**BLIS-KENYA V2.5**

A joint initiative of C4G @ Georgia Tech, the CDC,

@iLabAfrica - Strathmore University, Association of Public

Health Laboratories (APHL) and participating countries

**Standard Operating Procedures (SOP)**

Contents

[Patient Registration 2](#_Toc389657115)

[Sample Collection 3](#_Toc389657116)

[Receive Request 3](#_Toc389657117)

[Accepting a Specimen 4](#_Toc389657118)

[Rejecting a Specimen 4](#_Toc389657119)

[Testing 5](#_Toc389657120)

[Starting a Test 5](#_Toc389657121)

[Entering Test Results 5](#_Toc389657122)

[Editing Test Results 6](#_Toc389657123)

[Results Verification 7](#_Toc389657124)

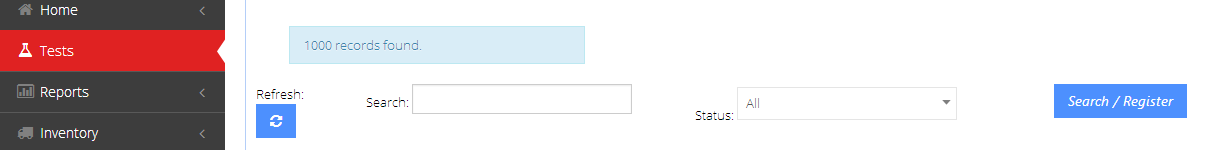
[Full Haemogram Test on celltac F machine 8](#_Toc389657125)

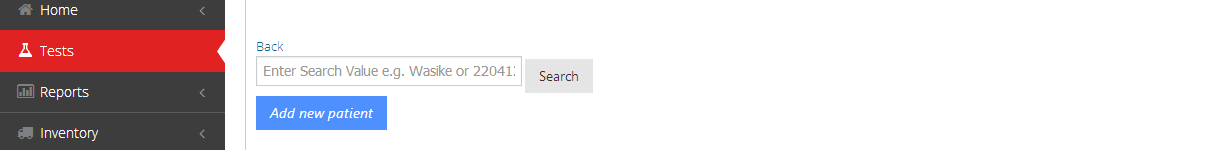
[Culture and sensitivity test 9](#_Toc389657126)

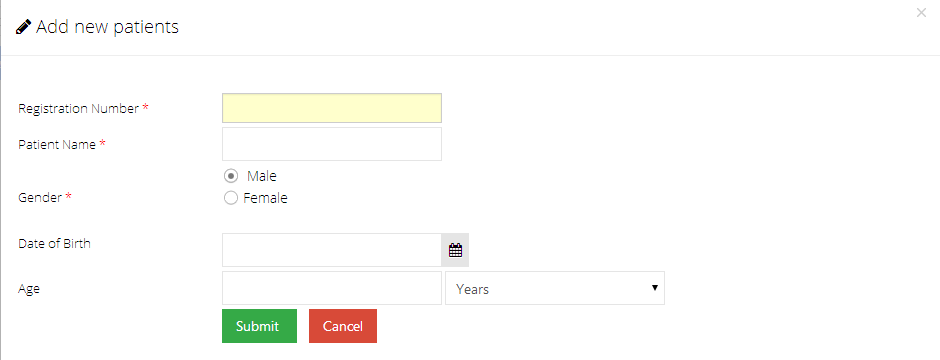
[External Quality Assessment (EQA) 11](#_Toc389657127)

# Patient Registration

|  |  |
| --- | --- |
| To register a patient, login as an administrator  On the on the top right of the screen click your **username** (**superadmin** in this case) and click **Work as Technician** from the drop down | C:\Users\strath\Documents\BLIS-Docs\BLIS-Kenya Documentation\img\reception\admin1.png |

