#### Using Sunquest Downtime Process in the Blood Bank Module

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| Purpose | The purpose of this procedure is to provide instructions for how to process and result Blood Bank specimen/product orders when Sunquest is down. |

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| Policy | * Processing of Transfusion Service patient and /or product orders will follow the General Laboratory procedure for downtime.
* All Downtime Transfusion Service testing and product allocation must be performed by CLS.
* **Immediate spin crossmatches are substituted for electronic crossmatches when computer is non operational.**
* SLA and MLT are limited to issuing products that have computer generated labels during Downtime.
* A separate CID/Accession number is needed for each order/product.
* Downtime CID numbers will be assigned for any test/product that was not assigned one prior to the Downtime
* Analyzer print outs will be used in lieu of paper worksheets for all testing performed on the analyzer
* Paper worksheets/logs will be completed to record manual testing or processing of units
* Analyzer results will be transmitted via the interface as part of the Downtime Recovery process
* Test results and product processing/issue will be transcribed by CLS from paper logs and/or worksheets as part of the Downtime Recovery process once Downtime test/product orders have been processed.

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| Procedure: Processing Specimen or Product Order |  |

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| Step | Action |
| 1. | Once an order that has been assigned a CID number by processing is received in the Transfusion Service. |
| 2. | Check specimen for acceptability. Refer to *Determining Specimen Acceptability for Transfusion Service Testing* procedure. |
| 3. | Review order. |
| 4. | Centrifuge sample. |
| 5. | Locate or initiate a downtime patient work card. |
| 6. | Check patient history. Refer to *Looking Up Patient Blood Bank History during Sunquest Downtime* procedure. |
| 7. | Record any specialty product requirements, patient blood type and/or history of antibodies on the patient work card. |
| 8. | Is order for patient testing? |
|  |  | **If:** | **Then:** |  |
|  |  | Yes | Proceed to next step |  |
|  |  | No | Skip to step 10 |  |
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| 9. | Perform patient test |
|  |  | **If:** | **Then:** |  |
|  |  | Test performed on automated platform | * Process using automated work flow
* Print out results
* Attach to patient work card
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|  |  | Test performed manually | * Perform ordered tests
* Complete pertinent patient/sample identification on work card
* Record reactions immediately on work card. Complete date, time and initial fields on work card
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| 10. | Order includes or is for product |
|  |  | **If:** | **Then:** |  |
|  |  | No | Skip to step 17 |  |
|  |  | Yes | Proceed to next step |  |
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| 11. | Locate work card or print out and review test results |
| 12. | Select appropriate product |
| 13. | Record unit number on work card. |

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| 14. | Use the chart below to locate product ordered? |
|  |  | **If:** | **Then:** |  |
|  |  | RBC | * Perform IS or AHGXM
* Record reactions immediately on work card. Complete compatibility interpretation, date, time and initial fields on work card
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|  |  | Platelet | * Record date, time and initial fields on work card
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|  |  | Frozen component | * Record the unit number on the Downtime Component Preparation component log.
* Record the time that the component was put into the thawer on the log.
* Thaw according to SOP
* Complete the remaining fields on log.
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| 15. | Complete a Manual unit tag. Refer to *Manually Completing a Unit Tag and Labeling a Blood Component for Transfusion* procedure. |
| 16. | Call nursing unit to notify them that the product is available |
| 17. | Complete a Downtime Report form.  |
| 18. | Make a copy on green paper. Stamp it with “Preliminary Report”. |
| 19. | Tube copy to designated nursing unit. |
| 20. | Place downtime report forms in basket in blood bank. Indicate date and time this was done in the “Report in Basket” column of downtime log.  |

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| Procedure:**Receiving Products** |  |

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| Step | Action |
| 1. | Stamp, date & time shipping invoice. |

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| 2. | Is the unit needed to fill a current patient order? |
|  |  | **If:** | **Then:** |  |
|  |  | No | * Place products on the “To be processed” shelf in the appropriate storage device
* Save the shipping document with the Downtime paperwork so that it can be entered when computer comes back up.
 |  |
|  |  | Yes | * Make a copy of the Shipping Document
* Place a small unit bar code sticker next to each unit, if available.
* Create a Component column and Attribute/antigen column on the form.
* Enter the alpha numeric component code from the product bag in the component column

(ex. E0336V00)* Record any attributes or Antigen types next to unit
* Save the shipping document with the Downtime paperwork.
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| 3. | Does the unit require confirmation? |
|  |  | **If:** | **Then:** |  |
|  |  | Yes | * Proceed to Confirming units procedure below
 |  |
|  |  | No | * Locate or create a Downtime Patient Record card
* Document the allocation and manual testing, as required, on the patient record card.
* Proceed to Issuing procedure below.
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| Procedure: Confirming units |  |

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| Step | Action |
| 1. | Are units able to be confirmed on analyzer? |
|  |  | **If:** | **Then:** |  |
|  |  | Yes | * Run unit confirmation on analyzer
* Print out results and attach print out to Shipping Document
 |  |
|  |  | No | * Locate a Downtime Manual Blood Product Testing form
* Complete the date at the top of the page.
* Add a small bar code label for each donor unit to be tested to a blank line on the form
* Perform the required confirmation testing manually
* Record the reactions immediately in the appropriate spaces
* Record the test Interpretation and initial or place code in Tech column.
* Attach Blood Product Testing Log to shipping Document.
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| 2. | Place products on appropriate inventory shelf. |

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| Procedure: Issuing/Return | Only units with computer generated unit tags may be issued by SLA or MLT.  |

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| Step | Action |
| 1. | Locate or initiate a Downtime Issue Log. |

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| 2. | Does the unit have a computer generated unit tag? |
|  |  | **If:** | **Then:** |  |
|  |  | No | Refer to the analyzer and/or downtime patient record card to verify blood type and other patient testing at time of issue. |  |
|  |  | Yes | Patient testing results recorded on unit tag may be used without further verification. |  |
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| 3. | Record the name and MRN number of the patient on the next available line on the form. |
| 4. | Use sticker from back of bag or write unit number in Donor Number space. |
| 5. | Perform patient and unit information verification using to standard issuing process omitting the check against the computer screen. |
| 6. | Have person picking up unit, sign in the “Issued To” space. |
| 7. | Record visual inspection, date, time and your initials in appropriate spaces on log. |
| 8. | Is unit being returned? |
|  |  | **If:** | **Then:** |  |
|  |  | Yes | * Locate unit number on downtime issue log or create new line if unit was issued prior to downtime
* Record return date and time of return
* Access whether unit is acceptable for reissue
* Note conclusion of assessment in OK to Reissue column
* Initial in the tech column
* Store or dispose unit according to standard process
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|  |  | No | * Proceed to next step
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| 9. | Use information provided on Downtime Issue log to record issue and/or return in computer once downtime is complete. |

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| Forms | Downtime Manual Blood Product Testing Log TS.NON 03.13-F:A-RV.02Downtime Patient Record Card TS.NON 03.13-F:B-RV.02 |
|  | Downtime Component Preparation Log TS.NON 03.13-F:C-RV.02Downtime Issue Log TS.NON 03.13-F:D-RV.02 |

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| Attachments | Example of Shipping Document TS.NON 03.13-A:A-RV.02 |