
	<b>iSTAT Cartridge Receipt</b>  <b>CCL-014</b>	<b>Dept: 324318</b>	<b>Critical Care Labs</b>
		<b>Effective Date:</b>	<b>Oct 2011</b>
		<b>Revised Date:</b>	<b>Feb 2019</b>
		<b>Contact:</b>	<b>Ann Shoffner</b>
<b>Name &amp; Title: Greg Pomper, MD</b> <b>CLIA Laboratory Director</b>		<b>Date:</b>	<b>2/25/19</b>
<b>Signature:</b> 			

**1) General Procedure Statement:**

- a. **Purpose:** The POCT department is primarily responsible for receiving and putting away the iSTAT cartridge orders. This procedure is to provide guidelines to the Critical Care Laboratory staff for iSTAT cartridge receipt in case the need arises.
- b. **Responsible Department/Scope:**
  - i. Procedure owner: Ann Shoffner
  - ii. Procedure: Critical Care Lab (CCL) Staff
  - iii. Supervision: Ann Shoffner
  - iv. Implementation: Ann Shoffner and Critical Care Lab (CCL) Staff

**2) Procedure:**

**A. Supplies Needed:**

- iSTAT Cartridge Receipt Check form*
- Label Gun with Receipt Labels
- "STOP! Do NOT use me, I have not been QC'd" sign(s)

**B. Cartridge Receipt:**

1. The POCT dept will send an email alerting the OR Lab staff that an iSTAT cartridge order has been placed.
2. In preparation for performing QC on the cartridges, remove the 3 levels of iSTAT liquid Blood Gas/Electrolyte QC material from the refrigerator the day after cartridges are ordered. The QC material should stabilize at room temperature for at least 4 hours prior to use and is stable at room temperature for 5 days. This does NOT apply to the ACT and PTINR QC material. ACT and PTINR QC material should only be removed 45 minutes prior to QC testing.
3. Place a call to the POCT department when the iSTAT cartridge order arrives. Someone from the POCT office will unpack the shipment. On the rare occasion when an OR Lab staff member needs to unpack the iSTAT cartridge order, please follow steps 4 – 17.
4. Obtain the *iSTAT Cartridge Receipt Check form*.

<b>Wake Forest Baptist Medical Center</b> <b>Clinical Laboratory - Point of Care Testing</b> <b>i-STAT Cartridge Receipt Check</b>				
Date _____		Name _____		
Cartridges marked with "Do Not Use"				
POCT office notified _____				
Color of the temperature windows (R = red or W = white)		Comments:		
Card 1	1 ___ 2 ___ 3 ___ 4 ___			
Card 2	1 ___ 2 ___ 3 ___ 4 ___			
Card 3	1 ___ 2 ___ 3 ___ 4 ___			
Cartridge type	Quant Rec'd	Lot #	Same Lot?	Instructions
G3				Pull 3 random cartridges from 3 different sites in shipment box and label with box numbers that the cartridges were pulled from.
EG7				Pull 3 random cartridges from 3 different sites in the shipment box and label with the box numbers that cartridges were pulled from.
ACT-Kaolin				Pull 2 random cartridges from 2 different sites in the shipment box and label with the box numbers that cartridges were pulled from.

5. When the cartridges arrive, verify that the transit temperatures were satisfactory using the 4 window temperature indicator strip included in the shipping container. Record the results on the *iSTAT Cartridge Receipt Check* form. Color appearing in windows 1 and 2 indicates the transit temperatures were satisfactory. Color appearing in windows 3 or 4 indicates a possible problem. Quarantine and do not use the suspected cartridges. Save the temperature card and notify the POCT department via email at LabPOC\_Testing\_DL..
6. Unpack the cartridges, one cartridge type at a time.
7. Stamp each large box and the smaller boxes inside with the receive date.
8. Verify the quantity of cartridges received with the Materials Management's receipt record. Alert the POCT department if we received fewer items than the amount requested.
9. For each type of cartridge, document the quantity received, the lot# and whether all boxes are of the same lot# on the *iSTAT Cartridge Receipt Check* form.
10. If QC is received, document the # of boxes rec'd on the *iSTAT Cartridge Receipt Check* form.
11. Refer to the *iSTAT Cartridge Receipt Check* form and select the appropriate # of cartridges to be QC'd. Write the box number that the cartridge was pulled from on the cartridge near, but not on, the barcode. Place these cartridges aside to be QC'd.
12. Determine how the new cartridges will fit into the refrigerator. Repack the smaller boxes into the large box or put the smaller boxes separately in fridge.
13. Attach a "STOP! Do NOT use me, I have not been QC'd" sign to the cartridges. Document this action on the *iSTAT Cartridge Receipt Check* form.
14. Follow steps 4 – 11 for each remaining cartridge type.
15. Send an email to the POCT coordinator to say that the cartridges were received. Document this action on the *iSTAT Cartridge Receipt Check* form.
16. QC material must be successfully tested on each cartridge type before the cartridges are placed into use. Refer to *CCL-QRG-004 Performing iSTAT Liquid QC in the Critical Care Labs - Quick Reference Guide* or the *iSTAT Cartridge Quality Control* procedure for detailed instructions on performing quality control.
- 17.. Save the *iSTAT Cartridge Receipt Check* form, it will be sent to the POCT coordinator after the cartridge QC has been performed.

**3) Related Procedures:**

POCT Using the iSTAT Analyzer System  
 Non-waived POCT Quality Management Policy  
 Quality Control/Quality Assurance Procedures  
*CCL-QRG-004 Performing iSTAT Liquid QC in the Critical Care Labs - Quick Reference Guide*

**4) Related Forms:** *iSTAT Cartridge Receipt Check* form found on the POCT Website

**5) References:** none

**6) Attachments:** none

**7) Review/Revision/Implementation:**

- Review Cycle: All procedures must be reviewed at least every 2 years.
- Office of Record: Department of Pathology, Critical Care Laboratory

**8) Previous Revision Date(s):** 10/11, 6/14, 6/15, 2/17

**9) Revised/Reviewed Dates and Signatures:**

Reviewed/Revision Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Reviewed/Revision Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Reviewed/Revision Date: \_\_\_\_\_ Signature: \_\_\_\_\_