Click **Tests** on the side bar menu and click Search/Register

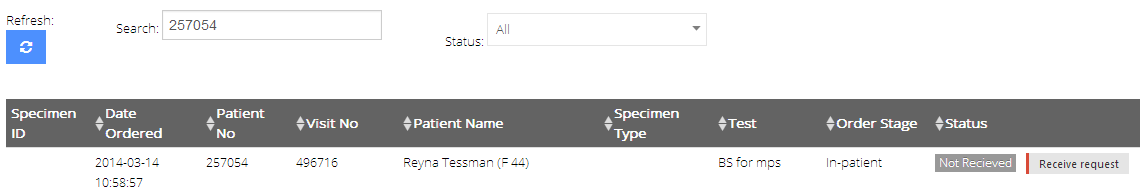
Click **Add new patient**

Enter the Patent Name, Gender and either Date of Birth or AgeClick **Submit**

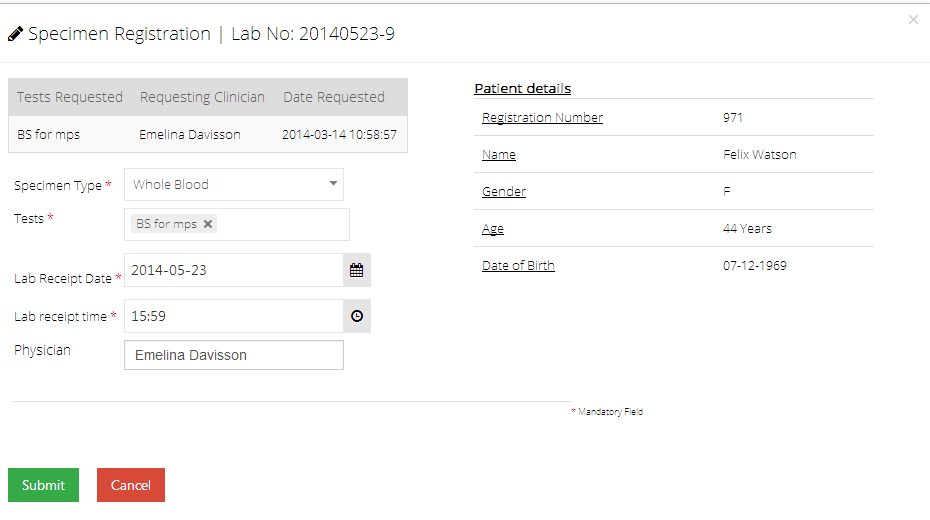
# Sample Collection

## Receive Request

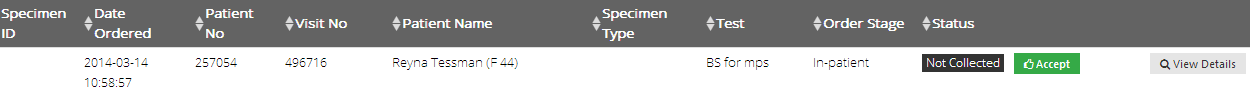
If you don’t see the request among the listed, SEARCH for the patient using the PATIENT NUMBER or the PATIENT NAME as captured below. Press ‘Enter’ after giving the search value



Receive the request using the ‘**Receive request’** button on the far right of the row to get the following display

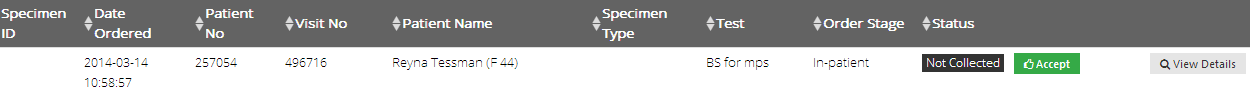


After submitting the details using ‘Submit’ button, the following will appear to confirm successful submission

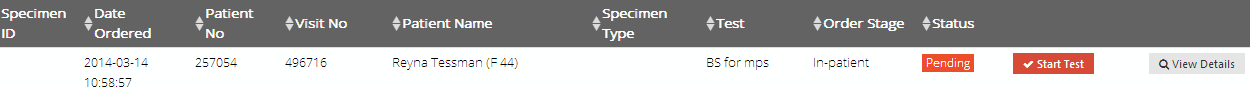


## Accepting a Specimen

Once you have received the request, you’ll need to check the specimen for acceptance.



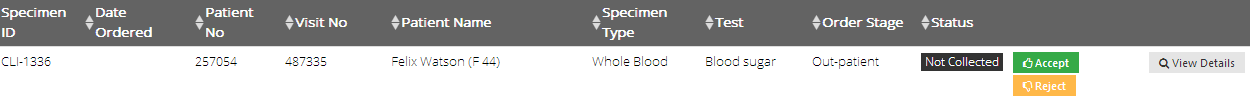
If acceptable, press the ‘Accept’ button to be directed to the following page.



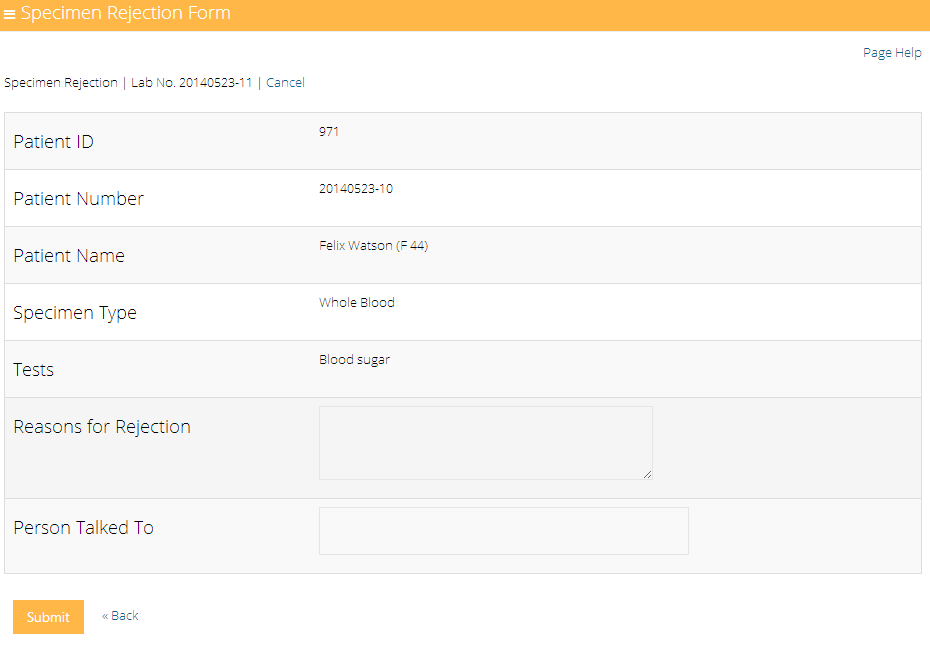
You’ll get the specimen number in the format: PAR-0001. PAR identifies the laboratory section the specimen shall be worked on and 0001 represent the actual specimen identifier. Label the specimen with that specimen number provided. Sort the specimens ready for dispatch to the sections.

## Rejecting a Specimen

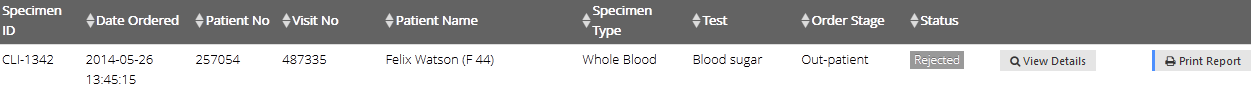
A specimen may fall short of the standards required for a test, might be unlabeled, insufficient or due to other reasons. If so, search for the specimen and on the corresponding row of the specimen, press the ‘Reject’ button.



