**Coro Molecular Laboratories: Downtime Procedure**

1. **PRINCIPLE:**
   1. This procedure applies to the Molecular Genomic Pathology (MGP) and the Molecular Microbiology Laboratories, located in the Coro Building.
   2. There are several information systems involved in maintaining the functionality within the laboratories.
      1. SCC Softlab and SCC SoftMolecular – Clinical Pathology Laboratory Information System
      2. Cerner CoPath – Anatomic Pathology Laboratory Information System
      3. LifeChart (Epic) – Hospital Information System/Electronic Health Record
   3. If any of these systems are down, laboratory operations will be affected. The extent to which they are affected depends on which system is down, if the downtime is planned or unplanned, and the length of time that it is unavailable.
   4. Whenever a system becomes unexpectedly unavailable, the first step is to notify the helpdesk at 4-6381. Then contact the Lab Manager and Lab Directors.
   5. The exact plan to handle a downtime will depend on many variables. Depending on what system is down and how long they are expected to be down, a decision will be made on how to proceed.
   6. Once the details of the downtime have been discovered, there are some facts to consider when deciding how to move forward.
2. **DOWNTIME ORDERING AND TRANSPORTING SPECIMENS PROCEDURE:**
   1. Epic, Softlab, or SoftMolecular downtime:
      1. Orders can be placed by using the downtime requisition slips or Molecular Genomic Pathology requisition form.
      2. Orders normally placed in Epic can be ordered in Softlab (if available) by either Customer Service or Central Collections using their current process.
      3. If Softlab is not available:
         1. Downtime labels can be used by the Core labs to label specimens and downtime requisitions that can then be sent to the lab, or
         2. Specimens can be held with their downtime order forms until either Softlab or both Epic and Softlab are available.
   2. CoPath downtime:
      1. Orders could come to the lab on a downtime requisition form (the Molecular Genomic Pathology Test Requisition form).
      2. The form could be given to the Pathology secretaries who could forward them to the correct pathologist.
      3. On the requisition form, the pathologist can list which block should be cut by Histology or directly sent to the MGP lab. The form can be given to Histology who can prepare the tissue following their current process.
      4. The form and tissue can be sent to the laboratory.
3. **DOWNTIME PROCEDURE ONCE SPECIMENS ARE RECEIVED IN THE LABS.**
   1. At Coro, a log will be kept capturing all the specimens received.
   2. The Requisition forms will be held at the front desk until the system is available.
   3. Molecular Genomic Pathology will utilize their CMB\_Specimen Log (Excel), which can be found in the shared RIMBLAB$ drive in the CMB\_Database folder.
      1. Each specimen will be given an MGP number.
      2. Each specimen will have a Patient sheet filled out. This will list the tests ordered.
      3. The results of all testing will be documented on these sheets.
      4. For test set up, the PCR worksheets in the CMB\_Downtime folder will be used.
      5. All testing related sheets will remain in their assay specific folders until the resulting LIS systems become available.
      6. Results will not be available in Epic until the system becomes available. Until then, the Directors will communicate results to the appropriate clinical provider.
   4. Molecular Microbiology will use a Downtime Specimen Log (Excel) which can be found in the shared Micromolec$ drive in the Downtime Folder.
      1. Molecular Micro can run the downtime labelled specimens on their instruments.
      2. Molecular Microbiology will have instrument printouts with results.
         1. For tests that are interfaced, the results will transfer once Softlab is available.
         2. For tests that are not interfaced, the instrument printouts will be used to enter results.
         3. These sheets will be kept on the Lead technologist’s desk for easy retrieval if a provider calls for a result.
4. **DOWNTIME PROCEDURE FOR MGP ASSAYS ALREADY IN PROCESS WHEN SOFT MOLECULAR IS DOWN:**
   1. Pending Logs for each assay are transferred to the SoftMolVal$ drive daily.
   2. Once the system is down, these logs can be printed.
   3. The logs will tell you the step that each specimen is currently at.
   4. Utilizing these logs, the SoftMolecular printed Worksheets and Tasklists, as well as the downtime PCR worksheets and FISH run sheets, the techs can complete their assays.
   5. All testing related sheets will remain in their assay specific folders with the Molecular Pathologists until the resulting LIS systems become available.
   6. Results will not be available in Epic until the system becomes available. Until then, the Directors will communicate results to the appropriate clinical provider.
5. **UPTIME SPECIMEN PROCESSING PROCEDURE:**
   1. Once the downtime is over, depending on the situation there could be multiple items to consider and steps to take:
   2. Epic:
      1. MGP lab: review the patient orders and perform a Patient History check in Epic, as needed.
   3. Softlab:
      1. Ordering in Softlab (if downtime labels were used):
         1. Go to Order Entry.
         2. Search for patient by Medical Record Number.
         3. Choose New Orders.
         4. On General tab, scan the Downtime barcode label into the Order number field.
         5. Enter the collection time on the General tab, bottom of information screen (to the right). Be sure the Collection date matches the Admit date.
         6. Place any orders on the Orders tab on the right-hand side of the screen.
         7. Go to the Specimens tab and Coll/Rec. Make sure dates match the dates in the General tab.
         8. Molecular Micro results can now be entered.
         9. MGP lab will need to receive the Softlab orders in SoftMolecular following the Molecular Genomic Pathology Specimen Accessioning Procedure.
      2. Resulting in SoftMolecular:
         1. The MGP lab will utilize the patient sheet, PCR sheets, and any other printouts to transfer the necessary information into SoftMolecular.
         2. The Pathologist can sign out the cases and the results will be available in Epic when it becomes available.
6. **INTERFACES**:
   1. The following interfaces should be checked after a downtime in the Coro Molecular Lab:
      1. COBAS 6800 (RCOBA)
      2. Hologic Panther (RPANT)
      3. Hologic Panther 2 (RPAN2)
      4. BDMAX (RBDMX)
      5. BDMAX 2 (RBDM2)
      6. BDMAX 3 (RBDM3)
      7. Focus Cycler (RFACS)
   2. To verify an interface is running:
      1. Go to Softlab Main desktop
      2. Go to Interface>Interface Setup
      3. Go to Interface (top drop down)>All Interface>Status Screen
      4. Interface Setup Status window will open.
      5. Go down the menu and search for the instruments.
      6. There should be a time in the Start column. If the Start column says, ‘NOT RUNNING’, the interface needs to be started.
   3. To start an Interface
      1. Highlight the instrument you want to start.
      2. Click on the ‘Start’ button on the bottom.
      3. The start time will change from ‘NOT RUNNING’ to the present time.
      4. Close this window by choosing ‘Close’.
7. **REFERENCES:**
   1. CoPath Downtime Procedure
   2. SCC Soft Downtime Procedure – General and Microbiology
8. **REVISIONS:**
   1. 1/19/2020: Incorporated information about SoftMolecular and updated footer to reflect the new laboratory name.
   2. 1/22/2024: Incorporated additional interfaces for testing that has been transferred to Coro Molecular Micro.