**PURPOSE:**

To provide STAT Lab downtime procedures which shall be followed in the event of a Laboratory Information System (LIS) downtime.

**POLICY:**

Downtime procedures shall be performed during the following times:

1. Scheduled downtime

1. Of any amount of time performed from start time to end time

1. Unscheduled downtime
2. Of order entry – after 15 minutes of unexpected downtime
3. Of laboratory – after 15 minutes of unexpected downtime

**ACCOUNTABILITY:**

1. The tech will be responsible for:
2. **Analyzers**
3. Stopping interfaces as appropriate
4. Insuring all analyzer interfaces start running following downtime. If there is a problem, contact LIS coordinator or STAT Lab lead technologist.
5. **Report(s)**
6. Insuring downtime report forms are available
7. Insuring reports called / tubed to floors /faxed/filed in black bin
8. Entering results into the LIS following the downtime.
9. Enter STAT Lab tests only from the requisitions
10. Print specimen labels- label tubes appropriately
11. Match specimens in interface with appropriate labels
12. Check that the printout results and the downtime results match the patient prior to finalizing result in Meditech.
13. **Add “1DT” Comment** to all results prior to releasing
	1. **@ Downtime result entry. Test performed by [].**
14. If result is a Delta check Add **“1DTNR” Comment** along with the **“1DT”**
	1. **Downtime result, not able to check against previous results**.
15. Leave all completed forms on STAT Lab Lead Tech Desk

**PROCEDURE:**

1. **SPECIMEN PROCESSING:**
2. **Specimens received with manual requisitions**
	1. When specimens are received with a manual requisition keep top copy of requisition for STAT Lab and send all other copies to the main lab with their specimens
	2. If the STAT Lab copy shows Blood Bank orders make a copy and give to Blood Bank for their BBK labeled specimen.
3. **Samples received with barcode labels**
4. Document specimen on STAT Lab Down-time Specimen Log
5. Process specimen according to label
6. Store specimens in specimen racks by last number of C#,H#,CG#, etc
7. See analyzer specific instructions**.**
8. **Samples received without barcode labels**
9. Shall be identified with a **GREEN** numbered label
10. **GREEN labels are numbered from 3001 to 3500**

IMPORTANT: Notify Lead Technologist when last 200 (3300-3500) in

 use.

1. **Label Sheet contain six (6) numbered labels**- one label goes on Specimen Log and remaining on specimen tube(s) **DO NOT COVER** patient information or drawing information
2. Document specimen on STAT Lab Down-time Specimen Log
3. Log specimen according to AS# or # given by Emergency Room Department on patient white label and STAT Lab **GREEN** # label
4. Store specimens in a separate rack labeled downtime with all specimens together.
5. Specimen should be placed in rack in the order they are logged on the downtime specimen log.
6. Specimens will be relabeled upon LIS entry and specimens will be stored in regular specimen rack by C#, H#, CG#, etc.
7. See analyzer specific instructions
8. **STAT lab Specimen Down-time Log**
9. Down-time log requires the following documentation
	1. Note DAY of downtime
	2. Note DATE of downtime
	3. Note TIME of downtime (START/END)
	4. Note in top right corner PAGE NUMEBR
	5. Each specimen requires
		1. **AS# & GREEN Label#**
		2. **PATIENT NAME**
		3. **LOCATION (floor or unit- room # is not required**
		4. **TEST(s)**
		5. **RECEIVED TIME (in department)**
	6. Process specimens as required by ordered tests
	7. Store specimens in specimen rack (barcoded) or downtime racks (non-barcoded).
	8. See analyzer specific instructions

**RESULT REPORTING DURING DOWN-TIME:**

1. **Architect**- Print sample report off the instrument
2. **Sysmex XS**- Print downtime report off the instrument
	1. **DO NOT REFLEX DIFF, MORPH, SCAN, UNLESS WBC AND/OR PLT VALUE IS CRITICAL. REFLEX NECESSARY REVIEW AND FORWARD TO MAIN LAB.**
3. **CA-660 , NOVA PHOX, and iSTATs**- Utilize downtime result form for all other STAT lab testing. Attach all printouts to the downtime result report.
4. All **Critical Values** shall be processed and called according to departmental critical value policy.
5. Copies of **ED Patient Reports** can be tubed and/or faxed to the Emergency Department once results are completed.
6. Copies of **BNP Patient Reports** for the floors can be tubed and/or faxed
7. **Report Handling**- staple the complete patient results as follows
	1. Top Copy- Down-time Requisition from Emergency Room
	2. Architect Patient Report
	3. Sysmex XS Downtime Report
	4. CA-660, NOVA PHOX, iSTAT- Written Downtime Report with ticket printouts attached.
	5. Place in Black Tray for LIS entry