Fill in the form appropriately and submit it using the ‘submit’ button



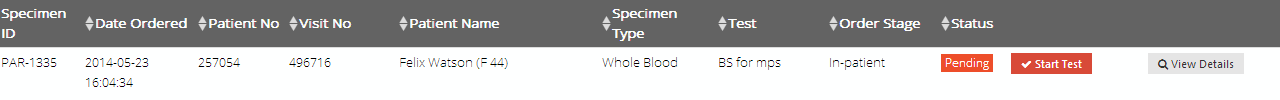
You have successfully rejected the specimen as captured below.



# Testing

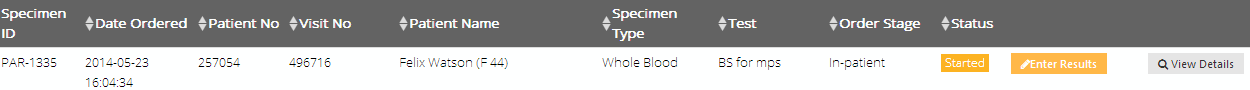
## Starting a Test

Search for the patient, test or specimen OR filter using the dropdown under ‘Status’ select box for ‘Pending.



Click on the ‘Start test’ button

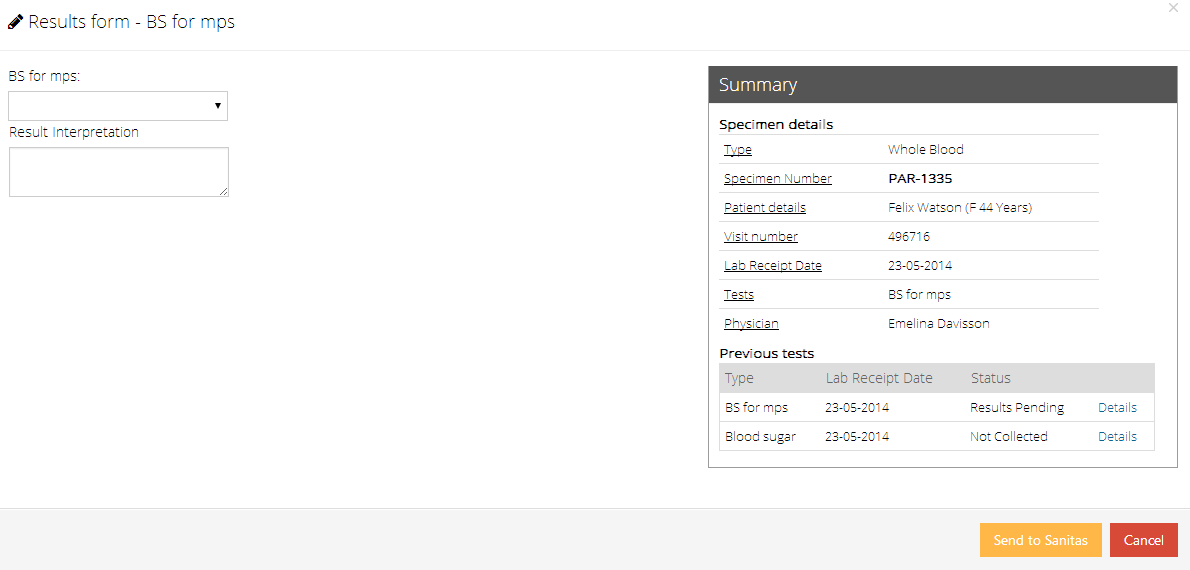
The status will change to ‘Started’ as captured



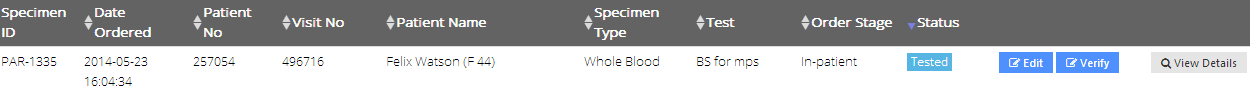
**Proceed to perform the test**

## Entering Test Results

Once through with the tests and results are out, Search the patient or specimen. Go to the corresponding row and click on ‘Enter results’ A pop-up form will be provided to be filled in appropriately.

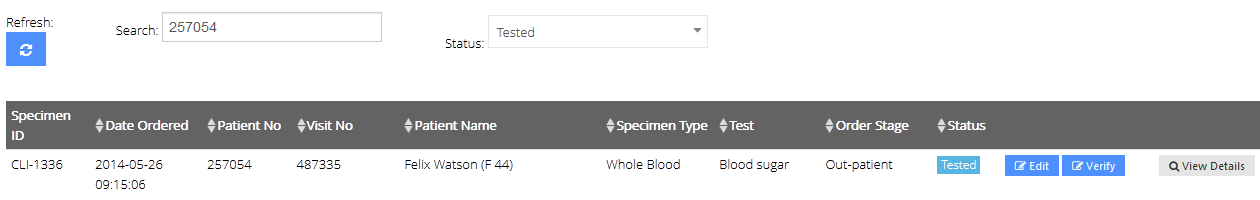


Once done, submit the results using the ‘Submit’ button to get the following confirmation



