

TRAINING UPDATE

Lab Location: SGAH and WAH **Date Implemented:** 8.2.2013
Department: Blood Bank **Due Date:** TBD

DESCRIPTION OF PROCEDURE REVISION

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|---|
| Name of procedure: |
| Extended T&S Communication Order |
| Description of change(s): |
| <p>Hospital policy states we can extend a T&S for up to 7 days from the date of collection when a request is made by an authorized provider. Though, we must have reliable evidence that the patient has not been pregnant or transfused within the previous 90 days.</p> <p>WAH OR routinely extends pre-op T&S samples. SGAH rarely uses this option. However, this is a system-wide policy, so we will implement at both hospitals.</p> <p>Currently, the RN calls BB to extend the T&S. The RN must verbally tell BB that the patient has not been pregnant or transfused.</p> <p>New process: We have a new communication order to replace the phone call.</p> <ol style="list-style-type: none">1. Test is "Extended T&S" but it will come across to BB as the ETS.2. When ordered in Cerner, the RN must fill in the following:<ol style="list-style-type: none">a. Date of surgeryb. Has patient been pregnant in previous 90 days?c. Has patient been transfused in previous 90 days?3. When received by BB, BB staff will:<ol style="list-style-type: none">a. Review prompts to ensure patient meets criteriab. Search the patient in BB Inquiry to verify he/she has not been transfused by us in previous 90 days4. Result the test:<ol style="list-style-type: none">a. ;Yes if T&S can be extendedb. ;No if T&S cannot be extended5. Extend T&S to either 3 days after day of surgery or 7 days from date of sample collection whichever is sooner |

Non-Technical SOP

| | | |
|--------------------|---|-----------------|
| Title | Extended T&S Communication Order | |
| Prepared by | Stephanie Codina | Date: 7.23.2013 |
| Owner | Stephanie Codina | Date: 7.23.2013 |

| Laboratory Approval | | |
|--|------------------|------------------------------|
| Print Name and Title | Signature | Date |
| <i>Refer to the electronic signature page for approval and approval dates.</i> | | |
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| Local Issue Date: | | Local Effective Date: |

| Review: | | |
|-------------------|------------------|-------------|
| Print Name | Signature | Date |
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1. PURPOSE

This procedure outlines the steps that will be taken when a provider requests that a T&S specimen be extended past the normal expiration date.

2. SCOPE

A T&S specimen may be extended for up to 7 days for scheduled surgery at the request of a provider when we have **reliable** information that the patient:

- A. Has **not** been transfused within the previous 90 days
- B. Has **not** been pregnant within the previous 90 days

Pathologist approval is required when a provider requests extension beyond the allotted 7-day time period.

3. RESPONSIBILITY

All blood bank staff members must understand and adhere to this procedure for extending T&S specimens.

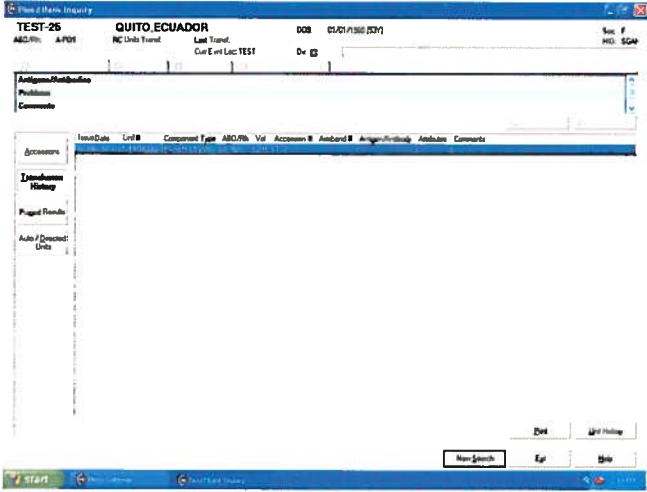
4. DEFINITIONS

N/A

5. PROCEDURE

| Step | Action |
|------|--|
| 1 | When an extended T&S is requested, the patient care area will order test "ETS." The order requires that the following information be documented: A. Date of Scheduled Surgery B. Whether the patient has been pregnant within the previous 90 days C. Whether the patient has been transfused within the previous 90 days |

Form revised 3/31/00

| Step | Action |
|------|---|
| 2 | Blood bank staff will receive the ETS order per procedure, "Order Entry, Receiving Orders in the GUI System." |
| 3 | <p>Blood bank staff will review the patient's transfusion history to verify that no transfusions were performed at our hospital within the previous 90 days.</p> <ul style="list-style-type: none"> A. Access Sunquest function, "Blood Bank Inquiry." B. At the "Lookup by" prompt, select "Patient Name." C. At the "Value" prompt, type the first 3 letters of the last name, comma, then first 3 letters of the first name and click "Search." D. A list of patients will display. Review demographic information to determine whether your patient has more than one possible medical record number in the system. If so, perform the remaining steps for EACH potential MRN. E. Select the patient(s) that correspond to the ETS request and click the "Select" button. F. Click the "Transfusion History" box. G. Review the "Issue Date" for any blood product that has been issued to the patient in the past. The patient is not eligible for extended T&S if he/she has been transfused within the previous 90 days.  |
| 4 | <p>Result the EXP field of the ETS order.</p> <ul style="list-style-type: none"> A. Type ";YES" if the T&S meets requirements for extension. B. Type ";NO" if the T&S does not meet requirements for extension. <p>Note: Notify the patient care area if the patient does not qualify for extension. Document the call in the ETS test as a blood bank comment.</p> |

| Step | Action |
|------|---|
| 5 | If the patient meets requirements for extension, extend the expiration of the T&S specimen. A. Access the patient's T&S specimen using Sunquest function "Blood Order Processing." B. Edit the EXX (crossmatch expires) field to 3 days after the scheduled surgery date or 7 days from the date the T&S was collected, whichever is sooner. |

6. **RELATED DOCUMENTS**
 SOP: Order Entry, Receiving Orders in the GUI System

7. **REFERENCES**
 None

8. **REVISION HISTORY**

| Version | Date | Reason for Revision | Revised By | Approved By |
|---------|------|---------------------|------------|-------------|
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9. **ADDENDA AND APPENDICES**
 None