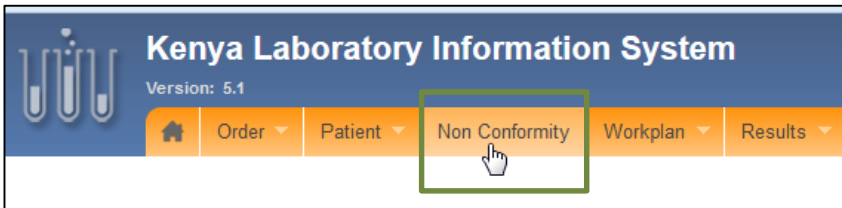
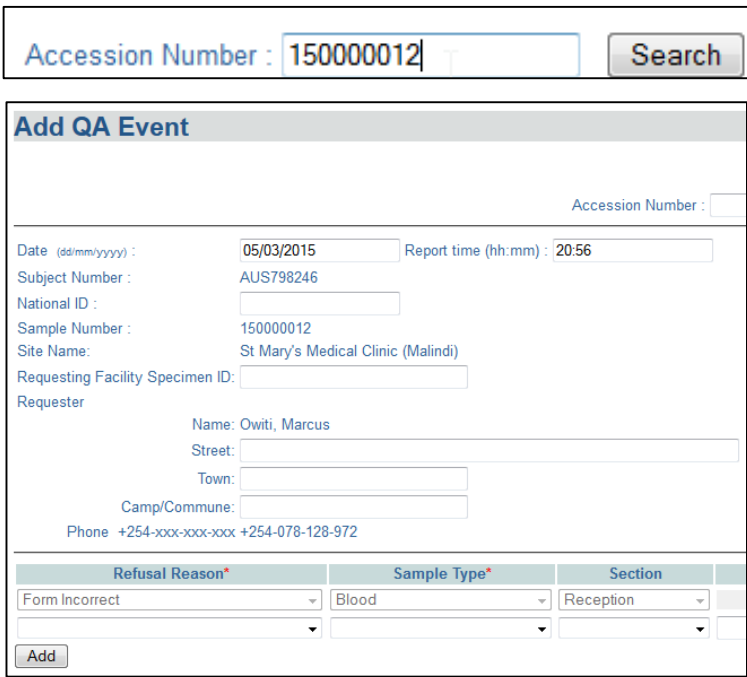



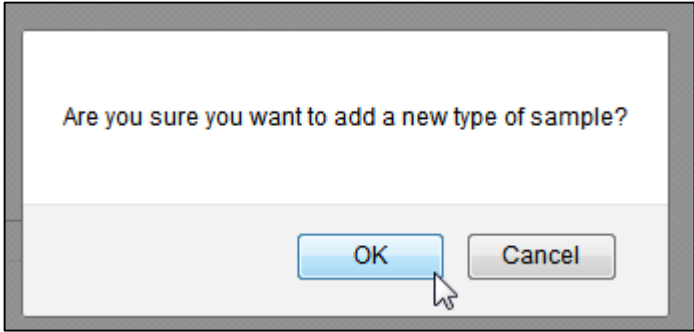
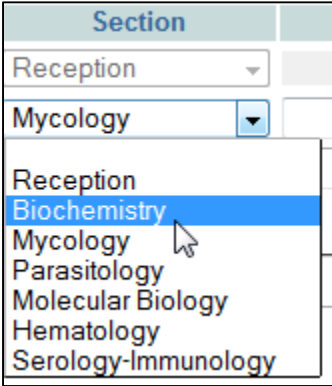
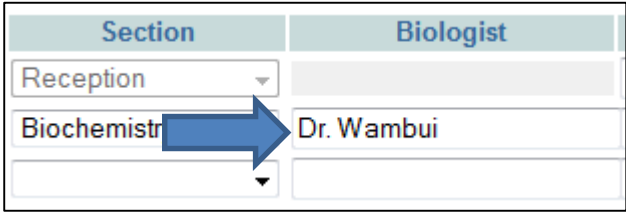
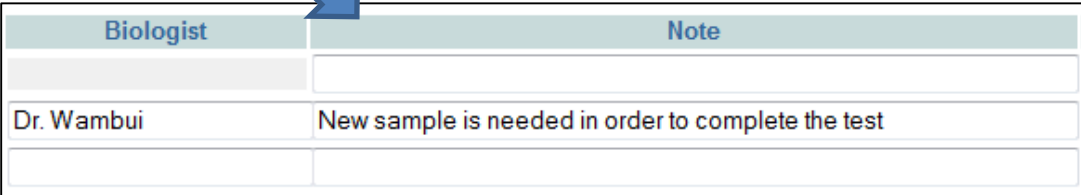


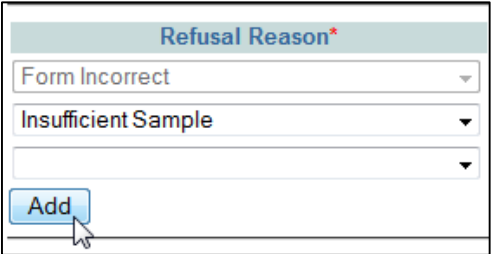


Job Aid: How to Document Rejected Samples

Objective : To document non-conformity reasons when a sample does not conform to laboratory standards.	
Task: Enter a non-conformity event into OpenELIS for a specific sample	
When: At any point in the workflow when a sample meets any of the Sample Rejection criteria listed on the NPHLS' Sample Rejection Checklist	
Who: Any laboratory personnel receiving or analyzing samples	
Required materials : Sample or test order form Dossier papier relatif à l'échantillon, l'échantillon non-conformé, ordinateur avec le système OpenELIS	
Notes <ul style="list-style-type: none"> • Fields marked with a red asterix must be filled • Once a non-conformity event is documented, it is not possible to edit. 	
Step	Action
1.	<p>From the main menu, click on the Non Conformity tab.</p> 
2.	<p>Type in the Accession Number assigned to the sample being rejected.</p> <p>The Add QA Event page will appear.</p> 

