Computer Systems Validation Post Downtime

Purpose or Principle or Introduction	To establish a written policy and procedure to verify the integrity of the system after restoration of the data files.
Scope	This procedure is intended for all users.
Policy	A Cerner/RMS/HC Computer Systems Validation must be performed by the assigned Chemistry CLS immediately following all scheduled and unscheduled downtimes. The validation procedure is designed to ensure the integrity of the system and that data is flowing from the Laboratory System to Health Connect for use by the medical staff. The post downtime validation is limited to the Chemistry section only. Validation for other laboratory sections is performed separately twice a year.

Procedure	
Step	**Action**
1	Immediately following any scheduled or unscheduled downtime of either one of the Cerner, RMS or HC systems, the assigned Chemistry CLS will perform a systems validation.
2	The CLS will validate the following functions by picking a random sample and checking that: ➢ Accessioning is possible on the KPDS (Results Management System) ➢ Data flows to the Chemistry bi-directional Analyzer in Accession Result Entry Instrument Queue Mode ➢ After releasing results, results can be viewed on Order Result Viewer ➢ Display Results on the RMS system by Medical Record Number. Check patient's Chart Review in Health Connect.
3	Complete, sign and date a Computer Systems Validation Post Downtime Log.
4	Place the validation log in the Laboratory Systems Manager's mailbox. See attachment A for sample.

Computer Systems Validation Post Downtime, Continued

Attachment A:

COMPUTER SYSTEMS VALIDATION POST DOWNTIME LOG

This Validation Procedure and Log is to be completed by the assigned Chemistry CLS following all scheduled and unscheduled system downtimes. This validation is to be performed immediately from the time systems come back up. Do not wait for Kaiser Help Desk's call for a status update.

This Validation Procedure will ensure the systems are completely available to the laboratory and medical staff. It is not enough to just be able to release results; the results must be viewable for the physicians. If results are not viewable in Health Connect, continue to fax results.

Patient Name: _____   MRN: _____

CHECK MARK "PASS" OR "FAIL" FOR EACH SYSTEM AND FUNCTION

SYSTEM & FUNCTION	PASS	FAIL
ACCESSIONING (KPPI or RMS)		(CALL HELP DESK)*
Result Entry Instrument Queue Mode (Cerner)		(CALL HELP DESK)*
Order Result Viewer (Cerner)		(CALL HELP DESK)*
DISPLAY RESULTS BY MRN (RMS)		(CALL HELP DESK)*
CHART VIEW BY MRN (HEALTH CONNECT)		(CALL HELP DESK)*

*Complete a Computer System Problem Log sheet (Blue form)

_____   _____
Chemistry CLS Signature   Date and Time

_____   _____
Manager or Lab. Systems Manager   Date and Time

Computer Systems Validation Post Downtime, Continued

Attachment B:

COMPUTER SYSTEM PROBLEM LOGSHEET

DATE AND TIME: _____

EMPLOYEE:_____BACKUP EMPLOYEE:_____

BACKGROUND INFORMATION:

   KRMS Scheduled DOWNTIME   *-SUN-FRI*   *0200-0215*   *every SUN*   *0030-0430*

PROBLEM:

Cerner: (DEC SYSTEM; Instrument Queue ; ETC.)_____

RMS: (ACCESSIONING; DISPLAY RESULTS; LAB UTILIZ. REPORTS) _____

KPHC: (CHART REVIEW) _____

KPPI: (MEDICOPIA; ACCESSIONING, COLLECTION LABELS) _____

HARDWARE:_____

OTHER:_____

DESCRIBE PROBLEM:_____

_____

_____

HELP DESK (NAC) CONTACTED? (8-330-1143)YES_____ NO_____

Contact Person's NAME: _____

TICKET# _____ SEVERITY LEVEL: _____

PROBLEM RESOLVED?   YES_____   DATE/TIME_____

_____
EMPLOYEE'S SIGNATURE   DATE AND TIME

_____
SUPERVISOR'S SIGNATURE   DATE AND TIME

* **FORWARD TO LAB SYSTEMS MANAGER** *

 FOLLOW-UP DOCUMENTATION:

_____

_____

_____

_____
LABORATORY SYSTEMS MANAGER'S SIGNATURE   DATE AND TIME

Continued on next page

Computer Systems Validation Post Downtime, Continued

Controlled Documents   The following controlled documents support this policy.

Procedure
Health Connect Downtime
Inpatient Cerner Downtime
Outpatient Cerner Downtime
Inpatient KRMS Downtime
Outpatient KRMS Downtime

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Reviewed and approved by (for Medical Center Area Approval Only):

SIGNATURE	DATE
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Name: Dr. Jana Pindur **CLIA Laboratory Director**	

Computer Systems Validation Post Downtime

HISTORY PAGE

Type of Change: New Major, Minor	Description of Change(s)	Name of Responsible Person/Date	Operations Director, Area Laboratory Review/Date	CLIA Laboratory Director Review/Date	Date Change Implemented
New		Ruby Co 9/11			
Major	Replaced LMS with Cerner GenLab.	Ruby Co 5/13			
Minor	Regional P&P Template change	Ruby Co 9/8/17			