**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, the Unit number, or the medical record 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 the “HIS/Shift/Tech…” button to add the receiving Tech ID * Use date and time actually received on supplier’s shipping invoice. * Enter results of all type confirmations performed during downtime. * Enter Manual type confirmations from manual worksheets * Transmit TANGO type confirmations in small batches ≤ 4. | SQ Blood Product Entry  Downtime Operations Process  SQ 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.   Enter the downtime Accession number (A #) into the ACC # box instead of allowing it to auto assign.   * Accession numbers will print. | Order Entry |
| **Step** | **Action** | **Related Documents** |
| 3 cont | * Attach ACCN numbers to paper order and all attached paperwork, these will match the Downtime number and will have all patient identifiers. * Attach CID label to sample creating a “flag” so downtime label is still visible |  |
| 4 | Enter test results from downtime worksheets into the computer. | SQ Blood Order Processing  SQ BOPW  LIS Downtime Manual Bench Testing Form |
| 5 | Transmit patient results from the Tango to Sunquest.   * In BB Method Configuration, change the Specimen ID Display to “AN Only”. * Transmit results from Tango to Sunquest in small batches. * Verify and release results in BB Instruments. * When completed, change BB Method Configuration back to “CID Only”. | Tango Validation and Export of Results  Tango Accepting and Clearing Results in Sunquest |
| 6 | 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 Preparation of Thawed Plasma  SQ Preparation of Cryoprecipitate  SQ Preparation of Combined Platelets  Downtime Label Verification Form |
| 7 | Allocate and Issue the blood products that were crossmatched and issued during Downtime.   * Enter actual date and time testing and issue were performed and MODIFY the Tech ID to add the performing Tech ID for each step. |  |
| 8 | Transfusion Record Forms (Tags) that print for issued products are placed in a box to go to HIM for scanning. |  |
| 9 | Replace handwritten Transfusion Record Forms (Tags) on crossmatched or allocated products that remain in inventory with printed ones. |  |
| 10 | 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 Products |
| **Step** | **Action** | **Related Documents** |
| 11 | 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 |
| 12 | Re-Tag any Stock Trauma Units prepared during Downtime with a computer generated Transfusion Record Form | Using TAG for Emergency Release of Blood Products |
| 13 | 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 8.1

**Appendix A: LIS Downtime Recovery Flowchart**

