

TRAINING UPDATE

Lab Location:	SGAH and WAH	Date Implemented:	10.18.2013
Department:	Blood Bank	Due Date:	10.23.2013
			New process goes live at 10am!!!!

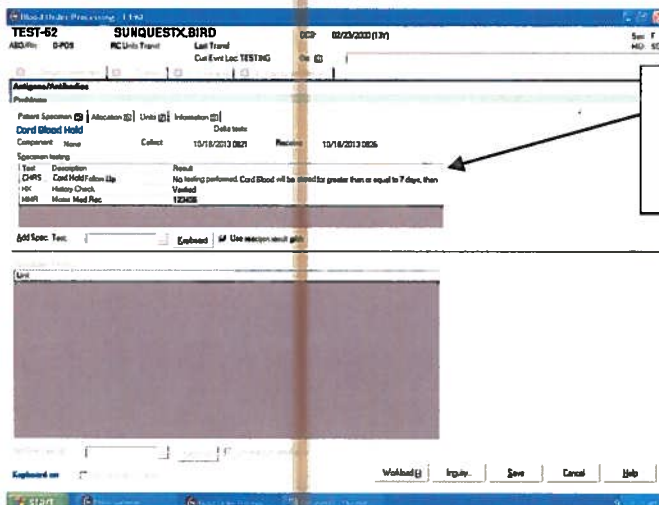
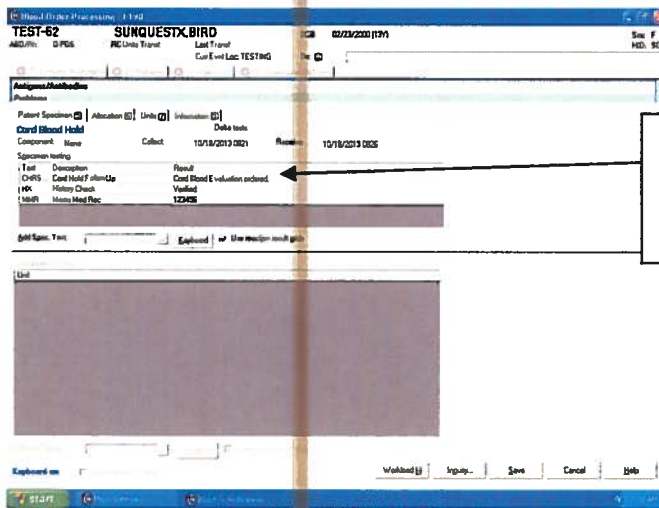
DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Cord Blood Hold
Description of change(s):

The computer people noted a problem during final Cerner testing of the cord hold process. The fix for the issue involved adding an additional entry field in the Sunquest Cord Hold order.

The Cord Hold Follow Up field has been added to the order.

- A. Result using the "P" key or the mnemonic ";CHP" if a cord evaluation will be ordered.**
- B. Result using the "N" key or the mnemonic ";CHN" if no additional testing will be performed.**



Non-Technical SOP

Title	Cord Blood Hold	
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>		
Local Issue Date:		Local Effective Date:

12 month (or new) management review and approval: Signature acknowledges SOP version remains in effect with NO revisions.		
Print Name	Signature	Date

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1. PURPOSE

To define the steps that will be taken when performing a “Cord Blood Hold” test.

2. SCOPE

This procedure applies to any cord blood sample that comes to the blood bank with a “Cord Blood Hold” order.

3. RESPONSIBILITY

All blood bank staff members must understand and adhere to this procedure for resulting cord blood hold orders.

4. DEFINITIONS

- A. Cord Blood—Blood obtained from the umbilical cord of an infant at the time of birth.
- B. Cord Blood Hold—CHOLD—A test that is ordered to document the receipt and storage of a cord blood specimen for an infant.
- C. Cord Blood Evaluation—CORDEV—A panel that consists of an ABO, Rh, and direct Coomb’s test on a cord blood specimen.

5. PROCEDURE

Step	Action
<p>Note: For tracking purposes, all cord blood specimens that are received and/or stored in the blood bank must have a corresponding order in the computer system. The CHOLD test is ordered to electronically track receipt when no testing is required or when testing will be performed per hospital protocol as outlined below.</p>	
1	<ul style="list-style-type: none"> A. The cord blood specimen will be labeled with the baby’s full name, medical record number, time/date of collection, and collector’s initials. B. The CHOLD order will be ordered on the baby.

Step	Action
2	Receive the order in the system per procedure, "Order Entry, Receiving Orders in the GUI System."
3	Perform a history check on the MOTHER of the baby to whom the cord blood belongs. <ul style="list-style-type: none"> A. The medical record number of the mother will default into the "MMRN" field of the cord blood hold order. B. Refer to SOP, "Patient History Check."
4	Order a Cord Blood Evaluation (CORDEV) and perform applicable testing if any of the following apply: <ul style="list-style-type: none"> A. The mother of the baby is Rh-negative or weak D positive. B. The mother of the baby is group O. C. The mother of the baby has clinically-significant antibodies (current or historical). Refer to procedure, "Order Entry, Entering Orders in the GUI System."
5	Document completion of the cord blood follow up by resulting the field with one of the following: <ul style="list-style-type: none"> A. Type either the "P" key or enter the mnemonic ";CHP" when the mother meets specifications for cord evaluation testing. This mnemonic will result the comment "Cord Blood Evaluation ordered." B. Type either the "N" key or enter the mnemonic ";CHN" when the mother does not meet specifications for cord blood testing. This mnemonic will result the comment "No testing performed. Cord blood will be stored for greater than or equal to 7 days, then discarded. Contact BB if testing is needed."
6	Document completion of a history check by entering "H" in the HX field. This mnemonic expands to "verified."
7	Click the "Save" button.

6. RELATED DOCUMENTS

- SOP: Order Entry, Receiving Orders in the GUI System
- SOP: Patient History Check
- SOP: Order Entry, Entering Orders in the GUI System

7. REFERENCES

None

Form revised 3/21/05

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES
None