**Purpose**

To describe the process of assigning and monitoring staff access to the Sunquest Blood Bank Module

**Policy**

HMC Transfusion Services will have its staff assigned to the following security levels.

|  |  |
| --- | --- |
| **Title** | **Security Level** |
| Clinical Laboratory Technician 2 | 1,15,23 |
| Clinical Laboratory Technician Lead | 1,15,23 |
| Medical Laboratory Scientist 1 | 1,15,23,81, |
| Medical Laboratory Scientist 2 | 1,15,23,81,83 |
| Medical Laboratory Scientist Lead | 1,15,23,81,83 |
| Compliance Analyst | 1,15,23 |
| Transfusion Safety Officer | 1,15,23 |
| TSL Manager | 1,15,23,81,83,84 |
| TSL Medical Director(s) | 1,15,23,81,83,84 |
| IT Department | All access |

|  |  |  |
| --- | --- | --- |
| **Role** | **Responsibility** | **Related Documents** |
| TSL Manager | * Responsible for assigning security levels to the laboratory staff * Completes Lab Medicine New Account Request Form * Email form to [lmaccounts@uw.edu](mailto:lmaccounts@uw.edu) * Reviews security levels for staff * Requests for security access to be deactivated upon resignation of staff by sending resignation to LMPAY | Lab Medicine Policies  Table A- Sunquest Security Levels |
| Lab Medicine IT | * Create tech ID and assign security level * Notify TSL Manager when account has been created * Removes access to system upon staff resignation or transfer to another department | Lab Medicine Policies |
| Laboratory Staff | * Understands which functionalities and overrides capabilities have been assigned * Notifies manager if access to Sunquest needs to be reviewed * Responsible for appropriate use of Sunquest access | SQ Quality Assurance |

**Table A- Sunquest Security Levels**

|  |  |
| --- | --- |
| **Security Levels** | **Blood Bank Functions** |
| 1 Inquiry | * ADIQ Administrative Inquiry * ANIQ- Accession number inquiry * BADIQ- Blood Bank Administrative Data Inquiry * BIQ- Blood Bank Inquiry (also known as BBI) |
| 15 Blood Bank Processing Tech Level | * BBR- Blood Bank Reports * BEX- Blood Bank Extracts * BIS- Blood Inventory Search * BLU- Blood Location Update * BPI-Blood Product Issue * BSU- Blood Status Update |
| 23 Blood Bank Technician Level | * ASD- Blood Products Test Assignee Data * BADA- Blood Bank Archive Associate/Disassociate/Reassign * BBAR- Blood Bank Archive Report * BBARC- BB Inquiry Archive * BCP- Blood Component Prep * BEC- Release Expired Crossmatches * BEU- Expired Units * BIF- Blood Issue Finalization * BLC- Blood Label Check * BLP-Blood Bank Label Print * BMB- Blood Product Testing (Batch worksheet) * BPE- Blood Product Entry * BPG- Blood Product Test Worklist Mode * BPT- Blood Product Testing * BPTS- Blood Product Testing Single Unit Mode * BSS- Search for Blood Supplier ID Number * ZBAD-Bad Data in GUI Order Entry |
| 81 Blood Bank Technologist Level | * BDA-Deselect Accession Number * BDU-Deselect Unit * BME-Blood Product Test Worksheet Mode * BMIQ- Blood Bank Maintenance Inquiry * BOP-Blood Order Processing * BOPW- Blood Order Processing-worklist * ZBIX- BB Instruments Release Only * ZBMC- BB Method Configuration View * ZBMCE-BB Method Configuration Edit and View * LNK-Function Link * BAD-Blood Bank Administrative Data Entry |
| 83 Blood Bank Lead Override | * BBRPT- Blood Bank Conversion Report * BSC- Blood Status Correction * BUA- Blood Bank Unit Archive * ZBIXE- BB Instruments Edits and Release |
| 84 Blood Bank Supervisor Override | * BCDT- BB Barcode Translation Table * ZBUC- BB Instrument Unit Configuration |

**References**

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

Blood Bank User Guide, Mysis Laboratory, Version 8.1