STA-R EVOLUTION DOWNTIME PROCEDURE

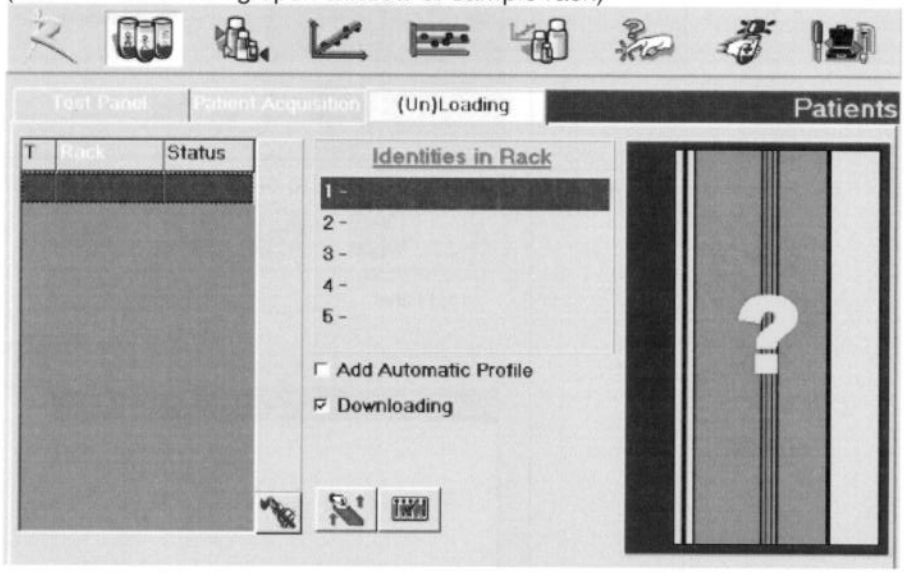
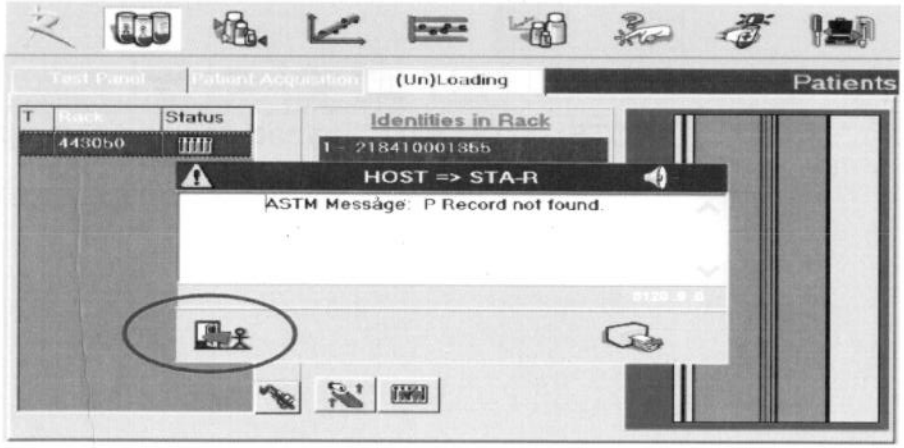
Safety Message

Use universal precautions when handling patient samples or human source derived quality control or calibration material.

