POCT Quality Control Guidelines

TEST SUPPLIES AND CONTROL MATERIALS:

- **No expired** Controls or Testing supplies.
- Proper storage of controls and test materials. When Awarepoint temperature monitoring system is not available, Temperature Logs monitored in pyxis, rooms and refrigerators are required.
- Testing reagents and supplies QC’d, dated (month/day/year) and initialed.
- **No loose supplies** (Colo./Gast. Slides; Pregnancy Test kits). Test slides must be kept in the original box.
- Control materials dated (month/day/year) and initialed. Write discard date (month/day/year) if shelf-life is based on open date; e.g. glucose control solution expires in 90 days upon initial opening or the expiration date printed on the vial if it comes first.

QC LOGS:

- QC frequency performed according to POCT policies and procedure.
- **Document all QC results on the 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. **Follow QC log result manner of reporting.**
- **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.
- Use black or blue ink pens for QC documentations. Do not use pencil or red ink pens.
- **Error Corrections:**
  - Draw a line through error, Initials 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 of QC log.
- QC logs are kept for at least 3 years as required by law.

COMPETENCY:

Records of staff annual competency must be available.

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