

Title: Roche 8800 Analyzer Downtime Procedure (Core Laboratory)		Document Number: 51980
Document Type: <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Guideline <input type="checkbox"/> Other		Last Review/Revision Date: Not Set
Content Applies to Patient Care: (Select all that apply)	Content Applies to: (Select One)	Effective Date: Not Set
<input checked="" type="checkbox"/> Adults <input checked="" type="checkbox"/> Pediatrics (Under 18)	<input checked="" type="checkbox"/> Clinical <input type="checkbox"/> Administrative	
Scope: <input type="checkbox"/> Enterprise <input type="checkbox"/> MW Region <input type="checkbox"/> SE Region <input type="checkbox"/> WI <input type="checkbox"/> IL <input type="checkbox"/> Greater Charlotte Market <input type="checkbox"/> Navicent Market <input checked="" type="checkbox"/> Wake Market <input type="checkbox"/> Floyd Market <input checked="" type="checkbox"/> Entity Only (Entity Name): Core Lab <input checked="" type="checkbox"/> Department Only (Department Name): WIN SEROLOGY		

I. PURPOSE

This document is to outline the downtime procedure for the Winston Serology Laboratory department for instances of a Roche 6800 analyzer downtime. This downtime procedure is intended to be used for instances when specimens will exceed the acceptable stability time and/or stated turnaround times. Implementation of this procedure must be approved by the Technical Director.

II. SCOPE

This document applies to the Winston Serology Laboratory department. The impacted assays are displayed on the table below.

Assay	EAP	Winston OVT	Charlotte Core OVT
Chlamydia/Gonococcus (GC), NAAT (Urine)	LAB1330	123331200285	123331200047
Chlamydia/Gonococcus (GC), NAAT (Vaginal/Endocervical Swab)	LAB1330	123331200285	123331200046
Chlamydia/Gonococcus (GC), NAAT (Pharyngeal Swab)	LAB9191	123331200270	123331200241
Chlamydia/Gonococcus (GC), NAAT (Rectal Swab)	LAB5758	123331200269	123331200242
BK Virus (BKV) Quantitative Real-Time PCR (Plasma)	LAB6100	123331200264	123331200038
Cytomegalovirus (CMV) Quantitative Real-Time PCR (Plasma)	LAB6101	123331200274	123331200039
EBV Quantitative Real-Time PCR (Plasma)	LAB6102	123331200275	123331200040
Hepatitis C Virus (HCV) Quantitative Real-Time PCR, (Plasma)	LAB6083	123331200271	123331200020
Human Immunodeficiency Virus (HIV) 1 Quantitative Real-Time PCR, (Plasma)	LAB6106	123331200266	123331200044

III. DEFINITIONS/ABBREVIATIONS

EAP: Epic All Procedure. This refers to an Epic Master file for a patient procedure. Any order that is not medication is considered a procedure or EAP.

Roche 8800 Analyzer Downtime Procedure (Core Laboratory)

OVT: Ontario Virology Test. This refers to the test code assigned to a specific EAP. (It is named after Beaker's first customer.)

IV. PROCEDURE / GUIDELINE

STEP	DOWNTIME PROCESS-Switching OVT in Epic
1	The team leader, supervisor, manager should contact Charlotte Core Molecular department and Charlotte Core Specimen Management department to inform them of the extended downtime and the intention to send testing to their location (for applicable assays). The leader should also inform the Winston Reference (Send-outs) and Specimen Management departments of the downtime.
2	<p>The Serology leader should submit a ServiceNow ticket and include the following information: <i>"Attention Epic Beaker Team: We have an instrument down and need to switch the testing to be performed at an alternative lab. We need the extension "Add Lab Block Accessioning" to be changed to permit the extension."</i> Provide the information from the table above in the ticket. (It is suggested to take a screenshot and add it as an attachment.)</p> <p>The leader should then call the Service Center and let them know to move the ticket to a high priority to avoid an impact to patient care.</p>
3	The leader should document the issue using their internal department communication procedure. The department leader should submit a testing bulletin request to client services.
4	Once IAS has completed the change, any new orderables for the in-house test will automatically generate an order for the alternative lab's assay.
5	When the downtime has ended, IAS will need to be informed to switch the change back.

STEP	DOWNTIME PROCESS-Changing Existing Orders
For any specimens that have already been collected, the orders will need to be switched to the alternative lab's test. It is advisable to perform the following steps at an Epic workstation with an adjacent specimen label printer.	
1	For specimens already collected and received, the orders will need to be changed by the Serology department. From the test-appropriate Outstanding List scan the specimen.
2	Click on the Add Core Lab button at the bottom of the screen. The alternative lab orderable will then appear in the list under your scanned specimen.
3	With your original specimen selected from the Outstanding List, select Cancel .
4	Under Reason , select Test Not Available. Lab will reorder/send out specified test . (Alternatively, 176 can be entered as a reason to populate the same message.)
5	From the Scanned Outstanding List displayed, de-select the original order and select the new alternative lab order. Select Labels from the toolbar or Action menu and print the new label.