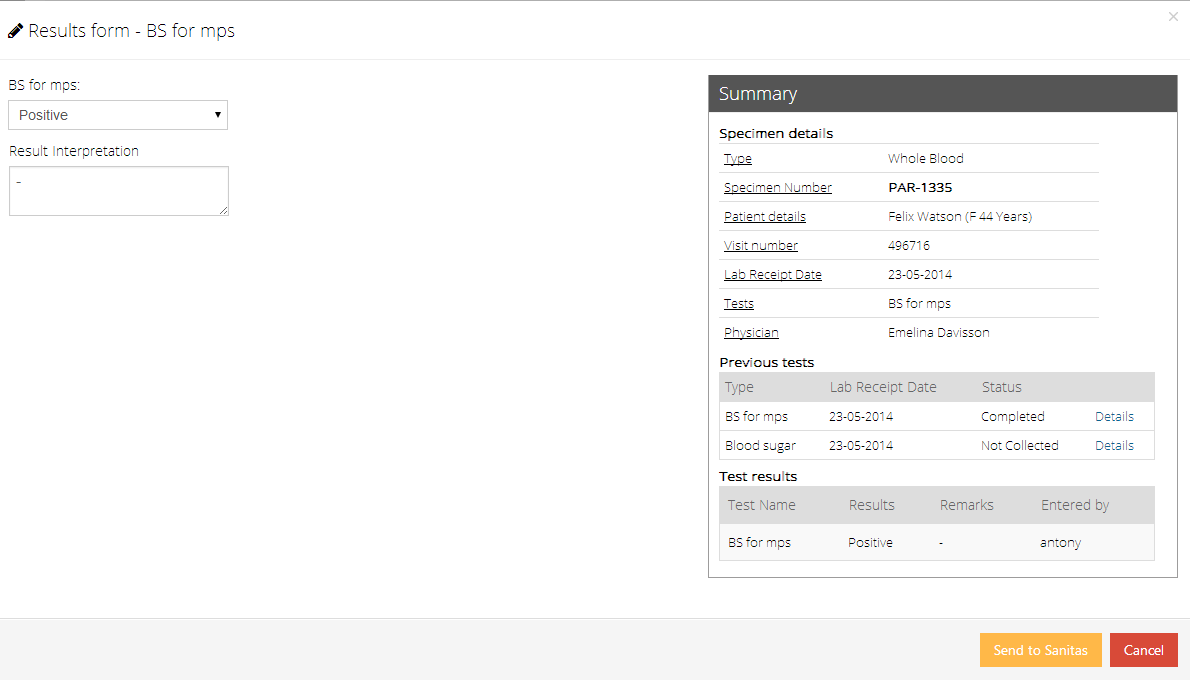
## Editing Test Results

Search for the patient, test or specimen OR simply filter using the dropdown under ‘Status’ select box for ‘Tested’.



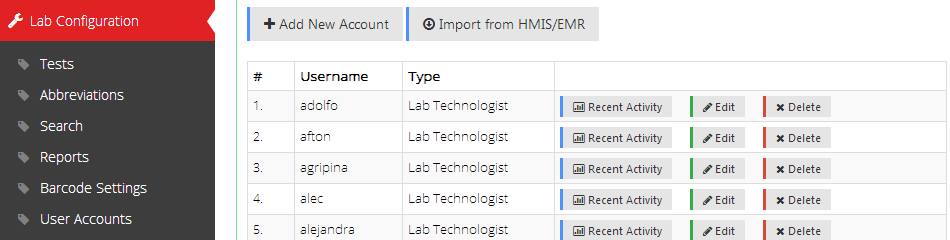
On the corresponding row, click on ‘Edit’ to open a pop-up form with pre-filled data

Update the results as appropriate and save the changes by using the ‘submit’ button.



## Results Verification

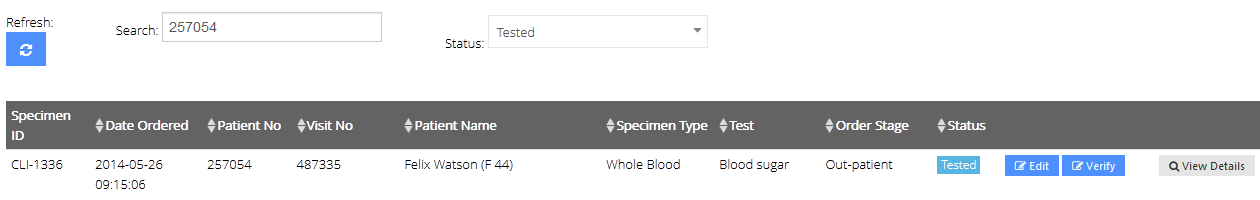
### User Activation by the system administrator

On the side menu Click **Lab Configuration** and under it Click **User Accounts**

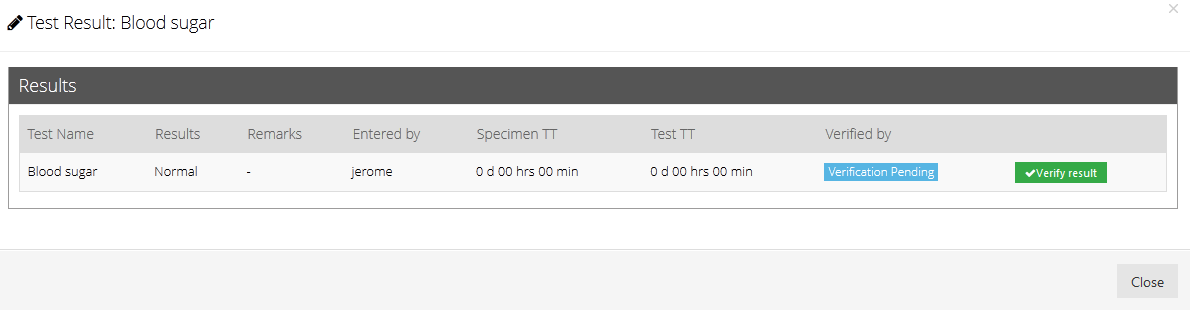
Click **Edit** on the row corresponding to the user you want activate

