TRAINING UPDATE

Lab Location:	SGAH & WAH	**Date Distributed:**	7/1/2014
Department:	All staff	**Due Date:**	7/31/2014
		Implementation:	**8/1/2014**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
OL Monitor   SGAH.L01, WAH.L01 v2
Description of change(s):
Section 1: Add ASAP orders Section 4: Update screen shot example Section 5: Update timing due to LIS upgrade and hardware migration to windows 7, remove stat priority for gram stain Section 9: Add filter spreadsheet This revised SOP will be implemented on August 1, 2014

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training all sites (version 2)

Non-Technical SOP

Title	OL Monitor	
Prepared by	Marie Sabonis	Date: 11/18/2008
Owner	Lori Loffredo	Date: 11/18/2008

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**

Form revised 3/31/00

SOP ID: SGAH.L01, WAH.L01
SOP version # 2

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1.   **PURPOSE**
       To automate running of Sunquest Overdue Logs to monitor STAT and ASAP orders
       received in the lab and display in a user friendly manner.

2.   **SCOPE**
       The OL Monitor is software that interacts with Sunquest (SmarTerm). Behind the screens
       it runs the Overdue Log function and displays the data in a graphic display (GUI) on a
       PC. In addition we have the ability to customize the fields we want to display, define
       TAT limits either based on test, priority and/or patient location.

       If the tests being monitored are not resulted in the LIS in a timely fashion, the text for the
       accession will change to orange as a warning that the turn-around time is near.

3.   **RESPONSIBILITY**
       It is the responsibility of all specimen processing personnel to view and help monitor
       the OL Monitor by making sure that the specimens have been processed and
       delivered to the testing area as soon as they are processed and received in LIS.

       It is the responsibility of all testing personnel to view the log and monitor the status
       of all specimens for their assigned area to make sure that the tests are performed and
       resulted promptly.

       It is the responsibility of all Group Leads (GL) or Techs in Charge (TIC) to view the
       log and determine if there are problems in any particular area. The GL or TIC
       should then confer with testing personnel to determine the cause of the problem and
       to render assistance.

       It is the responsibility of any manager or supervisor who may be in the laboratory to
       view the monitor and confer with the GL, TIC, or testing personnel to help correct
       any issues that are found.

4.   **DEFINITIONS**
       OL Monitor- Application used to display Sunquest Overdue Log dynamically in a GUI
       format.

OL Monitor display fields.

Accession: Accession Number

Status: R- indicates received

Location: Patient current location

Test: Lists tests associated with that accession number.

> Note: If more than one test is noted then only the first three characters of the test code display. Example: BMP, PTT1 will display as BMP, PTT.
>
> Note: If you hover over the tests with the mouse the complete test codes will display.

Name: Patient Name

Rec date: Receive date

Rec time: Receive time

HID: Patient medical record number

Priority: S- STAT

Partial: % denotes that order is partially resulted. May see this if CBCND is resulted and diff is pending. Also, may see if part of a BMP or COMP is resulted.

Proc Time: Important column. If received in lab then Proc Time denotes the time difference from current time minus the received in lab time. If unreceived then the Proc Time denotes the time difference from the current time minus the scheduled collect time.

OL_Monitor

File Options Action Help Pause

Priority	Accession	HID	Re...	Rec ...	Location	Test	Name	Proc Time	Hosp	Partial
S	F11771	330107	06/13	2028	2200	XLLEP	ADOM,NGOZY	92 hrs	WAH	
ASAP	S34541	905888	06/14	2332	3100	XHIV12	MENGESTU,ASRAT SEGEN	64 hrs	WAH	
SRN	M11736	687393	06/16	2237	1500	MRSAS	KHAN,KALA	17 hrs	WAH	
ASAP	M11566	809499	06/16	1950	4200	MRSAS	HIGH,EDNA	20 hrs	WAH	
ASAP	M11396	907263	06/16	1832	4100	MRSAS	DEAN,ROBERT E	21 hrs	WAH	
ASAP	M11359	614168	06/16	1829	WED	MRSAS	SMYTHEMACAULAY,DONALD	22 hrs	WAH	
ASAP	M10770	898461	06/16	1759	3000	XHIV12	AKHTAR,SUMAIRA	22 hrs	WAH	
SRN	M10775	8124139	06/16	1338	1500	MRSAS	BARBE,FREDERICK WALTER	26 hrs	WAH	
ASAP	T55265.	893285	06/17	1554	WED	BNP,DIF,CPK,CCK,CBC,MG	MARROQUINDEDIAZ,EMILIA	5 min	WAH	
S	T55239	8123495	06/17	1553	2500	CBCND	MOLDEN,PATRICIA M	6 min	WAH	
S	T55242	353598	06/17	1536	WED	CKM,CKM,TRO,CPK	LLOYD,MALIK A	23 min	WAH	
ASAP	T55104	855218	06/17	1531	WTRC	MRSAS	OARR,JUDITH J	28 min	WAH	
S	T55154	278549	06/17	1459	2500	PTT1	SCOTT,YVONNE D	60 min	WAH	
ARN	T54209	8123587	06/17	1352	1500	QCDIF	MYERS,MARTIN L	127 min	WAH	
SRN	T53979	8124308	06/17	0635	1500	MRSAS	SIROTA,MASHA G	9 hrs	WAH	
ASAP	T53683	191982	06/17	0050	2200	MRSAS	RUGLESS,FLORENCE	15 hrs	WAH	

Refreshing in: 25. Analyzed: Test.tx1   OL Log time: 15:59 OL Log date: 06/17/2014

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5.   PROCEDURE

a.   OL Monitor application is loaded on PC ~~attached to 42" flat screen monitor~~ in the lab.

b.   To activate the application, click on the smiley face ☺ on the desktop. The application will open.

