

POCT Quality Control Guidelines

TEST SUPPLIES AND CONTROL MATERIALS

- No expired Controls or Testing supplies.
- Proper storage of controls and test materials. Temperature Logs monitored. Corrective actions documented.
- Testing reagents and supplies qc'd, dated and initialed.
- No loose supplies (Colo./Gast. Slides; Pregnancy Test kits) Test slides must be kept in original box.
- Control materials dated and initialed.

QC LOGS

- QC frequency performed according to POCT policies and procedure.
- Document all QC results on QC logs.
- Verify numeric QC results are within the numeric range noted on the QC log; e.g. Multistix QC pH result within QC range on log sheet.
- Write "POS" for Positive and "NEG" for negative. Do not use (+) or (-) signs.
- Document "not in use" (NIU) on days when patient testing not performed and QC not required.
- Document corrective actions for failed QCs.
- Control Materials and Test Supply lot #s must match lot # on QC log.
- **Error Corrections:**
 - Draw a line through error; initial and write correct results
 - No "whiteout"
 - No "write over"
 - No "Xerox copies"
- Document all equipment maintenance
- Managers/Supervisors must review and sign "Monthly Manager/Supervisor Reviews" section.
- QC logs are kept for at least 3 years as required by law.

COMPETENCY

Records of staff annual competency must be available.

CONTACTS: In-patient—Janice Hull, Pauline Chin
Ambulatory – Kristy Ensunsa