials
Specimens		Reports	
Barcode Numbers	RMD	Pending Reports	RMD
Order Numbers	RMD	Order Status Monitor	RMD
Labels	RMD		
Slide Label Printer	RMD		
		Order Entry	
Quality Control		Patient Comments	RMD
QC Entry- Manual Tests	RMD	Order Comments	RMD
QC Instrument Interface	RMD	PRN	RMD
		Phlebotomy	
Resulting Worklists		Receiving	RMD
Result Entry	RMD	Submitting samples for Recollection	RMD
Comments	RMD	Specimen Tracking	RMD
Bridging functionality	RMD		
Amending Results	RMD		
		Reference Lab	RMD
Patient Reports			
Instant Reports	RMD		
Query	RMD		
Faxing	RMD		
Fax Troubleshooting	RMD		
Call List	RMD		
		Date: 5/5/16	
		Employee: Rose Di Bartolo	
		Reviewed by: [Signature] 5/5/16	

Rose Di Bartolo



SOFT COMPETENCY: CHEMISTRY/BLOOD GAS/BLOOD BANK

ITEM	Initials	ITEM	Initials
Instrument Menu		Blood Bank	
Vitros 350	RMD	Transfer Units	RMD
Piccolo	RMD	Batch Delivery	RMD
ABL80	RMD	Quarantine	RMD
Biosite Triage Meter	RMD	Emergency Release	RMD
		Return Units	RMD
Criticals	RMD		
Auto-verification	RMD		
Deltas	RMD		
Dilutions	RMD		
Linearity	RMD		
Manual Testing			
Ketones	RMD		
Body Fluid pH	RMD		
		Date: 5/18/16	
		Employee: Rose Di Bartolo	
		Reviewed: [Signature] 5/18/16	



SOFT COMPETENCY: URINALYSIS/IMMUNOLOGY

ITEM	Initials	ITEM	Initials
Instrument Menu			
COBAS U411	RMD		
Urisys 1100-manual result entry	RMD		
Clarity	RMD		
Auto-verification	RMD		
Criticals	RMD		
Microscopic Reflex	RMD		
Resulting Worklist	RMD		
Urine Myoglobin Screen	RMD		
Color Interference	RMD		
Weekly QC for Urisys 1100	RMD		
Immunology			
Reflex Testing	RMD		
Pregnancy	RMD		
HIV Rapid	RMD		
Mono	RMD		
		Date: 5/18/16	
		Employee: Rose Di Bartolo	
		Reviewed: <i>[Signature]</i> 5/18/16	

6- month Soft ID Training Checklist

Name:

Standard Operation	Initials		
Turn on MC75 via red button on upper right corner	RMD		
Turn on QLN 220 printer via green button on lower left of printer	RMD		
Tap upper left corner to activate Soft ID software	RMD		
Enter Log in ID or scan badge	RMD		
Enter password	RMD		
Select Assignment, Select "Okay"	RMD		
-Verify via verbal interview or wristband that this is the correct patient	RMD		
-Select "Verify"	RMD		
Review Orders	RMD		
Select "Print" key	RMD		
-Select "Print" again	RMD		
-Labels will print	RMD		
Draw blood and/or collect specimen	RMD		
Attach specimen labels to the correct tube or container designated by the	RMD		
container type on lower right of label	RMD		
Scan each specimen label	RMD		
Select "Submit"	RMD		
Scan patient wristband to Submit	RMD		
No Print Function	RMD		
Follow standard orders through Select "print" key	RMD		
Tap on check mark on left side of order to cancel label print of that test.	RMD		
Changing Specimen Type for Micro Specimens	RMD		
When reviewing Micro specimens, Click on "Specimen"	RMD		
Follow prompts to change Source and/or Site	RMD		

6- month Soft ID Training Checklist

Standard Operation	Initials		
View Patient Draw History	RMD		
Select test to highlight	RMD		
Select "Action" in lower left corner	RMD		
Select "Draw History"	RMD		
Date, Time, Order#, and tube types previously collected appear	RMD		
View Comments	RMD		
Scan patient wristband	RMD		
Select "7-Instr."	RMD		
Patient comments, stay comments, and order comments appear	RMD		
View patient information	RMD		
Scan patient wristband	RMD		
Select "... " in upper right corner	RMD		
Name, MR#, Sex, DOB, and Financial number will appear	RMD		

Add Extra Tubes	RMD		
Scan patient wristband	RMD		
Select ""5-Add"	RMD		
Scroll list of extra tubes and select those you wish to draw	RMD		
Select "Append" and continue to select tubes until done	RMD		
Select "1-Add" at bottom of screen	RMD		
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	RMD		
Select test to highlight	RMD		
Select "Action" in lower left corner	RMD		
Scan badge or type alternate phlebotomist name	RMD		
Select "OK"	RMD		

Date:

5/5/16

Employee:

Rose D. Bartolo

Reviewed By:

[Signature]

S:\Yorkville\Yorkville SOFT\Training\Yorkville SOFT 6 month checklist for Soft ID Training