

TML\MSH Microbiology Department Policy & Procedure Manual	Policy # MI\QC\12\05\v01	Page 1 of 2
Section: Quality Control Manual	Subject Title: Appendix V (SOFT FOR MICQC)	
Issued by: LABORATORY MANAGER	Original Date: September 26, 2002	
Approved by: Laboratory Director	Revision Date:	

APPENDIX V
SOFT FOR MICQC

1. Register all items to be QC'd in MICQC (Reagents, media or panels) when received. "On receipt" QC will be generated.
2. Some QC testing is not yet set up in MICQC and is recorded on paper charts. Currently this includes enteric serology testing (monthly), API 20E (on receipt), API 20NE (on receipt), API NH(on receipt)and ETEST(weekly).
3. Reagents, media or panels that have QC done (other than items that are tested "on receipt"only), **must** have an **active** LOT in order for the QC to be generated. Check to see if the **current** lot being used is the same as the **active** lot when performing QC testing. Note also that when an active lot expires, the QC program inactivates it and the QC tests will not generate. When time permits, check that these reagents, media or panels have an active updated lot#. Changing the active lot may result in the generation of duplicate QC procedures (the old lot and the new lot) for a day or two. Cancel the duplicate procedure on the old lot with the comment "Lot not in use".
4. Report all QC exceptions to the QA Technologist (Pauline Lo) or a charge technologist to ensure the appropriate action is taken. Vitek QC exceptions are initialed with a note regarding corrective action taken by the QA Technologist or charge technologist and filed in the Vitek binder.
5. Unusual items for which QC has not been set up can be entered under MEDIA as MISCSOL Miscellaneous Solution. (Enter description and freetext QC results as comment under "F6" results).
6. Separate shipments of the same LOT # are treated as new lots and must be QC'd again. Add -1, -2, etc. to the lot # as necessary to distinguish it from the previous shipment.
7. Vitek panels must be entered in the Vitek QC program when received as well as being registered in MICQC. Vitek sensitivity panels must have a current active lot entered in MICQC in order to generate the weekly VT sensitivity QC. Vitek lots that are no longer in stock should be deleted from the Vitek QC program (under QC lot maintenance).

TML\MSH Microbiology Department Policy & Procedure Manual	Policy # MI\QC\12\05\v01	Page 2 of 2
Quality Control Manual		

8. When time permits, check if new lots of reagents, kits, etc. have arrived that have not been brought to the attention of the QC bench. Lists of reagents, media and panels that are to be QC'd are posted by the walk-in frig.