TRAINING UPDATE

Lab Location:	SGMC & WOMC	Date Distributed:	3/13/25
Department:	Specimen Processing, Core lab	Due Date:	3/31/25
		Implementation:	**Review for current SOP**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
SGAH.S31 Autotransfusion (Perfusion) QC Testing
Description of review:
Re-training for Processing and technical staff on Autotransfusion QC testing.

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

SGAH.S31 Autotransfusion (Perfusion) QC Testing

Copy of version 7.0 (approved and current)

Last Approval or Periodic Review Completed	5/31/2024	**Uncontrolled Copy** printed on 3/7/2025 4:27 PM	
Next Periodic Review Needed On or Before	5/31/2026	**Printed By**	Demetra Collier (110199)
Effective Date	5/31/2024	**Organization**	Adventist HealthCare

Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Director	5/31/2024	7.0	*Nicolas Cacciabeve MD* Nicolas Cacciabeve	
Approval	Field Ops approval	5/31/2024	7.0	Stephanie Codina	
Periodic review	FO approval	11/13/2023	6.0	Stephanie Codina	
Periodic review	FO approval	11/18/2021	6.0	Stephanie Codina	
Approval	Lab Director	11/15/2019	6.0	Nicolas Cacciabeve	
Approval	Field Ops approval	11/15/2019	6.0	Stephanie Codina	
Approval	QA approval	11/11/2019	6.0	Leslie Barrett	
Periodic review	FO approval	11/1/2019	5.0	Stephanie Codina	
Approval Captured outside MediaLab	Lab Director	10/2/2017	5.0	Nicolas Cacciabeve	Recorded on 1/30/2019 by Leslie Barrett (104977) when document added to Document Control
Periodic review Captured outside MediaLab	Designated Reviewer	10/2/2017	5.0	Nicolas Cacciabeve	Recorded on 1/30/2019 by Leslie Barrett (104977) when document added to Document Control

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

Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
7.0	Approved and Current	Major revision	5/31/2024	5/31/2024	Indefinite
6.0	Retired	Major revision	11/11/2019	12/2/2019	5/31/2024
5.0	Retired	First version in Document Control	1/30/2019	10/17/2017	12/2/2019

Linked Documents

- AG.F267 Autotransfusion QC Requisition, WOMC

Adventist HealthCare
Site: Shady Grove Medical Center, White Oak Medical Center   Title: Autotransfusion (Perfusion) QC Testing

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:	

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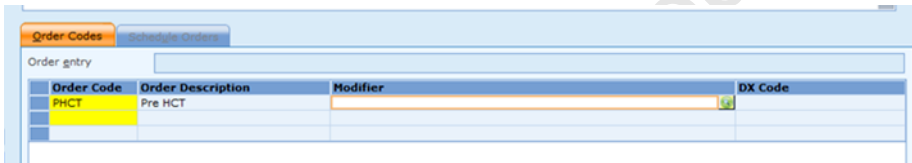This procedure applies to quality control testing of the autotransfusion machines.

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

4.   DEFINITIONS
N/A

Adventist HealthCare
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5.   PROCEDURE

Ordering

Step	Action
1	Cell saver operators from the operating room will order QC testing on the cell saver and cell processing instruments. A. Each order may 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.
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.

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Step	Action

7	Enter the following information:
	A. Collect date
	B. Collect time
	C. Received date
	D. Received time
	E. Ordering physician
	    a. At SGMC, type "O12905" for SpecialtyCare, QC
	    b. At WAH, type "O10870" for WOMC, Perfusionist
	F. Order account (type 999999 if it does not default).
	G. Phlebotomist code
	    a. At SGMC, type "907" for SpecialtyCare QC
	    b. At WOMC, type "906" for WOMC Perfusionist

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.
9	Autotransfusion quality control specimens are always run, even if grossly hemolyzed. Results are manually entered into Sunquest.

6. RELATED DOCUMENTS
SpecialtyCare Autotransfusion QC, SGMC (AG.F696)
Autotransfusion QC Requisition, WOMC (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

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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
5	11.11.19	Header: Changed WAH to WOMC Section 5 & 6: Updated to WOMC perfusion	LBarrett	NCacciabeve
6	5.30.24	Changed SGMC provider and references from Biotronics to SpecialtyCare	SCodina	NCacciabeve

9.   ADDENDA AND APPENDICES
NA