

INSTRUCTIONS WHEN USING THE SMARTLABTOOLS DAILY QC ASSESSMENT TEMPLATES

1.	ENTER QC RESULTS INTO THE DAILY QC ASSESSMENT TEMPLATES TO VERIFY RESULTS ARE ACCEPTABLE PRIOR TO REPORTING PATIENT RESULTS
2.	AFTER ENTERING DATA, BE SURE THAT THERE WERE NO ENTRY ERRORS
3.	REVIEW REPORT FOR TREND FLAGS, NOTE IF THE SAME TEST SDI IS FLAGGED AS BEING HIGH OR LOW, AND IN SAME DIRECTION FOR 2 OR 3 LEVELS OF QC; AN EARLY INDICATOR OF A SHIFT OR TREND. SDI VALUE TELLS YOU HOW MANY STANDARD DEVIATIONS FROM THE MEAN.
4.	WHEN 'QC OUT' MESSAGE APPEARS, CHECK REPORT FOR WHICH TESTS ARE 'OUT'. EVALUATE WITH WESTGARD RULES . THE SLT QC SYSTEM USES RULES 1-2S (WARNING), 2-2S AND 1-3S (REJECTION)
5.	WARNING RULE: ONE CONTROL >2SD, BUT <3SD, NOTE AS 1-2S FOR THAT TEST. IF SAME CONTROL WAS 1-2S PRIOR DAY, THIS NOW BECOMES 2-2S, OR 2 LEVELS SAME TEST >2SD, AND CAUSE FOR REJECTION. RUN MAY BE ACCEPTED IF 1-2S ONLY
6.	REJECTION RULE: ONE OR MORE CONTROLS >3SD, NOTE AS 1-3S; DO NOT REPORT PATIENT RESULTS UNTIL THE QC PROBLEM IS RESOLVED
7.	ANY "QC OUT" REQUIRES A CORRECTIVE ACTION RESPONSE. CORRECTIVE MEASURES MIGHT INCLUDE: REPEAT CONTROL, RE-CALIBRATE, NEW REAGENT, MAINTENANCE, NEW CONTROLS, OTHER.
8.	DOCUMENT CORRECTIVE ACTIONS ON LOWER PART OF THE QC FORM AND RETAIN SUPPORTING DOCUMENTS
9.	IF CONTROL IS REPEATED, MAKE CORRECTION ON THE QC TEMPLATE AND INCLUDE ORIGINAL RESULTS IN THE NOTE SECTION BELOW. SAVE ALL TESTING DOCUMENTATION
10.	EXCESSIVE FLAGS ARE OFTEN DUE TO INCORRECT QC RANGES, TOO TIGHT OR MEAN HAS CHANGED. REVIEWING QC REPORTS, QC STATISTICS, PEER DATA ARE BASIC ACTIVITIES FOR LAB SUPERVISOR
11.	TO FACILITATE DATA ENTRY, ARRANGE TESTS ON TEMPLATE IN SAME ORDER AS INSTRUMENT PRINTOUTS
12.	USE OF THE 'TAB' KEY FACILITATES VERTICAL COLUMN DATA ENTRY
13.	PROVIDE THE INITIALS OF THE ANALYST, AND REVIEWER IF KNOWN, AT DESIGNATED FIELD ON LOWER PAGE
14.	PRINT DAILY QC REPORT AND FILE IN INSTRUMENT SPECIFIC BINDER, TABBED BY MONTH, WITH MOST RECENT MONTH AND DAY IN FRONT. SEE BINDER EXAMPLE
15.	'SAVE' DAILY QC REPORT TO INSTRUMENT SPECIFIC MONTHLY FOLDER IN DROPBOX. "SAVE AS": 'INSTRUMENT NAME_MM.DD.YYYY'.

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16.	SUPPORTING DOCUMENTS: QC PRINTOUTS, REPEATS, LIS INFO, ETC. ARE BEST ATTACHED TO THE DAILY REPORT FOR QUICK REFERENCE. OTHERWISE, ORGANIZE IN SIMILAR BINDER
17.	A ' MONTHLY QC REPORT ' SUMMARIZING QC OUTLIERS AND CORRECTIVE ACTIONS IS TO BE PREPARED, FOR REVIEW BY DESIGNATED PERSONNEL. PRINT AND FILE WITH THE MONTH'S DAILY QC REPORTS
18.	AN ELECTRONIC COPY OF 'MONTHLY QC REPORT' IS FILED IN THE MONTH'S DAILY QC REPORTS
19.	QC PARAMETERS MUST MATCH FOR 'DAILY QC TEMPLATE', ANALYZER, AND LIS. PERIODIC REVIEW OF ANALYZER PRINTOUTS SHOWING REFERENCE RANGES IS RECOMMENDED. THE 'DAILY QC TEMPLATE' SERVES AS THE MASTER LIST OF QC LIMITS
20.	ESTABLISHING APPROPRIATE QC LIMITS IS A RESPONSIBILITY OF A LABORATORY SUPERVISOR. QC TOOLS MAY BE DOWNLOADED FROM SMARTLABTOOLS.COM FOR THIS PURPOSE.
21.	ALL DEMOGRAPHIC CHANGES & QC LIMITS MUST BE MADE ON THE 2 ND PAGE FOR SLT_400
22.	TEMPLATES MUST BE FULLY DOWNLOADED TO YOUR COMPUTER. OPENED WITH ADOBE ACROBAT READER . OTHER READERS WILL NOT PERFORM CALCULATIONS CORRECTLY!!
23.	THE DEFAULT SETTING FOR THE SDI TREND ALERT FLAGS WHEN SDI > 1.0 (BOX UPPER RIGHT) SENSITIVITY VALUE CAN BE ADJUSTED FOR FEWER FLAGS. 1.3-1.7 OFTEN USED