

## TRAINING UPDATE

**Lab Location:** SGAH and WAH      **Date Implemented:** 12.1.2014  
**Department:** Blood Bank      **Due Date:** 12.31.2014

### DESCRIPTION OF PROCEDURE REVISION

#### **Name of procedure:**

Review of the Surgery Schedule

#### **Description of change(s):**

1. BB staff members will ORDER and crossmatch 2 red cells for every cardiac surgery patient during review of the surgery schedule. Indication for transfusion will be CSPREO or "Cardiac Surgery Preop Protocol."
2. BB staff members will ORDER a retype for every patient who needs a retype and has a T&S or T&S order for surgery during review of the surgery schedule.
3. BB staff members will ensure we have enough platelets in house for cardiac surgeries.
  - a. 2 platelets on days when cardiac surgeries are being performed.
  - b. 2 platelets allocated to every patient deemed high risk cardiac surgery

Non-Technical SOP

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

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

<b>Review:</b>		
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

Form Revised 3/31/00

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**1. PURPOSE**

The surgery schedule is reviewed daily so that patients who meet certain requirements are proactively identified and managed per hospital policy. 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 understand and adhere to this procedure for reviewing the surgery schedule. 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. If the surgery schedule does not print, the blood bank staff member is responsible for accessing the explorer menu of Cerner to reprint the report per instructions below.

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	Order an ABO retype for any patient who: A. Has a current T&S on file and require ABO retype prior to transfusion. B. Is scheduled for cardiac (open heart) surgery and requires an ABO retype prior to transfusion (regardless of whether the T&S has been completed). Dispatch a phlebotomist to collect the ABO retype if the patient is in house.
4	Ensure 2 red cells are crossmatched for every patient who is scheduled for cardiac (open heart) surgery. If red cells are needed: A. Place a transfuse red cell order for 2 units. B. Document "CSPREO" (cardiac surgery preop protocol) as the indication for transfusion. C. Process the order per departmental procedure.
5	Ensure that we have enough platelets in-house or on order to cover all of the cardiac surgery cases for the next day. A. Allocate 2 platelets to any patient who has been designated a "high risk cardiac surgery" patient. B. Ensure we will have a minimum of 2 platelets in inventory for other cardiac surgery patients (2 platelets total for all patients NOT 2 platelets per patient).
6	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.
7	Specimens originating in the OR will get priority processing when returned to the blood bank for same day cases.

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**B. Add-On Cases**

Step	Action
1	<p>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:</p> <ul style="list-style-type: none"> <li>A. Document the patient information and type of surgery on the bottom of the surgery schedule.</li> <li>B. Complete the steps listed in the "Review of Surgery Schedule" section above.</li> </ul>

**C. Printing the Surgery Schedule**

Step	Action
1	The surgery schedule can be accessed via Cerner.
2	Log into Cerner.
3	<p>Click on the "Explorer Menu" in the upper right-hand corner of the screen.</p> <ul style="list-style-type: none"> <li>A. The Explorer Menu icon looks like a compass.</li> <li>B. If the Explorer Menu is not present, click on the "Toolbar Options" (down arrow) icon.</li> </ul>
4	<p>If you have previously accessed the surgery schedule, double-click on the "Surgery Schedule Report" located under the "Recent Programs" header.</p> <p>If you have never accessed the surgery schedule:</p> <ul style="list-style-type: none"> <li>A. Double-click on the "Main Menu" selection.</li> <li>B. Double-click on "Surgery Schedule Report."</li> </ul>
5	<p>The right side of the screen will open.</p> <ul style="list-style-type: none"> <li>A. Select the date range for which you want the surgery schedule (usually the next business day).</li> <li>B. Select the hospital's "Main OR" report by checking the box to the left of the report name.             <ul style="list-style-type: none"> <li>a. Select "SGAH Main OR" for Shady Grove Adventist Hospital.</li> <li>b. Select "WAH Main OR" for Washington Adventist Hospital.</li> </ul> </li> <li>C. Click the "Execute" button.</li> </ul>
6	Click on the print icon to print the schedule.

**6. RELATED DOCUMENTS**

None

**7. REFERENCES**

N/A

**8. REVISION HISTORY**

<b>Version</b>	<b>Date</b>	<b>Reason for Revision</b>	<b>Revised By</b>	<b>Approved By</b>
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	12.6.2011	Section 5: Edited to include Cerner process for obtaining the surgery schedule.	SCodina	NCacciabeve
002	11.24.14	Added requirement to order ABO retype. Added requirement to crossmatch 2 red cells for cardiac surgery cases. Added requirement to allocate platelets for "high risk" patients.	SCodina	NCacciabeve

**9. ADDENDA AND APPENDICES**

None