**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
* Reviews security levels for staff
* Requests for security access to be deactivated upon resignation of staff by sending resignation to LMPAY
 | Lab Medicine PoliciesTable 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