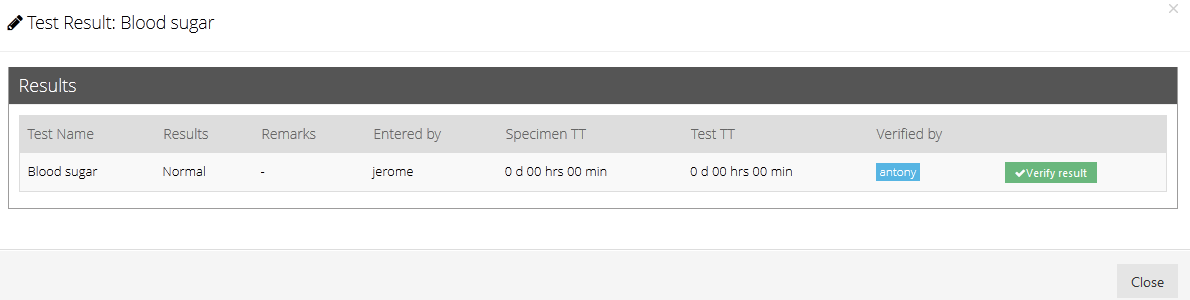
|  |  |
| --- | --- |
| C:\Users\strath\Documents\BLIS-Docs\BLIS-Kenya Documentation\img\admin\adminVarify2.png | Click the check box corresponding to **Can verify results?** and **Submit** |

### Lab Technician’s guide

Specific heads of lab sections are assigned results verification privileges.

To verify results, press the ‘Verify’ button and the following pop-up will be displayed

Press the ‘Verify result’ button to verify

The name of the one who has verified will be displayed under ‘Verified by’

Close to see the verified statusC:\Users\strath\Desktop\BLIS-Kenya Documentation\img\test\15.png

## Full Haemogram Test on celltac F machine

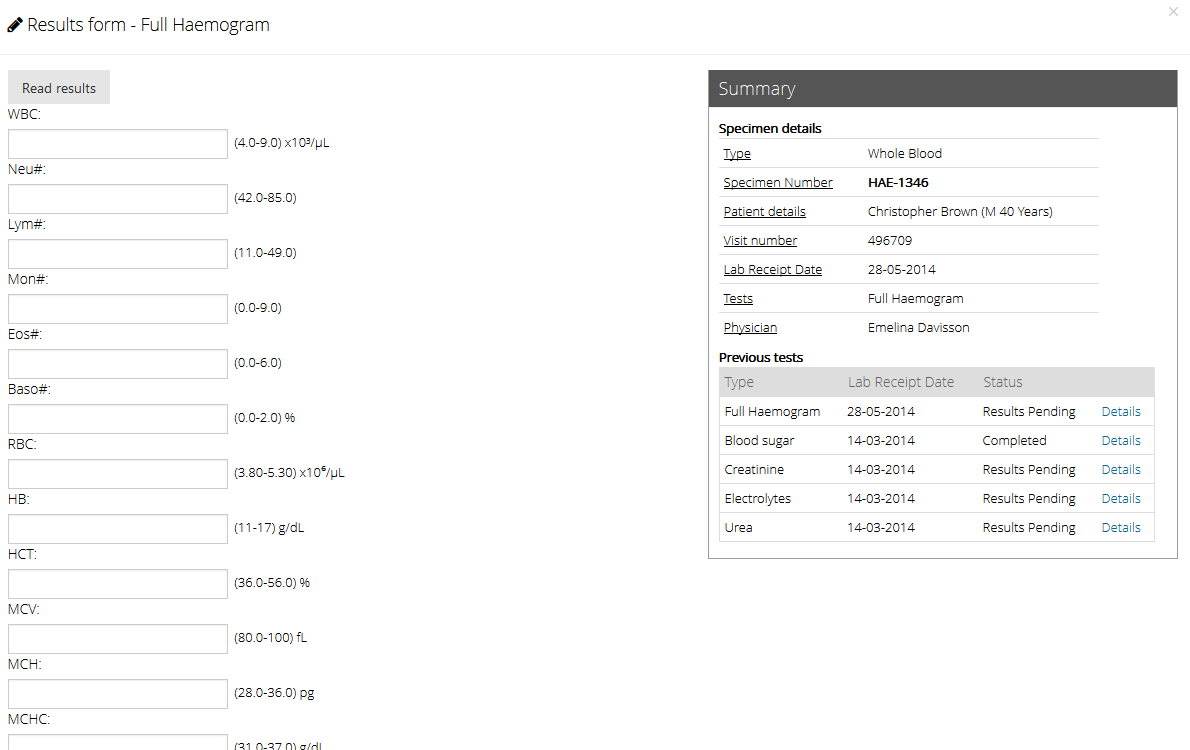
Search for the visit number or (patient number or patient name)

