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

|  |  |
| --- | --- |
| 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. |

|  |  |
| --- | --- |
| 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. |

|  |  |
| --- | --- |
| Procedure: Processing Specimen or Product Order |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |
|  |  | | | |
| 9. | Perform patient test | | | |
|  |  | **If:** | **Then:** |  |
|  |  | Test performed on automated platform | * Process using automated work flow * Print out results * Attach to patient work card |  |
|  |  | 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 |  |
|  |  | | | |
| 10. | Order includes or is for product | | | |
|  |  | **If:** | **Then:** |  |
|  |  | No | Skip to step 17 |  |
|  |  | Yes | Proceed to next step |  |
|  |  | | | |
| 11. | Locate work card or print out and review test results | | | |
| 12. | Select appropriate product | | | |
| 13. | Record unit number on work card. | | | |

Continued on next page

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |
|  |  | Platelet | * Record date, time and initial fields on work card |  |
|  |  | 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. |  |
|  |  | | | |
| 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. | | | |

|  |  |
| --- | --- |
| Procedure: **Receiving Products** |  |

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

Continued on next page

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. |  |
|  |  | | | |
| 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. |  |
|  |  | | | |

|  |  |
| --- | --- |
| Procedure: Confirming units |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. |  |
|  |  | | | |
| 2. | Place products on appropriate inventory shelf. | | | |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. |  |
|  |  | | | |
| 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 |  |
|  |  | No | * Proceed to next step |  |
|  |  | | | |
| 9. | Use information provided on Downtime Issue log to record issue and/or return in computer once downtime is complete. | | | |

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

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