***\*\*\*\*IMPORTANT NOTE: PLEASE ENSURE THAT ALL RESULTS ON THE SAME***

 ***REQUISITION FOR THE SAME PATIENT MUST BE ATTACHED***

 ***(STAPLED TOGETHER) PRIOR TO PLACING IN TOWER\*\*\*\****

**WORKSTATIONS DURING DOWN-TIME:**

1. **Abbott Architect i1000**
	1. **Stop analyzer interface**
	2. **Turn Off Host Communication on Analyzer**
		1. Click LIS icon on home screen
			1. Click Disable
	3. **Order(s) will be entered manually by technologist**
		1. **Select Orders--> Select Patient Order**
		2. Enter Rack # and Position#
		3. **SID:** Enter AS# from tube (without barcode label) or barcode# (with barcode label)
		4. Order tests on specimen label (with barcode label) or patient requisition (without barcode label)
		5. **Select Sample Details**
			1. PID: AS#
			2. Enter Patient Name (Last, First)
			3. Location: Patient Unit/Floor/ED
			4. Select Done
			5. Select Add Order
			6. Place on Architect
	4. Follow procedure in **Result Reporting During Down-Time** section for proper report handling.
2. **Sysmex XS1000i**
	1. **Stop analyzer interface**
	2. **Turn on Down-Time Patient Report**
		1. Double click GP-Customize
		2. Select Record
		3. Select Restore
		4. Select Downtime report (if reports not on screen select Recent places🡪GP Customize)
		5. Select OK
	3. **Turn off host query to manual stat mode**
		1. Select Settings
		2. Select IPU
		3. Select Analysis Ordering
		4. Uncheck the Manual Mode
		5. Select Apply
		6. Select OK
	4. **Specimens with barcode labels**
		1. Hit F2
		2. Scan patient barcode
		3. Make sure that CBC+DIFF is selected
		4. Place specimen in **Auto sampler** rack holder
		5. Close analyzer lid
		6. Hit big “go” button
	5. **Specimens without Barcode labels**
		1. Hit F2
		2. Enter patient AS#
		3. Make sure that CBC+DIFF is selected
		4. Place specimen in Manual STAT position
		5. Lid does not have to be closed
		6. Hit small “go” button
	6. Follow procedure in **Result Reporting During Down-Time** section for proper report handling.
3. **Sysmex CA-660**
	1. **Stop analyzer interface**
	2. **Specimens with and without barcodes**
		1. Select Next until a new rack is shown
		2. Select desired position in rack
		3. Select Manual ID Entry
		4. Enter Barcode# (with barcode label) or AS# (without barcode label)
		5. Select ordered tests
		6. Select Enter
		7. Hit Start
		8. Wait 60 seconds and hit “continue”
			1. If after maintenance or restarting of analyzer select First Tube.
	3. Follow procedure in **Result Reporting During Down-Time** section for proper report handling.
4. **NOVA pHOX Ultra**
	1. **Stop analyzer interface**
	2. **Specimens with barcode labels**
		1. Select Additional information
		2. Select Accession #
		3. Scan specimen barcode
		4. Select OK, then Save
		5. Invert specimen to mix and pour sample into sample cup
		6. Select aspirate
		7. Once beeping starts hit “continue”
		8. Discard or Pour back specimen sample
	3. **Specimens without barcode labels**
		1. Select Additional information
		2. Select Accession#
		3. Enter AS#
		4. Select OK, then SAVE
		5. Invert specimen to mix and pour sample into sample cup
		6. Select aspirate
		7. Once beeping starts hit “continue”
		8. Discard or pour back specimen sample
	4. Follow procedure in **Result Reporting During Down-Time** section for proper report handling
5. **Abbott i-STAT (only if Architect is down)**
	1. **No interface to stop**
	2. **Specimens with barcodes**
		1. Turn on i-STAT
		2. Screen should be on Test Menu
		3. Select 2- i STAT Cartridge
		4. Scan your badge (back barcode)
		5. Scan specimen barcode label
		6. Scan Cartridge barcode on package
		7. Using pipette to fill sample well in cartridge
			1. For TROPI/BNP slide cover over sample hole
			2. For CHEM8/CG4 snap cover over sample hole
		8. Place cartridge in i-STAT
		9. When result is ready press print button to print result
		10. Discard i-STAT cartridge
	3. **Specimens without barcodes**
		1. Turn on i-STAT
		2. Screen should be on Test Menu
		3. Select 2- i STAT Cartridge
		4. Scan your badge (back barcode)
		5. Scan specimen barcode label
		6. Scan Cartridge barcode on package
		7. Using pipette to fill sample well in cartridge
			1. For TROPI/BNP slide cover over sample hole
			2. For CHEM8/CG4 snap cover over sample hole
		8. Place cartridge in i-STAT
		9. When result is ready press print button to print result
		10. Discard i-STAT cartridge
	4. Follow procedure in **Result Reporting During Down-Time** section for proper report handling.
6. **When Meditech comes back up:**
	1. **Turn on host communications**
		1. Architect
		2. Sysmex XS 1000i
	2. Turn on **daily form**- XS 1000i
	3. Start all Analyzer interfaces
	4. Order all tests **for STAT Lab (only**) from patient requisitions
	5. Label tubes, match up patient results and file
	6. Put completed paperwork in black downtime bin

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