Roche 8800 Analyzer Downtime Procedure (Core Laboratory)

6	Affix the new label to the specimen taking care to completely cover the previous barcode.
7	Select Clear this List from the top of the Outstanding List to remove previously scanned specimens.
8	Proceed to the next specimen to be switched.
9	See the "Prepping and Routing Specimens" section for additional steps needed to route specimens to the alternative testing site.

STEP	PREPPING AND ROUTING SPECIMENS
The following table displays additional steps needed before bringing specimens to the Send-outs department for routing to the alternative testing site.	
1	Refer to the Processing section below to determine any additional steps that are needed for the specimens based on test. Ensure all specimens have the newly printed labels applied covering the old label.
2	Sort specimens by test and place in biohazard transport bags.
3	In the document pocket on the bag place a piece of paper indicating the alternative testing site and the temperature state.
4	A team leader or supervisor should bring the specimens to Send-outs and let a teammate or leader know that the specimens are being sent to an alternative site for testing. Ask them to provide you with guidance as to which storage locations they should be placed based on temperature state.

Test	Processing	Alternative Site	Temperature State
Chlamydia/Gonococcus (GC), NAAT (Urine)	N/A	CORE MOLECULAR	Ambient
Chlamydia/Gonococcus (GC), NAAT (Vaginal/Endocervical Swab)		CORE MOLECULAR	Ambient
Chlamydia/Gonococcus (GC), NAAT (Pharyngeal Swab)		CORE MOLECULAR	Ambient
Chlamydia/Gonococcus (GC), NAAT (Rectal Swab)		CORE MOLECULAR	Ambient
BK Virus (BKV) Quantitative Real-Time PCR (Plasma)	If collected in a lavender top tube, centrifuge the tube and aliquot/send plasma for testing.	CORE MOLECULAR	Refrigerated
Cytomegalovirus (CMV) Quantitative Real-Time PCR (Plasma)		CORE MOLECULAR	Refrigerated
EBV Quantitative Real-Time PCR (Plasma)		CORE MOLECULAR	Refrigerated
Hepatitis C Virus (HCV) Quantitative Real-Time PCR, (Plasma)		CORE MOLECULAR	Refrigerated
Human Immunodeficiency Virus (HIV) 1 Quantitative Real-Time PCR, (Plasma)		CORE MOLECULAR	Frozen

STEP	SPECIAL NOTE: FOR CHARLOTTE DOWNTIME SPECIMENS
For instances of Charlotte Core downtimes (where testing would be performed at the Winston lab) the leaders should collaborate with the Specimen Management leader to ensure they are aware of the downtime. Due to limitations in Epic, Specimen Management teammates will see both the new WIN# (right pane) and the original MP# (left pane) in the Receiving function panes. Teammates should be made aware of this to avoid confusion or delay of testing. See example screenshot below:	

Roche 8800 Analyzer Downtime Procedure (Core Laboratory)

Epic

TST - WFMC CLIN CORE LAB - Test - HEATHER A

Search (Ctrl+Space)

Requisition Entry Container Storage Labels Quality Control Batch Editor SlicerDicer Specimen Inquiry (By Specimen) Specimen Inquiry (By Patient) Hand Hygiene Observation Receiving On Call Finder More

Receiving - AH Lab Receiving - 1 out of 3

Refresh Requeue Labels Documents Inquiry View Specimen Update Chart Review Containers Cancel

Add to Scanned List

Scanned Recent Expected

Ccv. Molecular

MRN 100234198

Blood, Venous

24WIN-320S00001

Collected 11/15/2024 1347

Received 11/15/2024 1350

Requisition RQ21344

Submitter ENTERPRISE

M	Q	Col Date	Col Time	R	A	Container	Container MPI	Patient	Tests	List	Destination Lab	W	F	C	L	Q
<input checked="" type="checkbox"/>		11/15/2024	01:47 PM	X		24MP 0001113.1	1100128679	Ccv. Molecular	BKV Blood	24-WINRF69	WIN				A	C
<input type="checkbox"/>		11/15/2024	02:22 PM	X		24MP 0001115.1	1100128684	Ccv. Molecular	BKV Blood	24-WINRF69	WIN				A	C
<input type="checkbox"/>		11/15/2024	02:22 PM	X		24MP 0001116.1	1100128685	Ccv. Molecular	BKV Blood	24-WINRF69	WIN				A	C

24-WINRF69: 0 of 3 - Scan containers to receive.

Collection Info [0]

Date/Time 11/15/2024 1347

Apply All

Additionally, both numbers will display as alternative IDs

V. CROSS REFERENCES

VI. RESOURCES AND REFERENCES

N/A

VII. ATTACHMENTS

N/A