PROCEDURE

Title: Soft Bank Down Time Procedure	
Procedure #: 2015BLOODBANK66	
Institution: Highlands Regional Medica	al Center
Address: 3600 Highlands Avenue, Sebi	ring Florida 33870
Prepared by: Anita Smith	Date: 6/12/2015
Title: Laboratory Administrative Direct	
Accepted by:	P No Date: 6/12/15
Title: Laboratory Medical Director	
Date Patient Testing Implemented: 5/	20/2014
Review o	f procedure every two years
Reviewed by:	Date:
Discontinued testing date:	



Policy Name: SoftBank Downtime Procedure Department: Blood Bank

Departmental Review: Policy #:

INITIATE DATE DATE DATE REVIEWED/REVISED PAGE 1 of 2

05/20/14

PURPOSE:

The purpose of this procedure is to manage the blood bank workflow when laboratory information (LIS) is down and to provide a system of recovery for once the LIS is back on line.

PROCEDURE:

1. Print downtime forms a. Computer Downtime Worksheet

- b. Computer Downtime Phenotyping
- c. Computer Downtime Product Issue Record
- d. Computer Downtime Daily QC
- 2. Access SoftBank backup file to look up patient blood bank history.
- 3. Print patient order labels.
- 4. Print and fill out blank transfusion slip.
- 5. Record results on downtime forms.
- 6. When the LIS system is on line, gather all forms and log results into SoftBank.
- 7. Ensure that all forms are reviewed and signed.
- 8. Save all manual form in the downtime logbook.

REFERENCES:

• SoftBank super user Manual, SCC, FL

Computer Downtime Worksheet

MEDICAL RECORD NO:

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Highlands Regional Medical Center Sebring, FL Computer Downtime Worksheet – Phenotyping

	Date Poly CC	Positive and Negative Control Cells Manufacturer / Lot No: DAT:	Other Manufacture:	Manufacturer: Immucor / Ortho Lot # Expiration Date	Antisera	Negative Control Cell#/result	Positive Control Cell# / result					Patient	Antisera	Medical Record #:	Patient Name:	
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Computer Downtime Worksheet - Product Issue Record

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PATIENT LABEL	UNIT NO. PROD.	ISSUED TO DATE/TIME LOCATION	VISUAL CHECK AND CONSENT SINGED Y/N	TECH	ENTERED INTO COMPUTER BY/DATE

Reviewed	hyldate:		

Computer Downtime Worksheet – Daily Quality Control

TECH:	DATE:

Reagent	Lot No.	Exp.	Reagent	Lot No.	Ехр.
Anti-A			MTS2		
Anti-B			MTS2P		
Anti-D			MTS A/B/D/R		
Rh Control			MTS Anti-IgG		
A1 Cells			MTS Buffer		
B Cells			0.8%Afirmagen A1/B cells		
N-Hance			Surgiscreen I, II, III		
PeG			Confidence QC		
Saline					
Panoscreen I,II,III					
Check Cells					
Comp. Check Cells					
Anti-IgG					
Anti-IgG,-C3d					
Anti-C3b,-C3d					
corQC Red Cells					
corQC Antisera					

Reviewed by:	Date:	

Computer Downtime Worksheet – Daily Quality Control

TECH:	DATE:

Reagent	Control	QCTest	A/P	QCInt P/F	Reagent	Control	QCTest	A/P	QCInt P/F
Anti-A	CORC				A-GEL	CONC1			
Anti-B	CORC		 		B-GEL	CONC1			
Anti-D	CORC				D-GEL	CONC1			
RhCon	CORC				DC-GEL	CONC1			
A1C	CORA				A1C-G	MTS2P			
ВС	CORA				BC-G	MTS2P			
Anti-D	A1C/BC				A-GEL	CONC2			
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SC2	SALIN				D-GEL	CONC2			
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SC1P	CORA				SUR2	MTS2			
SC2P	CORA				SUR3	MTS2			
SC3P	CORA				SUR1	CONAB			
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Department S Reviewed by:	Sintel Pondal	Date:	9/14					
Reviewed by: MF Department	Chief Technologist	Date:						
	ved by: Medical Director	Date:						