

MANAGING THE PENDING WORKLOGS

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| <input checked="" type="checkbox"/> St. Joseph Medical Center, Tacoma, WA | <input checked="" type="checkbox"/> St. Anthony Hospital Gig Harbor, WA | <input type="checkbox"/> Harrison Medical Center, Bremerton, WA |
| <input checked="" type="checkbox"/> St. Francis Hospital, Federal Way, WA | <input checked="" type="checkbox"/> St. Elizabeth Hospital Enumclaw, WA | <input type="checkbox"/> Harrison Medical Center, Silverdale, WA |
| <input checked="" type="checkbox"/> St. Clare Hospital Lakewood, WA | <input type="checkbox"/> Highline Medical Center Burien, WA | <input type="checkbox"/> PSC |

PURPOSE



To describe the method for managing the general Pending Worklog (PW) and My Worklog (MW)

RELATED DOCUMENTS

M-W-TS-0333-00 Electronic Orders – SafeTrace Tx

STEPS

Accessing the Pending Worklog

1. Access the **Patient/Order Module** from Program Manager.
2. Click the **PW button** then click the **red question mark** to access the entire Pending Worklog  
 - This will pull up all the pending work from all of the hospitals.
3. If you wish to narrow the search:
 - Click the **PW button** to open the Pending Worklog and then enter specific search criteria:
 - **SafeTrace Tx Patient ID #.** Press **Tab** – or –
 - **Service Provider** (specific hospital name) – if you wish to limit your search to just one location. Press **Tab**.
 - Click the query button (**red question mark button**) at the top of the window to see the filtered results
4. A list will open with pending items that match the search criteria entered.
5. The Pending Worklog displays the information about pending items in the Outstanding Items grid. These items are available for selection and result entry.
6. Select the row for work to be completed:

Note: Multiple rows can be selected by pressing and holding the Control button and selecting multiple items.
7. Select the appropriate button to perform your work. Once the selections have been made, the appropriate window will open to complete the specific order item selected.
 - **RE** = results entry (testing)
 - **PS** = product selection. (RBC, FFP, PLT, Cryo)
 - Once the selections have been made, the appropriate window will open to complete the specific order item selected.

Reassigning a Product from a Tech’s Personal Worklog (MW)

Occasionally, a tech will select a product item (RBC, FFP, PLT, Cryo) from the PW and begin to work on it. An interruption occurs, the tech never gets back to complete the work, and the tech goes home. The pending item is now “stuck” in the tech’s personal pending worklog (MW).

Notes:

- *A blood product cannot be removed from a tech’s worklog, but must be reassigned to another technologist.*
 - *Any technologist can reassign a product to another tech*
1. To reassign a product item from an individual technologist’s worklog to another technologist, **click MW** in the top menu bar to open the order profile for the order
 2. Type in the tech’s login name in the Tech ID field – or – right click and find to search for it. This consists of the person’s 1st initial plus the last name. For instance: **STALBOT**
 - **Note:** If you do not know what tech has the product stuck on his/her login, you will need to check every tech ID in order to solve the problem. All are first initial of first name followed by last name.
 3. Press Query (red ? mark on top menu bar) to bring up their pending worklog.
 4. Click the **OP button** from the top menu bar
 5. With the **Order Profile open**, click the product row to reassign in the items grid
 6. From the top drop down menu select **Orders > Item > Reassign Technologist**
 7. Select the Technologist ID of the tech who will perform the work on this product. Click **OK**
 8. The Product is removed from the original technologist’s worklog and placed on the worklog of the technologist it was reassigned to.
 9. **Save the Order Profile**, and exit the Order Profile window.

REFERENCES

AABB Standards for Blood Banks and Transfusion Services, current edition

AABB Technical Manual, current edition