TRAINING UPDATE

Lab Location: WAH   **Date Implemented:** 6.17.2013

Department: Blood Bank   **Due Date:** 6.30.2013

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Review of the Surgery Schedule
Description of change(s):
Updated the surgery schedule procedure to include instructions for pulling the report from Cerner.   1. The surgery schedule will automatically print on the core lab printer (120) each day at 3pm.   2. BB staff members can access the explorer menu of Cerner to reprint the surgery schedule if needed.

Non-Technical SOP

Title	**Review of the Surgery Schedule**	
Prepared by	Stephanie Codina	Date: 7/20/2010
Owner	Stephanie Codina	Date: 7/20/2010

Laboratory Approval

Print Name and Title	Signature	Date
Refer to the electronic signature page for approval and approval dates.		

Local Issue Date: Local Effective Date:

Review:

Print Name	Signature	Date

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1.   PURPOSE

The surgery scheduled is reviewed daily so that patients who will need an ABO confirmation specimen can be pro-actively identified and communicated to operating room staff. This will help minimize delay in providing blood products to patients in surgical services.

2.   SCOPE

This procedure applies to all patients who are scheduled for surgical procedures during the next business day.

3.   RESPONSIBILITY

All blood bank staff members must know how to review the surgery schedule and report issues to OR staff. The surgery schedule is routinely reviewed on second shift.

4.   DEFINITIONS
None

5.   PROCEDURE

A. Review of Surgery Schedule

Step	Action
1	The surgery schedule will auto-print in the blood bank each day at 3pm.

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Step	Action
2	Perform a blood bank history review for each patient for whom a T&S has been requested or a potential blood loss is possible (dental extractions, ear tubes, and other surgeries that have minimal potential for blood loss may be excluded). Refer to procedure, "Patient History Check." Document the need for an ABO retype specimen on the surgery schedule by writing or stamping on the form "Needs ABO Retype."
3	For any patient who is in-house and requires an ABO retype: Order an ABO retype and dispatch a phlebotomist to collect the specimen.
4	Distribute the marked-up surgery schedule. A. Deliver one copy of the surgery schedule to phlebotomy. Phlebotomy will help collect ABO retype specimens the following day. B. Fax one copy of the surgery schedule to the pre-op area. Nursing and anesthesia staff will collect blood bank specimens as needed and return them to blood bank for testing prior to bringing the patient into OR.
5	Ensure that we have enough platelets in-house or on order to cover all of the cardiac surgery cases for the next day. The OR will attempt to notify us in advance when platelets will be needed.
6	Specimens originating in the OR will get priority processing when returned to the blood bank for same day cases.

B. Add-On Cases

Step	Action
1	Urgent surgical cases are frequently added after the surgery schedule has been closed. OR staff will attempt to notify the blood bank by telephone when a case that will likely need blood product is added to the schedule (i.e. open heart cases). When a call about an add-on case is received: A. Document the patient information and type of surgery on the bottom of the surgery schedule. B. Complete the steps listed in the "Review of Surgery Schedule" section above.

C. Printing the Surgery Schedule

Step	Action
1	The surgery schedule can be accessed via Cerner.
2	Log into Cerner.

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Step	Action
3	Click on the "Explorer Menu" in the upper right-hand corner of the screen. A. The Explorer Menu icon looks like a compass. B. If the Explorer Menu is not present, click on the "Toolbar Options" (down arrow) icon.
4	If you have previously accessed the surgery schedule, double-click on the "Surgery Schedule Report" located under the "Recent Programs" header. If you have never accessed the surgery schedule: A. Double-click on the "Main Menu" selection. B. Double-click on "Surgery Schedule Report."

5	The right side of the screen will open.
	 A. Select the date range for which you want the surgery schedule (usually the next business day).
	 B. Select the hospital's "Main OR" report by checking the box to the left of the report name.
	  a. Select "SGAH Main OR" for Shady Grove Adventist Hospital.
	  b. Select "WAH Main OR" for Washington Adventist Hospital.
	 C. Click the "Execute" button.

6	Click on the print icon to print the schedule.

6. RELATED DOCUMENTS
None

7. REFERENCES
N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
000	11.1.2010	Section 5: Removed requirement to document current T&S, historical antibodies, special attributes, and availability of autologous or directed blood products.	SCodina	NCacciabeve
001	6.17.2013	Section 5: Edited to include Cerner process for obtaining the surgery schedule.	SCodina	NCacciabeve

9. ADDENDA AND APPENDICES
None

Form revised 3/3/00