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Applicability All Beaumont Hospitals

Reviewing the Safetrace Pending Work Log - Blood Bank

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

This document will provide policies that will enable the Blood Bank staff to identify specimens with incomplete test results, so that appropriate actions may be taken, if applicable.

II. POLICIES:

A. Responsibility to Review the Pending Test Report

The pending test report must be reviewed by each shift, at the beginning and end of the shift. The Blood Bank staff is responsible for making sure the pending test report has been reviewed, filed or investigated, if applicable.

B. SWARM Alerts

A SWARM alert (Search, Warn, Alert, Regroup, Manage) should be initiated if a sample is determined to be lost. A number of situations could warrant a SWARM alert, including a sentinel event, missing specimen, or any situation that requires immediate attention. Refer to Laboratory Quality procedure, [SWARM Alerts for Missing or Lost Specimens](#).

III. PROCEDURE:

A. Access the Pending Work Log.

1. Click the Pending Worklist icon  on the main menu bar.

2. Choose desired blood bank location from the drop down list.
 3. Click **Search** to return all pending orders or batches. Note: Use the drop down arrow to open advanced search to enter patient information, unit number, order ID or specimen ID.
 - a. The **Orders** Tab will display patient orders, product and derivative orders
 - b. The **Batches** Tab will display open/partial product test orders. This tab is not used to review pending product tests.
 4. Choose the **Orders** Tab and Click **Search**.
 5. Choose a radial button on the orders tab to further sort the work .
 - Patient Tests - pending tests
 - Product Tests - not used
 - Products - to product select
 - Derivative - ready to issue
 6. Review each order on the report with specific attention to the Priority and Due Date/ Time Columns.
 - a. Investigate any EMERGENCY order that has a request time that is more than 1 hour from the current time.
 - i. Confirm physical receipt of specimen in the department and verify that testing has been initiated.
 - b. Investigate any Routine order that has a request time that is more than 4 hours from the current time.
 - c.
 7. Further investigate the reason for any specimen (> 2hr for EMERGENCY, >4 hours Routine) with results still pending:
 - a. Select/mark a specific line to see additional detail and Click **Begin Work**
 - Patient tests will open to the test result screen
 - Pending product orders will open to the product selection screen
 - Pending RhIG derivative orders will open to the product issue screen.
- B. Take any additional actions required to resolve the pending test order including repeat testing or completing results.
1. Duplicate Orders: If the order is determined to be a duplicate order cancel the order in Beaker using [Blood Bank CDM, Cancelling Orders in Beaker](#).
 2. RhIG Postpartum: These tests are usually performed on the day shift.
 - a. Verify that the all tests are completed including the RHIGC.
 3. TITER: These tests are performed on day shift only.
 - a. Sample should be placed in the designated rack/refrigerator for

specimens pending further testing.

4. Crossmatches: Verify that testing is in progress
 - a. If testing is not in progress, take appropriate action.
 5. ABID: Evaluate the status of the test at the antibody.
 - a. Cancel ABIDs that reflexed but were not indicated.
 6. Unit Testing:(unit confirmation testing or antigen typing)
 - a. Use Inventory Search to obtain more information. Determine whether additional testing is in progress.
 - b. If the test is not in progress (e.g. unit was accidentally placed on the shelf without testing) then retrieve the unit from storage and perform the testing or if applicable cancel a duplicate antigen order test
- C. If necessary initiate a SWARM alert (Search, Warn, Alert, Regroup, Manage) for any lost or missing specimens. Refer to Lab procedure, [SWARM Alerts for Missing or Lost Specimens](#).
- D. Verify the status of any Epic Order (Shingles) in the Triage area
1. Any inpatient sample pending collection >4 hours should be brought to attention of the Phlebotomy team.
 2. Any outpatient sample confirmed received in the general laboratory but not received in the blood bank within 12 hours should be brought to the attention of the Processing team leaders.

IV. NOTES:

The Blood Bank utilizes both the Epic Beaker Laboratory Information System and Safetrace Tx Blood Bank Information system to manage patient testing. In addition to reviewing the Safetrace Tx Pending Work Log the blood bank staff are also responsible for reviewing Epic Beaker Outstanding List. Refer to Transfusion Medicine Policy, [Reviewing Epic Beaker Outstanding List - Blood Bank](#) for further details.

V. REFERENCES:

1. Haemonetics® SafeTrace Tx® Owner’s Manual and Quick Reference Cards, Version 4.6, 2022 Haemonetics Software Solutions, El Dorado Hills, CA 95762 www.haemonetics.com.

Approval Signatures

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Applicability

Dearborn, Farmington Hills, Grosse Pointe, Royal Oak, Taylor, Trenton, Troy, Wayne