

Memo – Procedure for Documenting & Addressing Out of Range Coagulation QC Results

To: All Core Lab Technologists

From: Taneisha Wallace, Core Lab Manager

CC: Wendell McMillan, Director of Lab Operations

Date: 3/12/2024

Good Day Core Lab Team!

Please ensure that the correct procedure for addressing and documenting the resolution of out of range Coagulation QC is always followed. In the event of out of range Coagulation QC results, the following steps should be taken:

1. Repeat the applicable QC.
2. If the QC is still out of range, a window will appear identifying the analyte, the control product number, the result and the acceptable range.
3. The daily mean and monthly mean will be displayed.
4. After evaluation, the run can be accepted, rerun or the decision postponed.
5. On the report of each specimen run, it will be indicated whether the QC had failed or was overridden.
6. Document, in the space provided on the log (or on the lower section or on the back of the log), whether the issue has been resolved and what follow-up QC result(s) was (were) obtained.
7. If the issue persists, contact Technical Support and notify the Department Manager or Lab Director.
8. Patient tests may not be run until passing applicable QC results have been obtained.

Please review SOP titled “Quality Control - STAGO” for further information. As always, please do not hesitate to let me know if you have any questions or concerns.

Thank you for all you do, every day!