3.	<p>The Date and Report Time fields are automatically populated with today's date. If this is not the Date and Time of the non-conformity report, type in the correct date and time.</p> <div> Date (dd/mm/yyyy) : 05/03/2015 Report time (hh:mm) : 20:56 </div>	
4.	<p>If available, enter the patient's National ID.</p> 	<div> Subject Number : AUS798246 National ID : MST10081934 </div>
5.	<p>If...</p> <p>The sample being rejected is a sample for confirmation testing</p> <p>The sample being rejected is not a sample for confirmation testing</p>	<p>Go to....</p> <p>Step 6</p> <p>Step 10</p>
6.	<p>Enter the number given to the sample by the lab requesting confirmation testing in the Requesting Facility Specimen ID field.</p> 	<div> Date (dd/mm/yyyy) : 05/03/2015 Report time : Subject Number : AUS798246 National ID : MST10081934 Sample Number : 150000012 Site Name : St Mary's Medical Clinic (Malindi) Requesting Facility Specimen ID : STMMC05032015-1 </div>
7.	<p>Any contact information for the person requesting the confirmation testing will appear in the Requester section.</p>	<div> Requester Name: Owiti, Marcus Street: 44A Mount Kellett Road Town: Archer's Post Camp/Commune: Archer's Post Phone +254-xxx-xxx-xxx +254-078-128-972 </div>
8.	<p>Type in the requester's Street.</p> 	<div> Name: Owiti, Marcus Street: 44A Mount Kellett Road Town: </div>
9.	<p>Enter the requester's Town.</p>	<div> Name: Owiti, Marcus Street: 44A Mount Kellett Road Town: Archer's Post </div>

10.	<p>Fill the requester's Camp/Commune.</p>	<div> <div>Street: 44A Mount Kellett Road</div> <div>Town: Archer's Post</div> <div>Camp/Commune: Archer's Post</div> <div>Phone +254-xxx-xxx-xxx +254-078-128-972</div> </div>
11.	<p>Using the drop down menu, select the Refusal Reason.</p> <p><i>Example: A sample is being refused because the sample is insufficient</i></p>	<div> <div>Refusal Reason*</div> <div>Form Incorrect</div> <div> <div>Missing Sample</div> <div>Form Missing</div> <div>Form Incorrect</div> <div>Issue with content of analysis</div> <div>Coagulated</div> <div>Hemolytic Sample</div> <div>Insufficient Sample</div> <div>Inadequate Sample</div> <div>Mislabeled Sample</div> <div>Broken</div> </div> </div>
12.	<p>Use the drop down menu to highlight the Sample Type that is being rejected.</p> <p>Note: All non-conforming sample types can be</p>	<div> <div>Sample Type*</div> <div>Blood</div> <div>Urine</div> <div> <div>All of the Samples</div> <div>Urine</div> <div>Swab/Urine</div> <div>Blood</div> <div>Smear</div> </div> </div>
13.	<p>Utilisez le menu déroulant pour sélectionner le type de non-conformité de l'échantillon.</p> <p><i>Exemple: Le type d'échantillon associé au dossier d'échantillon non-conforme est « Sang Total. »</i></p>	<div> <div> <div>Motif du refus</div> <div>Echantillon Insuffisant</div> <div>Ajouter</div> </div> <div> <div>Type d'échantillon</div> <div>Tous les échantillons</div> <div> <div>Tous les échantillons</div> <div>Serum</div> <div>Plasma</div> <div>Sang total</div> <div>Urines</div> </div> </div> <div> <div>Commentaires:</div> <div></div> </div> </div> <p>Note: Any rejected sample type is associated with the accession number assigned during order entry. If the sample type that is non-conforming is not</p>

	<p>already assigned to an accession number and test order, a window will pop up asking you if you are sure that you want to add a new type of sample. You may click Okay to retain the event just entered or Cancel to return to the Add QA Event page to make any necessary corrections.</p>	
14.	Select the laboratory Section where the non-conforming event is detected.	
15.	<p>Type the name of the person who reviewed and verified the sample's non-conformity.</p> <p><i>Example: The technician in the Biochemistry section is Dr. Wambui. In entering her name in this field, she indicates that she has reviewed the sample and that she verifies that the sample does not conform to laboratory standards for testing in her unit.</i></p>	
16.	Type in any relevant notes about the non-conformity event or sample in the Note field.	

17.	If...	Then.....
	There are additional reasons for rejecting the sample	Click on the Add button, then return to Step 11. 
	You need to edit or delete a non-conformity event	Click on the check box in the Remove column for the non-conformity event to edit. 
18.	All reasons for rejecting the sample have been entered	Continue with Step 18.
19.	In the Comments field, type in any additional comments on the non-conformity event. 	
20.	To save your entry, click on the Save button.	