Lab Location:	SGMC and WAH	**Date Implemented:**	10.3.2017
Department:	Blood Bank	**Due Date:**	10.17.2017

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Autotransfusion (Perfusion) QC Testing

Description of change(s):

1. Updated SOP formatting and wording for clarity.
2. Combined SGMC and WAH SOPs.
3. Removed SmarTerm ordering instructions.

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Diagnostics™

Document No.: SGAH.S31[5]

Title: Autotransfusion (Perfusion) QC Testing

Owner: LESLIE BARRETT

Status INWORKS

Effective Date: 29-Oct-2017

Next Review Date:

Non-Technical SOP

Title	Autotransfusion (Perfusion) QC Testing	
Prepared by	Marie Sabonis	Date: 1/26/2010
Owner	Stephanie Codina	Date: 9/22/2017

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

SOP ID: SGAH.S31
SOP version # 5

CONFIDENTIAL: Authorized for internal use only.
Page 1 of 4

Form revised 3/31/00

TABLE OF CONTENTS

1.   **PURPOSE**
       This procedure describes the process to place laboratory orders and enter results for QC testing for autotransfusion machines.

2.   **SCOPE**
       This procedure applies to quality control testing of the autotransfusion machines.

3.   **RESPONSIBILITY**
       This procedure is performed by Specimen Processing and Core Lab staff members.

4.   **DEFINITIONS**
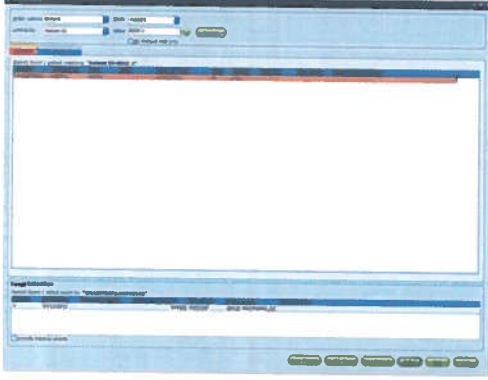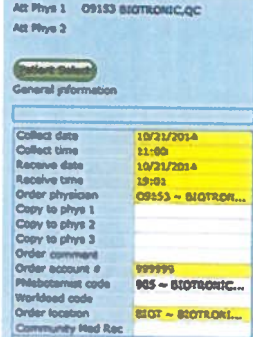   N/A

5.   **PROCEDURE**

       Ordering

Step	Action
1	Perfusion staff from the operating room will order QC testing on the cell saver and cell processing instruments. A. Each order will contain either "pre" and "post" specimens to demonstrate the effectiveness of the processing. B. Specimens will be submitted with downtime forms outlining the instrument (including serial number) and tests requested.
2	Each instrument is assigned its own, unique medical record number in Sunquest to assist with data management. The instrument, serial number, and medical record number will be checked on the requisition form.
3	Access Sunquest GUI function "Order Entry."
4	In the "Lookup by" field, select "Patient ID" from the dropdown menu.

SOP ID: SGAH.S31
SOP version # 5

CONFIDENTIAL: Authorized for internal use only.
Page 2 of 4

Form revised 3/31/00

Step	Action
5	At the "Value" prompt, type the medical record number that corresponds to the instrument then click the "Search" button. The medical record number will be listed on the requisition form.
6	The instrument will appear on the screen. Verify the medical record number and analyzer type then click "select" to proceed.
7	Enter the following information: A. Collect date B. Collect time C. Received date D. Received time E. Ordering physician a. At SGMC, type "O9153" for Biotronics b. At WAH, type "O10870" for WAH, Perfusionist F. Order account (type 999999 if it does not default). G. Phlebotomist code. Use "905" in this field.
8	At the "Order Code" prompt, type the mnemonic(s) for the test(s) requested on the requisition (note pre- and post-processing labs have different mnemonics). Click the "save" button when all tests have been entered.

SOP ID: SGAH.S31
SOP version # 5

CONFIDENTIAL: Authorized for internal use only.
Page 3 of 4

Form revised 3/31/00

Step	Action
9	Autotransfusion quality control specimens are always run, even if grossly hemolyzed. Specimens will have to be manually programmed into the chemistry instrument to be run. Results are manually entered into Sunquest.

6. RELATED DOCUMENTS

Procirca Requisition (AG.F199)
Autotransfusion QC Requisition (AG.F267)

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
000	6/18/2012	Sections 1,2,5 & 9: Update company name from Biotronics to Procirca	L. Barrett	S. Khandagale
001	9/20/2012	Section 5: Add new cell saver BIOT-5	L. Barrett	S. Khandagale
002	12/1/2014	Title, Section 1 & 2: remove company name and replace with Autotransfusion or perfusionist Section 4: add GUI Section 5: add item D Section 6: moved form from section 9 Section 9: add SQ 7.1 ordering process Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	L. Barrett S. Khandagale	S. Khandagale
3	6/9/2015	Section 3: add Core Lab Section 4: add autotransfusion and perfusionist Section 5: add item E	L. Barrett	S. Khandagale R SanLuis
4	9.22.2017	Update owner Section 5: Combined SGMC and WAH procedures into a single procedure. Removed SmarTerm ordering instructions. Updated formatting and wording for clarity. Section 6: Added WAH requisition	SCodina	NCacciabeve

9. ADDENDA AND APPENDICES

NA

SOP ID: SGAH.S31
SOP version # 5

CONFIDENTIAL: Authorized for internal use only.
Page 4 of 4

Form revised 3/31/00