c.   In ~~about 90 seconds~~ a couple minutes the application will log into Sunquest (behind the scene) and ~~in about 90 additional seconds~~ a few minutes later the screen will refresh. After which the Sunquest Overdue Log will run behind the scenes and update the OL Monitor every ~~90 seconds~~ 5 minutes.

d.   Staff should look up and view the monitor frequently while working on the bench.
   1)   If specimens are not delivered to the testing areas, the testing personnel should work with specimen processing to locate the specimens and get them to the testing area for analysis.
   2)   If the specimens are in the testing area, the testing personnel should determine why they are delayed and work to get the results out ASAP.
   3)   Any problems should be brought to the attention of the GL ~~LT~~, TIC, supervisor or manager.

e.   Group Lead (GL) ~~Tech~~ or TIC should monitor the screen to determine if there are problems in any area of the lab. GL ~~LT~~ and TIC should work with testing personnel to correct any issues to get STAT testing completed within expected TAT.

f.   Supervisors or managers who are in the lab should also look at the monitor and inquire about any specimens that are not reported out in a timely manner.

g.   Gram Stains- All ~~STAT~~ gram stain requests display on the OL Monitor. This includes gram stains ordered individually or if included in a Culture, i.e., CSF, Tissue, Fluid and Wound/gram orders.
   1.   Once these orders are received in the lab they will automatically have a % in the partial column since the specimen source has already been resulted.
   2.   Upon resulting of the grams stain the order will automatically be removed from the OL Monitor since it is resulted.

h.   Malaria- All Malaria orders qualify to the OL Monitor. Once received in the Lab it appears on the OL Monitor. The tests will have a "%" in the partial column from the time it is received. Once the preliminary result is entered in Sunquest, the status will NOT change on the OL Monitor. It will remain on the OL Monitor until the **final** is reported out. Testing personnel can consult the Work Order (WO) log to determine if the preliminary is reported.

i.   The OL Monitor application may need to be recycled if it is not updating (i.e., receive date/times are not displaying any current date/times) or one of the following messages are displaying:

- If message window displays "Sync with SmarTerm server failed check setting and restart program."
- If message window displays "out of string space"

To recycle the OL Monitor application:
1) Close OL Monitor application by clicking on FILE in upper left hand corner of application and select exit. It will take a couple minutes for the application to shutdown.
2) Once application closes, click on the smiley face ☺ to start it back up. It will take a couple minutes for the application to load and for the software to run the Overdue Log behind the scenes.
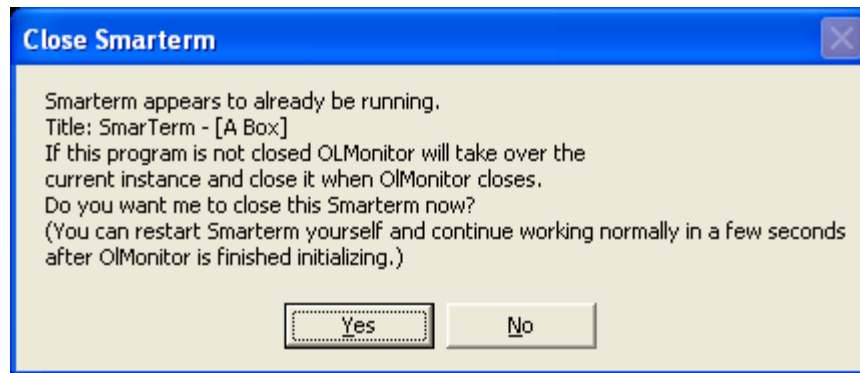
Select **Yes**, you want the SmarTerm Session closed.

6.   RELATED DOCUMENTS
None

7.   REFERENCES
None

8.   REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
000	3/12/2010	Updated owner	L. Barrett	L. Loffredo
001	6/18/2014	Section 1: Add ASAP orders Section 4: Update screen shot example Section 5: Update timing due to LIS upgrade and hardware migration to windows 7, remove stat priority for gram stain Section 9: Add filter spreadsheet Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	M. Sabonis	L. Loffredo

9.   ADDENDA AND APPENDICES
OL Monitor Filter Spreadsheet

SOP ID: SGAH.L01, WAH.L01
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OL Monitor Filter Spreadsheet

Core lab				
TEST	**Location**	**Worksheet**	**Time**	**Color**
CBCND,PT,PTT1, BMP,UAI,UMAC, UHCG	ALL	WOLMON & SOLMON [both are group worksheets]	20	Yellow
			30	Red
COMP,RENP,BNP, HCGQ,LIVP, DDIMER,TROPI1	ALL	WOLMON & SOLMON [both are group worksheets]	35	Yellow
			45	Red
GS,MAL,XFLC,XTISC,XFLC,XWDCG	All Locations	WOLMON & SOLMON [both are group worksheets]	60	Red
ALL	ALL	REFOE (Result at Order Entry)		None defined

Blood Bank				
TEST	**Location**	**Worksheet**	**Time**	**Color**
BB tests	ALL	WBB & SBB		None defined

WORKSHEETS DEFINED TO OL MONITOR

Core Lab:

WOLMON [group worksheet] WAH OL MONITOR includes the following worksheets
GS,MAL,REFOE,WCH1,WCH2,WCL,WCO,
WCO1,WGEN,WHE,WHE1,WIM2,WUR,WVITRO

SOLMON [group worksheet] OL MONITOR SG includes the following worksheets
GS,MAL,REFOE,SCH1,SCH2,SCL,SCO,
SCO1,SGEN,SHE,SHE1,SUR,SUR1,SVITRO

Blood Bank:

WBB   BB TXW RTW   RTW,TXW

SBB   SG BLOOD BANK OLRTS,TXS

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