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Section: Quality Control Manual	Subject Title: Appendix IV (Bench Quality Control Documentation in LIS)	
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APPENDIX IV
BENCH QUALITY CONTROL DOCUMENTATION IN LIS

Bench Daily QC for Softmic

Bench daily QC is to be done on all benches every morning before starting work on specimens. These QCs' include reading temperature(s) of the heating block(s) or instrument associated with the bench, catalase, oxidase, staphylococcus slide agglutination etc.

To document the QC results into the LIS, follow the steps below:

- | <u>Keystrokes</u> | <u>Comment/Result</u> |
|---|--|
| Log on to softmic | |
| 1. 2 | for "Results" |
| 2. W | for "Worklist" |
| 3. pick the specific bench worklist | |
| 4. F12 | for default order range |
| 5. y | to question: "Would you like to bridge to QC?" |
| 6. F12 | at the QC item list |
| 7. <enter> | at specific line where QC is done
for catalase, oxidase and SS look for the lot number with
your bench extension |
| 8. Enter result for each organism from keypad selection | |
| | If all results entered are within expected limits, go to Step 15 |
| 9. If result entered is out of range, a window for result action will show on the screen. | |
| 10. F2 | to look for options for actions to be taken |

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11. Pick the appropriate action. Enter code “COMM” for comment if none on the list is desired.
12. <enter> <enter> to go to the free text line
13. type in an explanation or corrective action
14. F12 to save result action
15. F12 to save QC results
16. y to answer the question “Confirm editing? “
17. Go to the next QC item(s) and repeat Steps 8 to 16
18. F12, F1 to exit QC list on completing all required QC and return to mic worklist

To enter temperatures for heating block or instrument, go to the line for the equipment

19. <enter> to go into the item
20. type in the temperature recorded e.g. 36
21. F12 to save the temperature entered
22. y to answer the question “Confirm editing? “

To exit QC worklist:

23. F1 you will be back to your bench worklist

If no more new QC is generation the rest of the day, answer the question “do you want to bridge to QC” as “N” the next time you exit and return back to the worklist.

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Bench When-done QC for Softmic

For QCs' that are only performed when a test is ordered for a patient.

- A. For tests that are associated with the “Media Comment” screen** e.g. ALA, Germ tube, Oxgall, Thermonulase

Keystrokes

Comment/Result

At the “Media Comment” Screen

- pick the test required from the keypad e.g. ^ALA

At completing all the result entry for that order:

- F12, F12..... to save all the windows
- y to answer the question “Confirm editing?”
- y to the question “Would you like to bridge to QC?” if the test you perform has a result(s) ready.

Or

- n If the result(s) of the QC test is not ready.

If answer to this question is “y”, enter the QC result, save and proceed with the next specimen.

If answer to the question is “n”, go to Step 5.

- y to the question “Would you like to generate QC procedure?”--- there will be a QC item ready for you to enter results the next time you go back to the worklist.

Or

- n to the question “Would you like to generate QC procedure?”--- if this is not the first time you order this test and no additional QC is needed.

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B. For tests that are usually NOT associated with the “Media Comment” screen e.g. STAT ZN, Eosinophil

Keystrokes

Comment/Result

Log on to softmic

- | | | |
|-----|--|--|
| 1. | 2 | for “Results” |
| 2. | W | for “Worklist” |
| 3. | pick the specific bench worklist | |
| 4. | F12 | for default order range |
| 5. | n | to the question: “Would you like to bridge to QC?” |
| 6. | <enter> | to go into the order number for result entry |
| 7. | [or <CTRL n> | to go to the “Media Comment” Screen |
| 8. | pick from the keypad the QC test eg. ^ZNQC | |
| 9. | F12 | to save and exit “Media Comment” Screen |
| 10. | F8 | to open the window on the “Test Comment” Screen |
| 11. | enter the appropriate result for that test | |
| 12. | F12 | to save and close window |
| 13. | <CTRL F> | to status results that do not need verification |
| | OR | |
| | <CTRL L> | to status results that need verification |
| 14. | F12, F12..... | to save all the windows |

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15. y to answer the question “Confirm editing? “
16. y to the question “Would you like to bridge to QC?”
17. enter the QC result in the appropriate field(s)
18. F12 to save
19. y to answer the question “Confirm editing? “

You will be back at the worklist for that batch of tests

20. proceed with entering results for the next specimen, do not go to “Media Comment Screen” if no more QCs were done.

Softmicqc for the QC BENCH

Daily Duties

Keystrokes

Comment/Result

Log on to Soft micqc

1. 1 to go to Task
2. e or <enter> at Result entry to go to Result Entry
3. <enter> at the QC worklist
4. F12 to go into QC item list
5. go to each item and enter the appropriate results

If all results entered are within expected limits, go to Step 12

6. If result entered is out of range, a window for result action will show on the screen.

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7. F2 to look for options for actions to be taken
8. Pick the appropriate action. Enter code “COMM” for comment if none on the list is desired.
9. <enter> <enter> to go to the free text line
10. type in an explanation or corrective action
11. F12 to save result action
12. F12 to save QC results
13. y to answer the question “Confirm editing? “
14. Go to the next QC item(s) and repeat Steps 5 to13
15. F12, F1 to exit QC list on completing all required QC

Lot Registration

On receipt of any new lot of media, reagent or panel, technologist on the QC bench will enter the new lot numbers into Soft micqc. The results of the QC on the new lots will also be entered into micqc. This is best achieved when the QC work is completed and QC results are ready for entry.

Keystrokes

Comment/Result

Log on to Soft micqc

1. 2 to go to Registration
2. type R or M or Panel for entering either Reagent, Media or Panel
3. A to add new lot
4. F2 at ID: to look up item code

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5. <enter> at the item to select
6. F1 at the list to enter a new lot no.
7. Type in date <enter>
8. Type in Expiration date
9. F12 if this is a lot not put in use immediately
OR
PageUp <enter> to move the cursor to "Act field"
10. Y to change Act field to "active" if this is the lot in use
11. F12 to save
12. Y to question "Confirm editing?"
13. If this media requires QC done on lot receipt, the system will bridge over to enter the results. Enter the results in the appropriate fields.
14. F12, F12..... to save and exit