

TRAINING UPDATE

Lab Location:	GEC, SGAH & WAH	Date Distributed:	10/15/2014
Department:	Core	Due Date:	11/11/2014
		Implementation:	11/12/2014

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
PL - Core Lab Pending Logs GEC.LIS35, SGAH / WAH.LIS39 v1
Description of change(s):
<p>Section 5:</p> <ul style="list-style-type: none">• remove entering Hospital ID (HID) when requesting report, add HID default and note to explain process• add log disposition to match current practice <p>NOTE: The SOP “Pending Logs, Microbiology” (SGAH/WAH.M13) will be retired when this revision is implemented. Micro will follow the core process.</p> <p>This revised SOP will be implemented on November 12, 2014</p>

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

Approved draft for training all sites (version 1)

Non-Technical SOP

Title	PL - Core Lab Pending Logs	
Prepared by	Leslie Barrett	Date: 6/25/2009
Owner	Marie Sabonis	Date: 6/25/2009

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:

Review:		
Print Name	Signature	Date

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1. PURPOSE

This procedure describes printing, review and investigation of pending logs.

2. SCOPE

Pending logs will be printed from the Sunquest Laboratory System to assist in the completion of required testing.

3. RESPONSIBILITY

This function is performed by all Laboratory technical staff.

4. DEFINITIONS

PL – Pending Log function of the Sunquest system

5. PROCEDURE

A. Printing Pending Test Log

1. FUNCTION: PL - Type in **PL** and press *enter*

The following displays:

GENERAL LAB REPORTS	Pending Test Log	11/12/2001
Start Date: (default is today) Use a Start Date of T-7	Include preliminary results? Y/N: Preliminary results: use default	No
Start Time: (default is 0000) Use a Start time of 0000	Include AD comment? Y/N: AD comment: use default	Yes

Print Rack Numbers? Y/N: **No**
Rack numbers: **use default**
Cut-Off Date: (default is today)
Cut-Off Date: **use default**

Cut-Off Time: (default is current time)
Cut-Off Time: **use default**

(A)ll (R)eceived (U)nreceived specimens: **Received**

Hospital ID(s) 1: ALL HOSPITALS (~~Type SGAH or WAH~~) (Use default)*
2:

Worksheet(s) 1: ALL WORKSHEETS (key appropriate worksheet code)
2:

Exception(s) 1:

Lab location(s) 1: ALL LAB LOCATIONS (Use this default)
2: N/A

[F11]=Escape [Do]=Accept [Find]=List [PF3]=Erase [HELP]=Help

Accept, Modify, Reject

2. After all fields have been filled, Accept, Modify, Reject prompt will display with Accept highlighted.
3. Review your entries and press *enter* if all the fields are correct.
4. If any entries need to be changed, use the arrow keys to move the blinking cursor to MODIFY and change the appropriate fields.
5. If you want to cancel the log, move the cursor to REJECT and press *enter*.

*** Notes:**

Do NOT type in a Hospital ID. Tests qualify to worksheets based on the "DEVICE LOC." where they were received. *Examples:*

- If specimens for ABH, ARH Rockville and SG are received at DEVICE LOC: SP1, then the tests will qualify to the SG worksheets.
- If specimens for ARH Takoma Park and WAH are received at DEVICE LOC: WP1, then the tests will qualify to the WAH worksheets.
- If specimens for GEC are received a DEVICE LOC: GL1, then the tests will qualify to the GEC worksheets.

Also, any tests that are routinely routed to another site for testing will display to the appropriate worksheet. Entering a specific Hospital ID will cause test orders for other Hospital IDs to NOT appear on the pending log.

B. Investigation of Tests on the Pending Log

Technologists must verify the status of each sample printed on the pending log using the following guidelines:

1. Stat and timed specimens collected at your site:
 - a. Specimens **not** requiring processing should be delivered to the testing bench within 5 minutes of receipt in the lab. If the specimen is not delivered within this time frame, check with specimen processing.
 - b. Specimens requiring processing should be delivered to the testing bench within 15 minutes of receipt in the lab. If the specimen is not delivered in this time frame, check with specimen processing.
2. Routine specimens collected at your site
 - a. Specimens **not** requiring processing should be delivered to the testing bench within 15 minutes of receipt in the lab. If the specimen is not delivered within this time frame, check with specimen processing.
 - b. Specimen requiring processing should be delivered to the testing bench within 30 minutes of receipt in the lab. If the specimen is not delivered in this time frame, check with specimen processing.
3. Specimens **not** collected at your site
 - a. Stat orders should arrive on the next courier run. Outside of normal business hours and on weekends, STAT specimens should be sent via STAT courier.
 - b. Routine orders should arrive on the next courier run.
 - c. Refer to policy Courier Schedule and Communication for times.
 - d. If a specimen does not arrive at the anticipated time, contact the collecting laboratory site to determine status. Note findings on log. If a specimen does not arrive by the end of your shift, record actions on the daily Bench Pass Down Log.

C. Disposition of Pending Logs

1. The pending log that is printed at the end of the shift is attached to the Bench Pass Down Log.
2. Pending logs that are printed throughout the shift are discarded.

6. RELATED DOCUMENTS

Courier Schedule and Communication, Laboratory policy
Inter-Shift Communication, Laboratory policy

7. REFERENCES

SunQuest Systems Functions Training Manual, 7/30/01

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP LIS022.001		
000	9/26/2014	Section 5: remove entering HID when requesting report, add HID default, note, and log disposition Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L Barrett M Sabonis	M Sabonis

9. ADDENDA AND APPENDICES
None