Medtronic ACT Plus Low Range: New Lot Number Quality Control Entry Procedure

PURPOSE: This procedure will provide instruction on how to manually delete an old lot number and to enter a new lot number of the Liquid Quality Control with expiry date and range.

MATERIALS:

- ACT Plus Instrument – Medtronic
- Normal Level - CLOTtrac CWB Coagulation Control. 550-01
- Abnormal Level – CLOTtrac LR Abnormal Control. 550-09

	Action	Related Documents Title Number
1.	**Instrument is ON**. Display is in Main Menu.	
2.	**Press [Enter ID].** • Enter User ID. Confirm entry. Press [Enter] to accept. • Press [Exit to Main Menu]. *Note: Operator ID is retained as current in use, until manually removed.*	
3.	Confirm Cartridge Type [LR-ACT] is displayed. <table><tr><td>***If cartridge type***</td><td>***Then***</td></tr><tr><td>Correct</td><td>• Proceed to next step.</td></tr><tr><td>Incorrect</td><td>• Continue to press [CartridgeType] to view the complete list of choices. • Press [Enter] to confirm the selection.</td></tr></table>	
4.	**Select Quality Control**. Quality Control Menu is displayed.	
5.	**Select [Control Type] either**: • Normal Level – [CWB]. • Abnormal Level – [LR-AB]. *Note: The correct control type must be selected.* <table><tr><td>***If control type***</td><td>***Then***</td></tr><tr><td>Correct</td><td>• Proceed to next step.</td></tr><tr><td>Incorrect</td><td>• Continue to press [Control Type] to view the complete list of choices. • Press [Enter] to accept the selection.</td></tr></table>	
6.	**Select [Control Lot].** The Control Set Up Page appears. *Note: Current Lot number is displayed.*	
7.	**Confirm lot number** at the top of the page is the lot number to be removed.	
8.	**Press [Remove Lot]**. The lot number is now highlighted.	
9.	**Press [Remove Selected Lot].**	
10.	**Press [Add Lot Number].** • Enter the new lot number. Confirm entry. • Press [Enter] to accept.	
11.	**Press [Add Exp Date].** *Note: Date format is yy-mm-dd.* • Enter the expiration date. • Press [Enter] to confirm.	

	Action	Related Documents Title Number
12.	**Press [Set Range].** • Enter the range. • Press [Enter] to confirm. *Note: format for entering the control range is "xxx-xxx" (low – high). If less than 100, a zero must precede the 2-digit number, eg. "099".*	
13.	**Press [Exit to Quality Control Menu].**	
14.	**Press [Main Menu].** Instrument is now in ready state.	

REFERENCES:

Medtronic CLOTtrac CWB Control Directional Insert. Medtronic, Inc.2006
Medtronic CLOTtrac LR Abnormal Control Directional Insert. Medtronic, Inc.2006
Medtronic Calcium Chloride Solution Directional Insert. Medtronic, Inc.2006.
Medtronic ACT Plus Automated Coagulation Timer Operator's Manual. Medtronic, Inc.2004
Medtronic Activated Clotting Time Cartridges Directional Insert. Medtronic, Inc.2004

REVISION & APPROVAL LOG

Version	Revision Type	Description of Change	Revision Date	Technical Approval	Medical Approval
1.0		New document	30 Dec 2013	Elvira Kozak	Dr. Cathy Halstead
1.1	Minor	Document title and number change. Upload to QMS document control	22 Dec 2016		Dr. Benjamin Jung

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