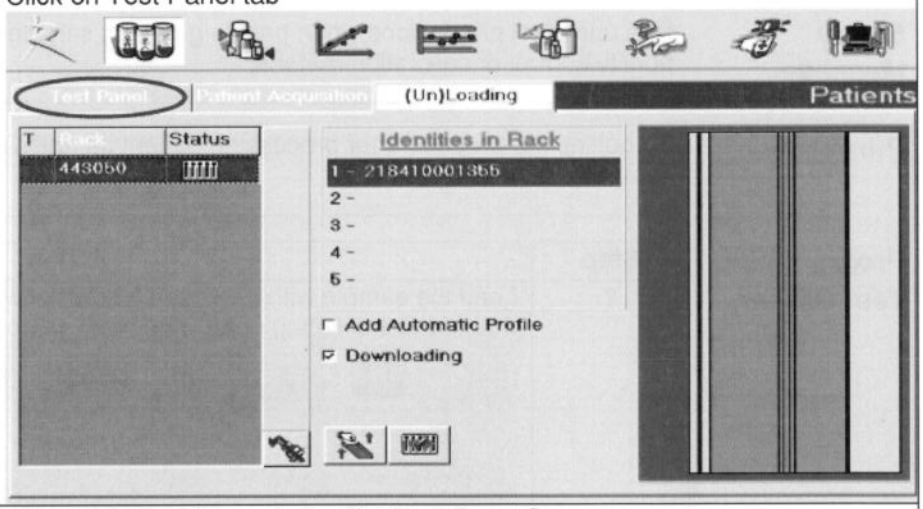
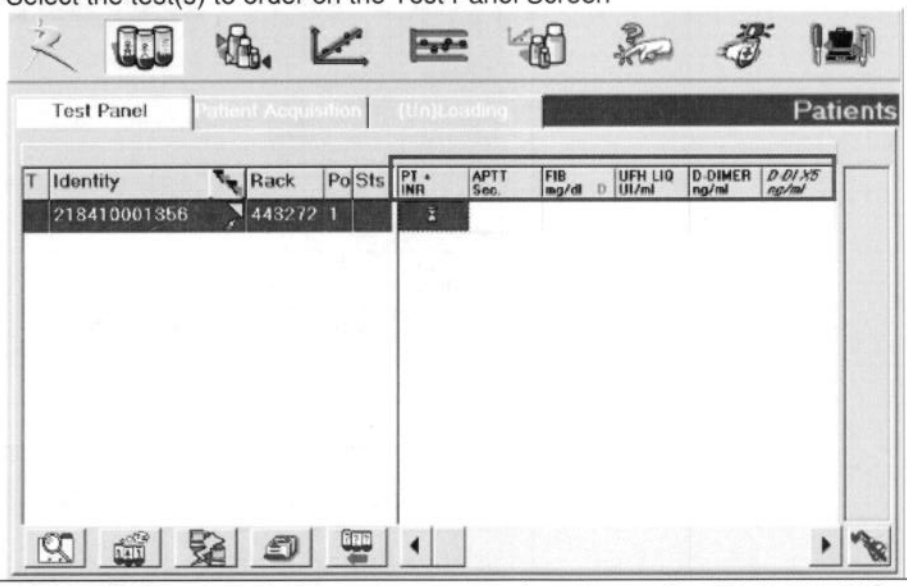
Purpose

To outline the procedure for processing patient samples on the Sta-R Evolution during computer downtime.

Programming Test Order

Step	Action
1	Load the sample with barcoded Cerner downtime label in the STA-R Evo (barcode label facing open window of sample rack) 
2	A pop up message "**HOST=>STA-R**" will appear, click on to EXIT. 

STA-R EVOLUTION DOWNTIME PROCEDURE

3	Click on Test Panel tab 
4	Select the test(s) to order on the Test Panel Screen 
NOTE:	**"DO NOT" unload downtime samples from the STA-R-EVO Instrument.**

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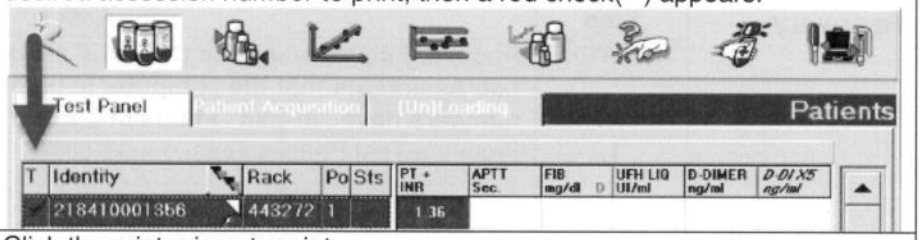
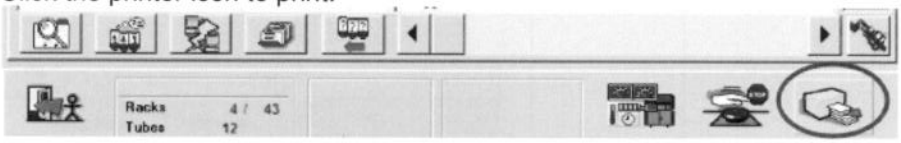
Printing Reports

1.	From the Test Panel Screen, click in column "T" and the row next to the desired accession number to print, then a red check(✓) appears. 
2	Click the printer icon to print. 
3	Stamp reports with: **Kaiser Permanente South Bay Medical Center** **25825 S. Vermont Avenue** **Harbor City, CA 90710** Dr. S. **Wirlo**, Laboratory Director
4	Follow critical results values policy-SCPMG QMS 0075 for any results that have critical values and stamp with: Critical result called to: _____ Date/Time: _____ By: _____ Read back of verbal test result(s) confirmed.
5	Attach reference range sticker to results prior to faxing
6	Fax report and stamp as FAXED- write date, time and initial.
7	All results are printed and faxed during downtime.

