QUALITY CONTROL REVIEW

Inform all out-of range results to the Charge Technologist, Senior Technologist or Quality Assurance Technologist.

Charge technologists are responsible for reviewing overdue Quality Control procedures **weekly** with responsible bench technologists.
Obtain lists of overdue QC procedures from the LIS - micqc program:
> From micqc main menu
> 1. go to 1-Tasks
> 2. select "Results Verification"
> 3. select from pick list "Bacteriology QC Pending List", "QC Pending List", "Virology QC Pending List" or "VITEK Bench QC Pending List".
> 4. F12
> 5. F6 to print list
> 6. Select printer from printer list

Charge technologist, Senior Technologist or Quality Assurance Technologist will verify all Quality Control results **weekly**. All procedures will be verified on-line.
- Obtain lists for verification from the LIS - micqc program:
> From micqc main menu
> 1. go to 1-Tasks
> 2. select "Results Verification"
> 3. select from pick list "Bacteriology Verification List", "Heating Block Verification List" or "Virology Verification List".
> 4. Press "enter"
> 5. F12
> 6. Press F6 on the procedure line
>   If there are abnormal results, follow Steps 7 and 8. If there is no abnormal results continue to Step 9
> 7. F7 to review action if there are abnormal results
> 8. F5 to add new comment/action if needed
> 9. F8 to verify all
> 10. F12
> 11. "y" to confirm editing

12. Repeat steps 6 to 11 for further procedures.
13. F1 to exit when done.

- For Serology tests, QC verifications are done on worksheet for each assay of each run and documented in the LIS (see LIS Manual section for procedure).

The Laboratory Supervisor will perform **Monthly** review of all Quality Control procedures.
- Print the list of abnormal results from LIS-micqc:
   From micqc main menu
   1. go to 1-Tasks
   2. select "Abnormal Res. Rep."
   3. select from pick list "monthly Abnormal Log"
   4. F12
   5. F7 for report printing
   6. Select printer from printer list
   7. Sign and file this report in the QC Review folder.

- Review on-line all QC procedures from LIS-micqc:
   From micqc main menu
   1. go to 1-Tasks
   2. select "Results Verification"
   3. select from pick list "Supervisor Monthly Verification List"
   4. F12
   5. F7 for report
   6. Select "View" from printer list
   7. Scroll down list to review
   8. "M" then use down arrow to mark a few lines.
   9. "P" to print the marked page
   10. Select printer from printer list
   11. Sign the printed page and file it in the QC Review folder.

- For Serology procedures QC:
1. Log on to **qc**
2. **1.** Result
3. Result **M**aintenance
4. **D**isplay
5. **F2** to list instruments, arrow down to select: AXSYM; INSTB (HTLV); MON; VD or VZ

6. **Enter** to select (asterisk)
7. **F12**
8. **F2** to list tests (8CMS, 8HAB….8VD, 8VZ)
9. **Enter** to select (asterisk)
10. **F12**
11. **F2** to display QC lots (also displays expiratory dates)
    To print or to display more information such as QC verification:
12. **Enter** to select (asterisk)
13. **F12** to pick date range
14. **F12, F7** to print
15. **Sign this report and file it in the QC Review folder.**