Wake Forest Medical Center	Beaker Downtime Procedure	Dept:	Cl Micro
		Effective Date:	01/11/19
		Revised Date:	01/11/19
	MB-48	Contact:	Microbiology
			Manager
Name & Title: Dr. Gregory Pomper		Date:	
Signature:			

1) General Procedure Statement:

a. **Purpose:** This procedure is to serve as a guide for trained personnel in the Clinical Microbiology Laboratory to perform the test described herein. This procedure should be used in conjunction with proper training and only by qualified technologists.

b. Responsible Department/Scope:

- i. Procedure owner/implementer: Dr. Elizabeth Palavecino.
- ii. Procedure prepared by: Christy Hernandez, MT(ASCP)
- iii. Who performs procedure: Clinical Microbiology Laboratory personnel.

2) Procedure:

All STAT results will need to be called to the floor/provider during downtime.

- **1.** When a downtime occurs, downtime labels will need to be printed using the following steps:
 - **a.** Follow the path: EPIC > Tools > Laboratory Tools > Downtime Specimen Creation
 - **b.** Fill in the boxes with the following:

Laboratory: WC LAB

Number of specimens to create: 100 (estimate number needed)

Print Labels: Click the box (will display a check mark)

Number of labels per specimen: 2

Label Printer: use the downtime ID for your printer

- c. Click "create" and your labels will print.
- 2. Downtime barcode labels will be printed in duplicate
 - a. YOU WILL NEED A SEPARATE SPECIMEN ID BAR CODE LABEL FOR EACH SAMPLE

- **b.** If one sample is received for tests done on separate instruments, a separate label is needed for each testing on each instrument
- **3.** Document the date / time the sample was received in the lab on the manual requisitions, as it will need to be documented in Beaker
 - **a.** Manual requisitions may be manually completed requisitions or Wake One generated Order Requisitions
- **4.** Place one of the downtime barcode labels on the requisition. Write the sample type of the corresponding specimen on the label
- **5.** On the other downtime barcode label with the same sample ID write the following: Patient name (Last name, First name), test(s) requested, and patient's location
- **6.** Place the downtime barcode label on the tube leaving the patient's name, date of birth, and medical record number visible on the document label
- **7.** When Wake One and Beaker applications become available, order the tests processed during the downtime
 - **a.** If the order was received on a manually completed requisition for an inpatient or patient in the Emergency Room, enter the orders via Manage Orders using the current encounter
 - i. You should not need to use One Click if an account is not yet available, wait for registration to create one
 - **b.** If a Wake One generated Order Requisition was sent with the specimens, an order has already been placed in Wake One
 - i. Using Order Inquiry, search for the order and perform the collection process using the information recorded on the requisition
- **8.** Link the new order with the downtime specimen ID using the following path:
 - **a.** EPIC > Tools > Laboratory Tools > Specimen Linking
 - **b.** The specimens ran on the instruments during downtime will populate in the left-hand column
- 9. Highlight the downtime specimen ID in the left-hand column

- **10.** In the Specimen field, enter the new test specific specimen ID that corresponds with the highlighted downtime ID
- 11. Click "Link"
 - **a.** The downtime ID will disappear from the list and show up on the Outstanding List for a Tech to verify

Receiving Samples with Beaker Labels during the Downtime

- If samples with Beaker labels, which were printed/collected prior to the Downtime, are received
 - o Access the patient's Order Inquiry screen via Wake One View Only
 - Print a print screen that includes the patient's information name, medical record number, tests orders
 - o Record the Specimen ID and collection information on the print screen
 - When Epic is available, perform the Receiving Activity using the information documented on the print screen
 - Use Specimen Lookup to enter the Specimen ID and Receive without scanning a barcode

<u>NOTE</u>: If the downtime is less than one hour, routine samples may be held and processed once the system has been restored. All STATS must be tested and called.

3) Review/Revision/Implement

All procedures must be reviewed at least every 2 years.

- All new and procedures that have major revisions must be signed by the CLIA Laboratory Medical Director.
- All reviewed procedures and procedures with minor revisions can be signed by the designated section medical director.
- 4) Related Procedures:
- 5) References:
- 6) Attachments:
- 7) Revised/Reviewed Dates and Signatures:

Review/Revision Date	Signature