

Medtronic ACT Plus Low Range: Quick Reference Guide

New Lot Number Low Range Cartridge	Daily Quality Control (QC)
<ol style="list-style-type: none"> 1. Instrument is ON & in Main Menu. 2. Enter Operator ID. 3. Confirm Cartridge type is LR-ACT, 4. Press [Cartridge Lot]. 5. Select [LR-ACT]. Select Lot #. 6. Press [Remove Lot]. 7. Press [Remove Selected Lot]. 8. Press [Add Lot Number]. 9. Enter the Lot #. Press {Enter}. 10. Press [Add Exp Date]. 11. Enter (yy-mm-dd). Press [Enter]. 12. Press [Exit Add Selection]. 13. Press [Exit to Main Menu]. 	<ol style="list-style-type: none"> 1. Instrument is ON & in Main Menu. 2. Enter Operator ID. 3. Cartridge type is LR-ACT & Lot# current. 4. Shake Cartridge & inspect. Up/down X10 5. Place LR-ACT Cartridge into heat block. Pre-warm min. 3 minutes–max. 12 hours. Temp. is 37±0.5⁰C. Record on QC Sheet. 6. Press Quality Control Key. 7. Select [Control Type] & confirm Lot #. 8. Obtain QC & water vials from fridge. 9. Allow to reach Room Temp.- 10 minutes 10. Add 1.5 mL water from vial to QC – Use 3.0 mL syringe. 11. Rehydration – 10 minutes. DO NOT MIX. 12. Mix vial well until QC is reconstituted. 13. Draw 0.4 mL QC into 1.0 mL syringe. 14. Shake warmed cartridge. Up/down X4. 15. Transfer 0.2 mL into each cartridge well 16. Place cartridge into heating block. 17. Set timer 5 min. 18. Add 1 drop 0.1 M CaCl₂. 19. Place cartridge into heating block. Push on block to close. 20. Alarm sounds - test is complete. 21. Record results onto QC Record Sheet.
New Lot Number Quality Control	Patient Testing
<ol style="list-style-type: none"> 1. Instrument is ON & in Main Menu. 2. Enter Operator ID. 3. Confirm Cartridge type is LR-ACT, 4. Select [Quality Control] Menu. 5. Select [Control Type]. 6. Select [Control Lot]. 7. Select QC [CWB] or [LR-AB]. 8. Press [Remove Lot]. 9. Press [Remove Selected Lot]. 10. Press [Add Lot Number]. 11. Enter the Lot #. Press [Enter]. 12. Press [Add Exp Date]. 13. Enter Exp.Date (yy-mm-dd). Press [Enter]. 14. Press [Set Range]. 15. Enter QC Range [000-999]. Press [Enter]. 16. Press [Exit Add Selection]. 17. Press [Exit to Main Menu]. <p>Note:</p> <ul style="list-style-type: none"> • <i>Always REMOVE a Lot # before ADDING a New Lot # of QC or Cartridge.</i> • <i>Follow Universal Standard Precautions.</i> • <i>Discard cartridges, control vials in Biohazardous Waste Receptacles.</i> 	<ol style="list-style-type: none"> 1. Instrument is ON & in Main Menu. 2. Enter Operator ID. 3. Enter Patient ID. 4. Cartridge type is LR-ACT & Lot# current. 5. Shake Cartridge & inspect. Up/down X10 6. Place LR-ACT Cartridge into heat block for Pre-warm. (min. 3 min.–max. 12 hrs.) 7. Collect sample (fresh whole blood) in 1 mL syringe. Remove any bubbles. 8. Shake warmed cartridge. Up/down X4. 9. Add 0.2 mL into each cartridge well. 10. Place cartridge into heat block & close. 11. Alarm sounds – test is complete. 12. Document results onto patient record

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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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