## TITLE: Current Quality Control Reporting

**PRINCIPLE**

Quality control material must be tested, reviewed, and reported correctly to ensure the quality of patient results prior to the reporting of patient results.

### REAGENTS

Specific to each analyzer

### CALIBRATION

Refer to the individual analyzer and test calibration procedures

### STEPWISE PROCEDURE

Quality Control Value Determination:

1. Refer to the Current Quality Control Procedure for the particular analyzer and/or test control material, intervals and schedule.

Laboratory Information System (LIS) Quality Control

1. **Interfaced Analyzers**
2. Control Values for the interfaced analyzers are accessed through the **Instrument Menu** along with patient results. Each control result should be reviewed for acceptability and then verified within the set timeframe defined in the TQC module.
3. Every control has a unique QC Identifier assigned to it.
4. The correct number/identifier is read from the barcode on the bottle/sample tube, you then choose what tests to run on that QC at the actual Instrument.
5. When the results cross successfully from the instruments, the results will appear on the screen. All test results which were run for the specific control will appear. These results will come from the instrument interface with the Status and Flag of “O” for Ordered and “Q’ for QC. You will also see the Expected QC for that control on the screen.
6. A green box in the Fl field means the QC is good (within 2 SD). A yellow box means the result is between 2 and 3 SD (which is a warning).
7. If the result does not fall within the acceptable range, the LIS will bridge you to the TQC Module and a Corrective Action window will open up.
8. You will see the result from the instrument, the expected result and the Rules that were violated. When you click on the down arrow in the Action ID field, a drop down opens with choices of what action you will choose for documentation.
9. After you chose the action you will take, for example “Rerun using same bottle of control, you can either click OK or if needed type in a free text comment in the comment field and then click OK.
10. The system will then bridge you back to Lab and the Instrument Menu to continue to Post/Verify QC.
11. The LIS will then continue to move down to the rest of the results for that control level.
12. If, for example, you ran the QC using the incorrect QC Identifier, all of the results would of course, be out of range. Please “Cancel” all the results using the Toggle Cancel function. (F4)
13. All obtained control values should be entered into the appropriate LIS QC program regardless of acceptability so they are available for Senior Tech/designee to review.
14. All QC whether interfaced analyzers or manual tests is set up in TQC with specific time frames for each control; warnings of over due and expired QC automatically pop-up on the screen if there is a QC violation of such.
15. No patient results will autoverify in the LIS if QC is out of control or not run within the time interval defined in TQC.
16. **Manual Entry of Manual Tests**
17. For all manual testing there are Worklists in TQC that correspond to our Lab Result

Worklists.

1. From the Results dropdown or from the Icon on the desktop chose Resulting

Worklist.

1. Open the drop down for Template (worklist) and choose the worklist you want, and

choose OK, if QC needs to be entered, the system will let you know that the current QC has expired.

**NOTE: The specimen for any manual entry test MUST be collected and received before you go to the worklist in Soft Lab.**

1. Most manual entry tests require QC to be done once a day. If QC is required for a

manual entry test, the system will bridge you to the TQC Module.

1. The first screen you will see tells you that the Current QC results have “Expired”.

The message appears in a small pop-up box. Click on the Red X in the small box.

You will then be bridged to another screen which has the TQC resulting worklist

for Manual Testing.

6. Select the QC you will need to run and then click on Open.

7. You will then go to the resulting screen for the control. If the test you are resulting

has a keypad entry in the Lab module, it also has one in TQC. Enter the result for

the control. If the QC is a numeric result, type in that result.

8. You will then “**Verify**” and “**Save**” the result.

9. Refer to the training manual for the details, you will be bridged back from TQC to

Soft Lab, to enter your patient results after you save the QC results.

1. **Entering QC results directly in to the TQC Module.**

1. In TQC choose Result Entry in Results on the launch Bar.

2. When the screen opens, open the drop down for “From” date.

3. Change the date on the calendar to today’s date. Click “Search” at the bottom of the

panel.

4. The Results screen will open up with the list of orders that were created by the

Scheduler.

1. If you needed/wanted to result one of these orders, just highlight the order and click

on “Open”.

7. The Order Entry Screen will open.

8. After entering the result, Click Verify (One or All) and then Save.

9. You can now X out of the Order –Result entry Screen in TQC.

**NOTE**:

1. All control results are to be reviewed immediately by the operator for trends, shifts, or values that exceed acceptable limits.
2. Patient testing results are not to be reported if control values are unacceptable.
3. Notify Senior Tech or designee of any problems.
4. Always indicate corrective action taken for any unacceptable QC value.
5. Accepted, rejected, and discarded results will be reviewed by the Senior Tech or designee at least biweekly and all QC will be reviewed by the supervisor or designee at least once a month.
6. QC reports and charts will be stored for two full years then discarded at the end of the two year period.

**REFERENCES:**

ClIA 88” Regulations

SCC Total QC Module and Soft Lab.

(This has been adapted from the Chemistry policy to meet the general needs of Heme/Coag). lg