**Purpose:**

To provide guidelines to use for recovery after Lab Information System downtime.

**Procedure:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Documents** |
| **1** | **Ensure accurate audit trail when entering all work done during Downtime:*** Enter the time and date the work was actually ordered, or resulted, as the computer will default to the current date and time.
* Use the MODIFY option for adding the Tech ID of the person who actually did the work you are documenting in SQ in recovery.
* Select MODIFY when you enter the ACCN, or the Unit number, or the H number—
* Add the Tech ID that is listed on the worksheets. The system will record it along with your Tech ID. This performing Tech ID will be listed as the second tech.
* Record Tech ID and date of Recovery Entry on form or DTR Label
* 2nd Tech must perform and Record Review of Data Entry on form or DTR label
 | * Downtime Recovery Label (DTR) Template
 |
| **2** | Enter all blood products received during downtime, into Sunquest inventory.* Use date and time actually received on PSBC shipping invoice.
* Perform and record in Blood Product Testing, a visual inspection on all products received during downtime.
* Perform and record BLC on all platelet products, excluding double bag platelets which are label confirmed at combination.
* Enter results of all type confirmations performed during downtime.
* Enter Manual type confirmations from manual worksheets
* Transmit TANGO type confirmations in small batches ≤ 4.
 | * Blood Product Entry
* Downtime Operations Process
* Blood Product Testing
* Quarantine of Blood Products
 |
| **3** | * Enter all patient tests and product orders received during downtime.
* Enter date and time when the sample and order was received in transfusion service as the time of order.
* Accession numbers will print.
* Attach ACCN numbers to paper order, which should have the Downtime number on it as well.
 | * Order Entry
 |
| **Step** | **Action** | **Related Documents** |
| **4** | * Enter test results from downtime worksheets into the computer.
* Transmit results from Tango to Sunquest in small batches ≤ 4
* Enter results from manual form.

  | * SQ Blood Product Entry
* SQ Blood Order Processing
* SQ BOPW
* Manual Testing Form
 |
| **5** | * Perform component preparations and BLC in Sunquest for any products that were thawed, combined, or split during downtime.
* For Units that were Issued during Downtime:
* Attach the SQ generated label to the back of the Component Preparation Form next to the 2nd label that was printed during Downtime.
* For Units that are still in Inventory:
* Perform Label Verification and apply new SQ generated label to the product, covering the Downtime Label.
 | * SQ Component Preparation—Plasma
* SQ Component Preparation—Cryo
* SQ Component Preparation—Combined Plts.
* Downtime Label Verification Form
 |
| **6** | * Allocate and Issue the blood products that were crossmatched and issued during Downtime.
* Enter actual date and time testing and issue was performed, and MODIFY the Tech ID to add the performing Tech ID for each step.
 |  |
| **7** | * Transfusion Record Forms (Tags) that print for issued products are placed in a box to go to HIM for scanning.
 |  |
| **8** | * Attach Transfusion Record Forms (Tags) to crossmatched or allocated products that remain in inventory.
 |  |
| **9** | * Update blood product status for any returned products.
* Verify the date and time product was issued and the date and time product was returned.
* Quarantine units if necessary.
 | * Downtime Returned Blood Products Log
* Quarantine of Blood Components
 |
| **10** | * Any blood products returned to transfusion services with downtime transfusion tags should have a computer printed transfusion tag before being placed in allocated status.
 | * SQ Blood Order Processing
 |
| **11** | * Re-Tag any Stock Trauma Units prepared during Downtime with a computer generated Transfusion Record Form
 | * Using TAG for Emergency Release of Blood Products
 |
| **11** | * File all paperwork.
 |  |

**References:**

Standards for Blood Banks and Transfusion Services, Current Edition. American Association of Blood Banks, Bethesda, MD.

Sunquest Blood Bank Users’ Guide Version 7.1

 **Appendix A: LIS Downtime Recovery Flowchart**

 