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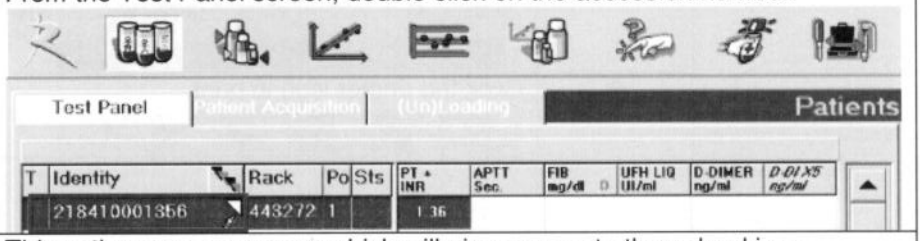
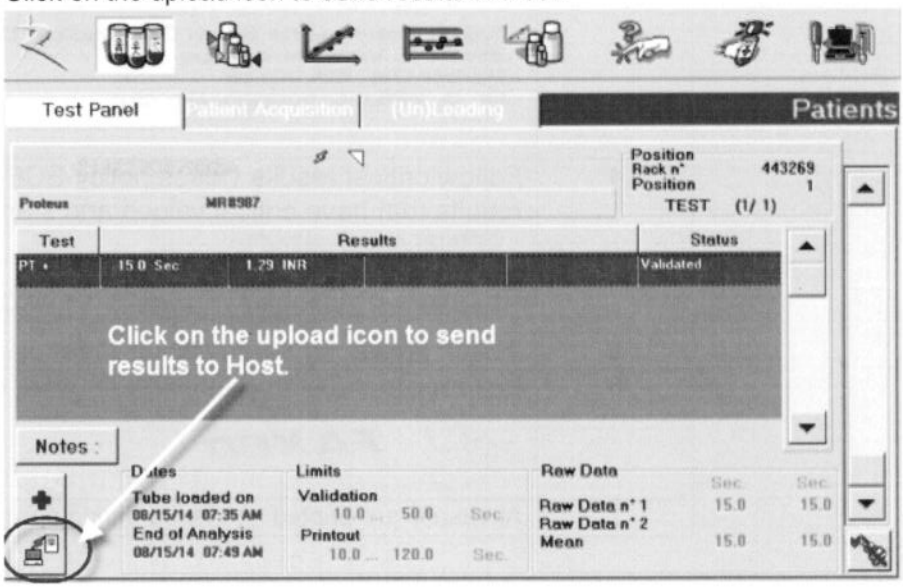
Recovery

Step	Action
NOTE:	**Recovery starts when the CLS/MLT receives a notification from the Lab Assistants that the computer is up and downtime accession numbers have "In-Lab" status in Cerner.**
1.	From the Test Panel screen, double click on the accession number. 
2	This action opens a screen which will give access to the upload icon. Click on the upload icon to send results to Host. 
3	Repeat steps 1-2 until all downtime samples have been resulted.

References

- STA-R® and STA-R Evolution® Operators Manual
- LIS.SCPMG.0036.Resulting in Cerner GenLab (Manual and Instrument Interface, with Correcting Results). March.2017

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STA-R EVOLUTION DOWNTIME PROCEDURE

Document History Page

Change type: New, Major, Minor etc.	Changes Made to SOP – describe	Signature responsible person/date	Lab Manager reviewed/ date	Med. Director Reviewed/ Date	Date change implemented
New		M.Acosta 09-23-14	J.Wolf 09-25-14	S.Wirio M.D. 09-25-14	09-25-14
Major	• Updated to reflect downtime procedure using Pre-printed barcode accession labels for Cerner downtime.	7/30/18	7.31.18	8/5/18	8/5/18