

TRAINING UPDATE

Lab Location: SGMC & WAH
Department: Core Lab, Processing

Date Distributed: 7/5/2018
Due Date: 7/31/2018
Implementation: 7/10/2018

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
OL Monitor SGAH.L01 v3 <i>This has been converted to a system SOP</i>
Description of change(s):
<p>Header: Added WAH</p> <p>Section 5: Added configuration explanation, removed steps for recycling monitor (<i>changes made to match current practice</i>)</p> <p>Section 9: Removed filter spreadsheet (<i>no longer needed</i>)</p> <p>This revised SOP will be implemented on July 10, 2018</p>

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

Non-Technical SOP

Title	OL Monitor	
Prepared by	Marie Sabonis	Date: 11/18/2008
Owner	Robert SanLuis	Date: 6/1/2018

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

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) by running the Overdue Log function and displaying the data in a graphic display (GUI) on a PC. It features the ability to customize the fields that are displayed, and 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

Specimen processing personnel must 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 received in LIS.

Testing personnel must 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.

Group Leads (GL) or Techs in Charge (TIC) must view the log and determine if there are problems in any particular area. The GL or TIC then confers 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.

Priority	Accession	HID	Re...	Rec ...	Location	Test	Name	Proc Time	Hosp	Partial
S	F11771	930107	06/13	2028	2200	XLLEP	ADOM,NGOZY	92 hrs	WAH	
ASAP	S34541	905888	06/14	2332	3100	XHIV12	MENGESTU,ASPRAT 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	QCDF	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	

5. PROCEDURE

- a. OL Monitor application runs on dedicated PCs in the lab.
 - These PCs are configured by AHC as tracking boards and no login / password is required.
 - To ensure that the application runs 24x7, PCs are configured to login / logout of the application every 15 minutes. No action is required by staff.

- If an issue arises with the application, then the PC should be rebooted. If rebooting does not resolve, then shutdown PC and then turn it back on.
- b. 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, TIC, supervisor or manager.
- c. Group Lead (GL) or TIC should monitor the screen to determine if there are problems in any area of the lab. GL and TIC should work with testing personnel to correct any issues to get STAT testing completed within expected TAT.
- d. 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.
- e. Gram Stains - All 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.
- f. Malaria - All Malaria orders qualify to the OL Monitor.
 - 1) Once received in the Lab these orders appear on the OL Monitor. The test will have a “%” in the partial column from the time it is received.
 - 2) 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.

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
2	6/1/2018	Updated owner Header: Added WAH Section 5: Added configuration explanation, removed steps for recycling monitor Section 9: Removed filter spreadsheet (no longer needed)	L Barrett M Sabonis	R SanLuis

9. ADDENDA AND APPENDICES

None