Click **start test** an perform the test

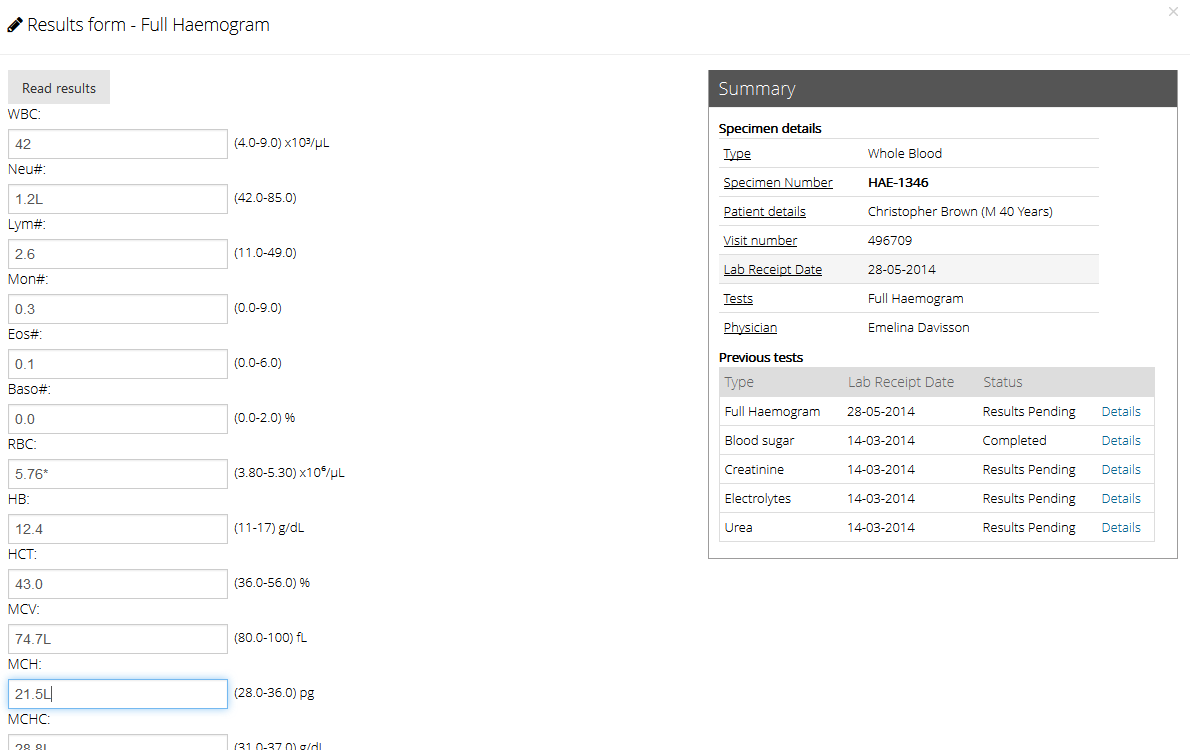
On the celltac F machine; press **Print Results** button to send the results from the Celltac F machine to the computer

On the computer;**C:\Users\strath\Documents\BLIS-Docs\BLIS-Kenya Documentation\img\test\FullHae2.png**

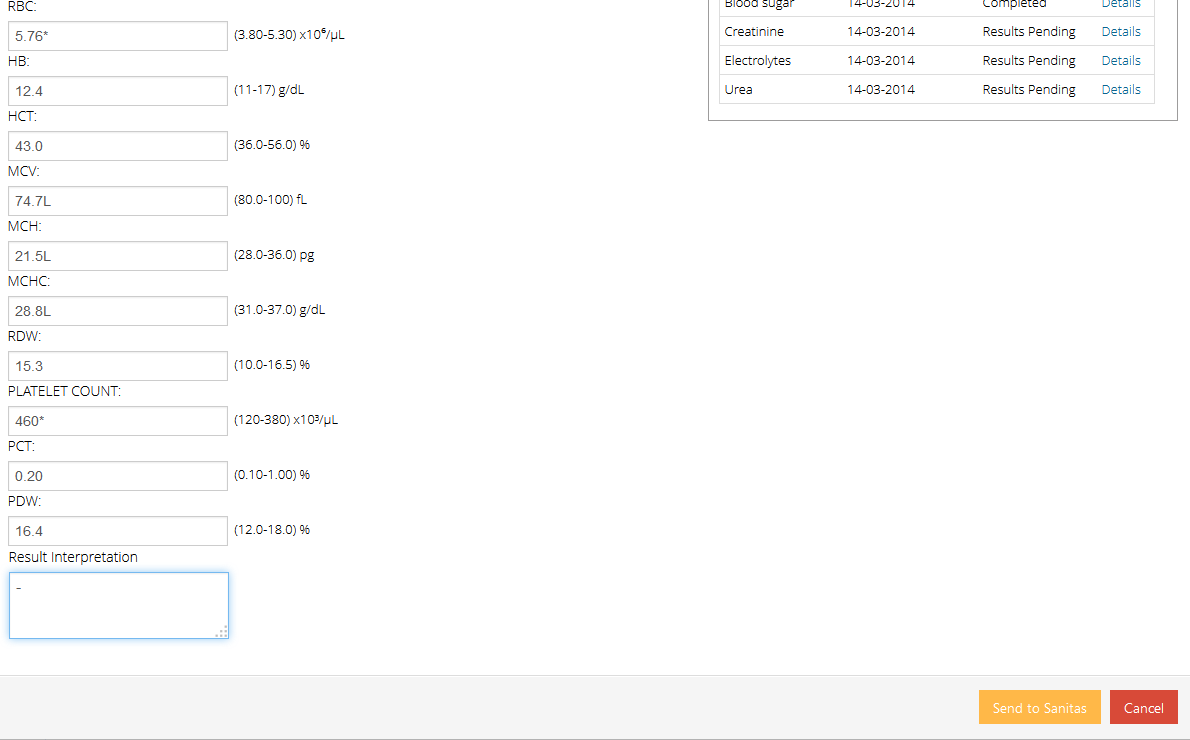
Click **Enter results** to get the results entry pop-up

To enter results sent from the celltac F machine, Click **Read results** button****

