

TRAINING UPDATE

Lab Location:	SGMC and WOMC	Date Implemented:	4/27/21
Department:	Blood Bank	Due Date:	5/11/21

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Review of the Surgery Schedule

Description of change(s):

1. Updated instructions on how to manually print the surgery schedule.
2. Added the requirement to notify OR/Anesthesia if there may be a delay in patient reference workup or if platelets/blood products will not be available.

SGAH.BB49 Review of the Surgery Schedule

Copy of version 5.0 (approved and current)

Last Approval or Periodic Review Completed 4/23/2021
Next Periodic Review Needed On or Before 4/23/2023
Effective Date 4/23/2021

Controlled Copy of a Manual ID 20681
Location SGMC & WOMC BB vol 7
Organization Adventist HealthCare

Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Director	4/23/2021	5.0	Nicolas Cacciabeve	
Approval	BB approval	4/23/2021	5.0	Stephanie Codina	
Approval	QA approval	4/23/2021	5.0	Leslie Barrett	
Periodic review	Designated Reviewer	12/3/2018	4.0	Nicolas Cacciabeve	Recorded when document uploaded to MediaLab
Approval	Lab Director	10/31/2016	4.0	Nicolas Cacciabeve	Recorded when document uploaded to MediaLab

Approvals and periodic reviews that occurred before this document was added to the MediaLab Document Control system may not be listed.

Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
5.0	Approved and Current	Major revision	4/15/2021	4/23/2021	Indefinite
4.0	Retired	First version in Document Control	7/18/2019	11/1/2016	4/23/2021

Adventist HealthCare

Site: Shady Grove Medical Center, White Oak Medical Center

Title: Review of the Surgery Schedule

Non-Technical SOP

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

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:	

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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.
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	Ensure that all T&S specimens that have been received in blood bank are completed and resulted. Notify the OR control desk or the anesthesiologist on call if any workup is still pending and may not be complete prior to the scheduled surgery. Document the notification on the shift log and on the surgery schedule.
4	Order an ABO retype for any patient who: <ul style="list-style-type: none"> A. Has a current T&S on file and requires 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.
5	Ensure 2 red cells are crossmatched for every patient who is scheduled for cardiac (open heart) surgery. If red cells are needed: <ul style="list-style-type: none"> 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.
6	Ensure that we have enough platelets in-house or on order to cover all of the cardiac surgery cases for the next day. <ul style="list-style-type: none"> A. Allocate 2 platelets to any patient who has been designated a "high risk cardiac surgery" patient. These will come to the blood bank using a communication order. 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). Notify the OR control desk or the anesthesiologist on call as soon as possible if platelets may not be available or if shipments have been delayed.

Step	Action
7	<p>Distribute the marked-up surgery schedule.</p> <ul style="list-style-type: none"> 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.
8	Specimens originating in the OR will get priority processing when returned to the blood bank for same day cases.

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"> A. Document the patient information and type of surgery on the bottom of the surgery schedule. B. Complete the steps listed in the "Review of Surgery Schedule" section above.

C. Printing the Surgery Schedule

Step	Action
1	The surgery schedule can be accessed via Cerner.
2	Log into Cerner.
3	Click on "Discern Reporting Portal" in the band at the top of the screen.
4	Select "Surgery Schedule Report" from the list, then click "Run."
5	<p>A popup will appear.</p> <ul style="list-style-type: none"> A. At the printer prompt, leave the default of "MINE." B. Enter the begin and end dates in the appropriate boxes. C. Choose the hospital report. <ul style="list-style-type: none"> a. Select "SGAH Main OR" for Shady Grove Medical Center. b. Select "WAH Main OR" for White Oak Medical Center. D. Click the "Execute" button.
6	Click on the print icon to print the schedule.

6. RELATED DOCUMENTS
SOP: Patient History Check

Adventist HealthCare

Site: Shady Grove Medical Center, White Oak Medical Center

Title: Review of the Surgery Schedule

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
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	Section 5: 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. Footer: version # leading zeros dropped due to new EDCS in use as of 10/7/13.	SCodina	NCacciabeve
4	10.26.16	Header: Added WAH	LBarrett	NCacciabeve
5	4.8.21	Header: changed WAH to WOMC Section 5: Added requirement to notify OR/anesthesia if platelets are not available or delayed and when a patient's workup may not be complete prior to surgery. Added instructions to print schedule from the discern reporting portal.	SCodina	NCacciabeve

9. ADDENDA AND APPENDICES

None