

Beaumont

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Coagulation Analyzers Downtime-RO

Document Type: Guideline

I. PURPOSE AND OBJECTIVE:

- A. To verify that the proper workflow is followed for processing designated STAT coagulation tests when the special coagulation analyzer is down.
- B. Smooth operational processing of the STAT orders for Factor VIII activity and Anti-Xa (Unfractionated Heparin and Low Molecular Weight Heparin) in the event that special coagulation instruments are not operational.

II. ACRONYM:

- A. Detroit Medical Center (DMC)
- B. Emergency Center (EC)

III. PROCEDURE:

A. Special Coagulation Tests

1. In the event of instrument malfunction that might require longer time to get the instrument back into operation, all STAT Factor VIII and Anti Xa tests will be sent to the DMC laboratory for stat testing. All other special coagulation tests can wait until the instrument is back in operation.
2. Coagulation tech must check the outstanding list for STAT Factor VIII activity and Anti Xa tests.
3. If there are pending STAT Factor VIII activity or Anti Xa tests, the Coagulation tech must notify the ordering physician/nursing staff that results will be delayed due to an instrument problem.
4. Whole blood specimens must be processed as follows upon receipt in the Laboratory (refer to Coagulation Tests Special Collection and Handling procedure):
 - a. Centrifuge the capped tube at 3500 rpm for 15 minutes.
 - b. Transfer plasma with a plastic pipette into a plastic polypropylene centrifuge tube.
 - c. Freeze sample in the -70 freezer.
5. Call the DMC laboratory (1-313-745-4100) and notify them that we will be sending them a STAT coagulation test.

6. Call **DMC dispatch (1-800-456-7637)** for stat pick up. Be sure to let the courier know that it is a **“STAT Frozen Pick Up”**.
7. DMC requisition forms are located in the drawer labeled “DMC Forms” by the Stat Spin Express centrifuges in coag.
8. Enter the patient information (Patient Information area) on the DMC requisition form or place SOFT collection labels on all 3 copies of the “DMC Form”. Fill in the required fields, referring to the example in the plastic sleeve as an example. **Place an “X” in the check box designated STAT at the top of the form.**
9. Put the properly labeled frozen sample in a biohazard bag with the top 2 copies of the DMC form. Place a note on the form, requesting to have the result faxed to hematology (1-248-551-5372). Keep the 3rd copy of the form in the coag downtime drawer.
10. In the specimen processing archiving area, there is a box designated DMC. Place a note in the box for courier to contact coagulation tech for the STAT pick up.
NOTE: Frozen sample must be kept in the -70 freezer until ready for pick up.
11. When results are returned by fax, enter results in SOFT. Make sure that you add a comment stating “Performed by DMC Laboratories”. Place the fax with the 3rd copy of the downtime form and forward to Coag Medical Technologist Lead.

B. Routine Coagulation Tests:

1. Notify client/EC of delay due to instrument problem. Inform EC that Dimer results will take longer because sample has to be sent to Troy lab for testing.
2. Notify STAT lab that core lab will be sending STAT and timed PT/PTT/Dimer for testing. Inform processing team in core lab of instrument problem so they can immediately send the STAT and or timed PT/PTT samples to STAT lab upon receipt in core lab.
3. Fibrinogen is performed in-house using the Start 4, samples for Thrombin time test can be stored in the -70°C freezer for later testing.
4. Notify TROY lab (248-96-48040) that all STAT dimer tests from EC will be sent to the Troy lab for testing.
Notify the courier of STAT transport of frozen plasma to TROY lab.
5. Medical technologists must hard spin specimen, transfer plasma (PPP) into plastic tube then put sample in the -70°C freezer while waiting for transport.
6. Create a packing list to send all samples to the destination laboratories.
7. Verify frozen sample is placed on dry ice during transport.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
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Coagulation Medical Director Designee	Marc Smith: System Med Dir, Coagulation	6/4/2021
Policy and Forms Steering Committee Approval (if needed)	Tamara Sabih: Medical Technologist Lead	6/2/2021
Policy and Forms Steering Committee Approval (if needed)	Gail Juleff: Project Mgr Policy	6/2/2021
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