The results will be loaded as shown



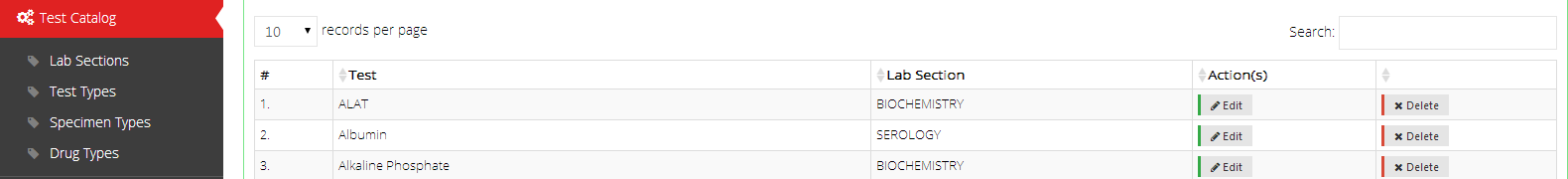
Scroll to the bottom of the pop-up and Click **Send to Sanitas** button to submit the results



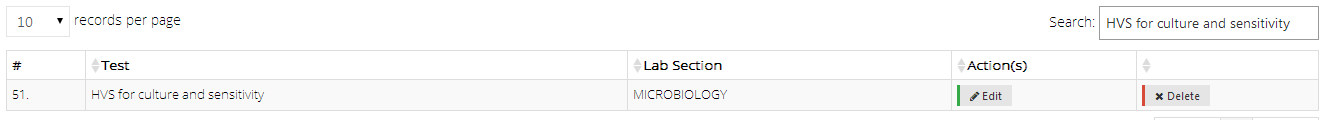
## Culture and sensitivity test

### Lab configuration set up by the system administrator

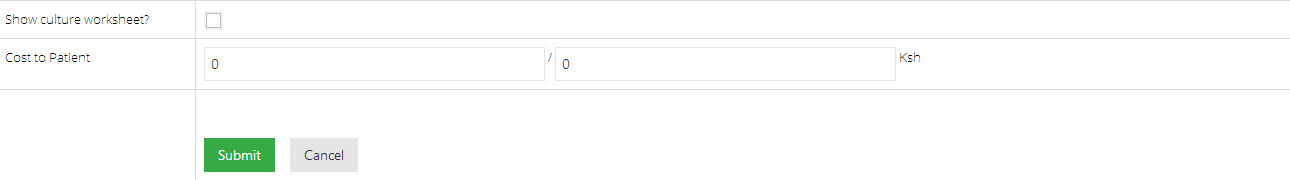
On the side menu Click **Test catalog** and under it Click **Test Types**

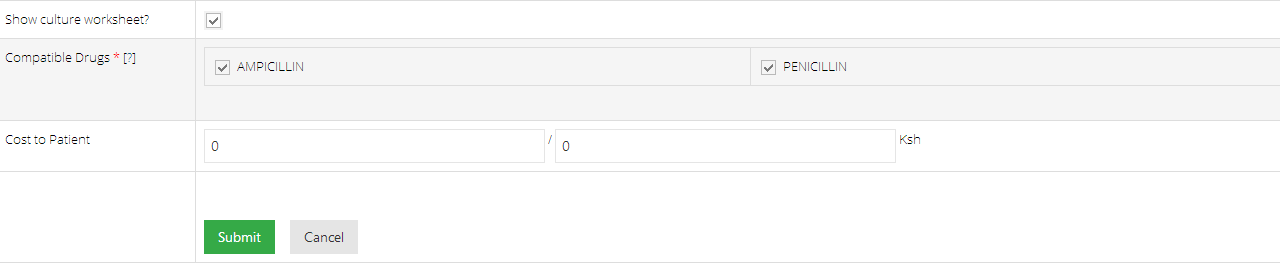
****

Search for the test name (in this case; **HVS for culture and sensitivity)** by typing all or part of it and press **Enter**



Click **Edit** and scroll down to **Show culture worksheet?** Option

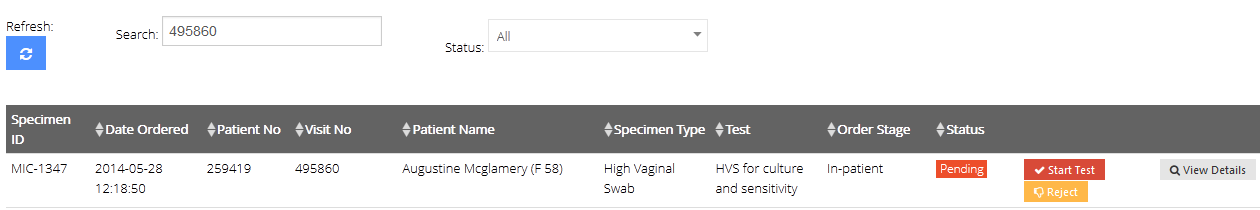


Check the **Show culture worksheet?** Box to load the drugs and check appropriately

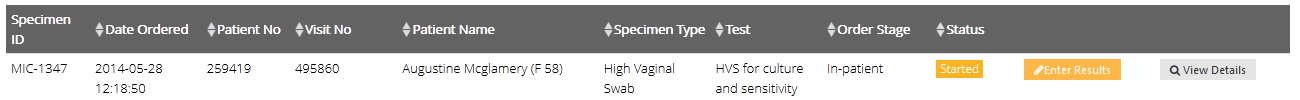
Click submit to save

### Lab Technician’s guide

Search for the visit number or (patient number, patient name or test)

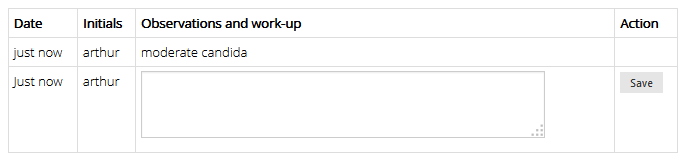


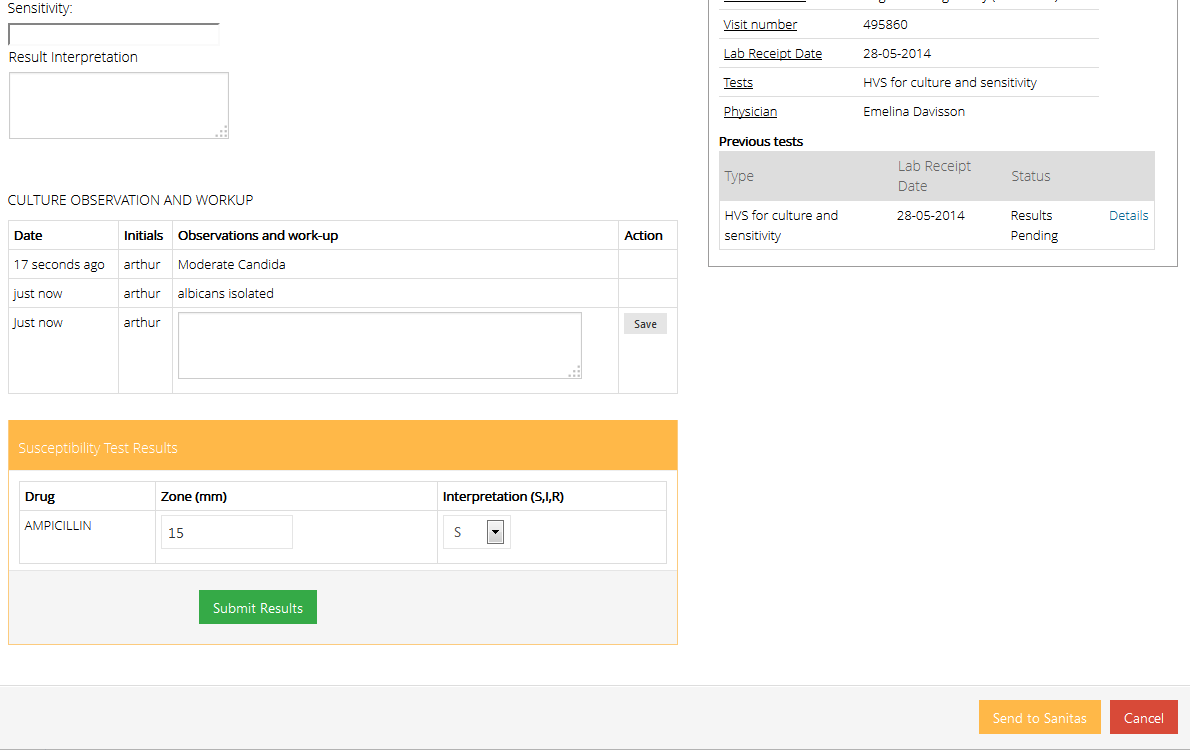
Click **start test** and start performing the test



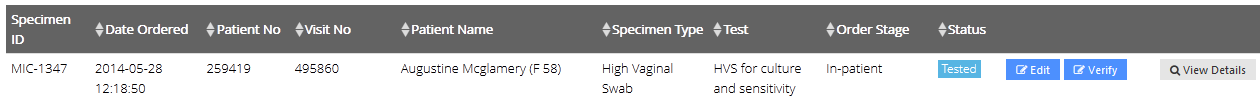
Click **Enter Results** to open the results entry form

For the Observations and work-up; add the observation and click **save** on the right of the entry to save it



Enter other values available at the time and (scroll down to see) click **Send to Sanitas** to save the whole form

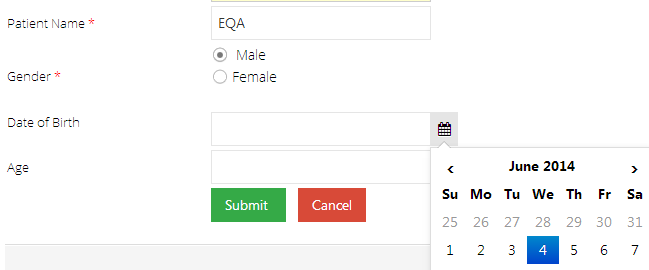
After which you will see the status of **tested** for that entry



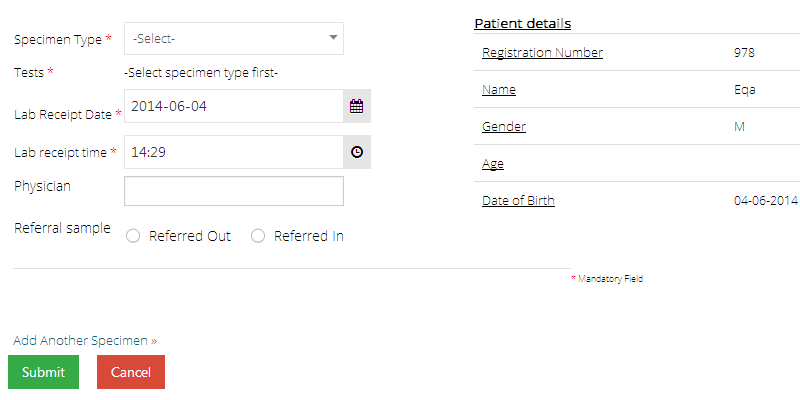
To enter additional observations and values click **Edit,** and after changing and/or entering new values, click **Send to Sanitas** to save

# External Quality Assurance (EQA)

**EQA sample** should be treated as a **patient sample** with **EQA** as **patient name.**

[Register](#_Patient_Registration) EQA as a patient

**Submit** to load the page below

Request the tests required for the EQA and **Submit**

[Receive the specimen](#_Receive_Request), [start the test](#_Testing) and enter results of the test

These results are then available for retrieval to be sent to the Proficiency Testing Provider

Received evaluation result from Proficiency Test Provider should be kept by paper based filing