



Job Aid - Pre-Surgery Process - Day of Surgery

Standard Practice: Pre-surgery process will be completed the day of surgery. The process should be completed by CPL staff, but if workload does not allow then the MHBB and UHBB staff may complete the process. The completion of the process *must* be after midnight on the day of scheduled procedure. If the process is completed prior to the day of procedure, then the blood bank will not be reimbursed for the compatibility testing. *One may use this job aid as a general guide, or log into Policy Stat and refer to the *Pre-surgical SOP. There are more details in the SOP for problem solving.*

Per SOP BBT-016*

SOP Steps 1 and 2 are completed to qualify and test the pre-surgical samples on day received.

SOP Step 3 completes storage of sample (no separation) and filing of the paperwork.

SOP Step 4 Steps for Preparation of Pre-Surgery Orders the Day of Surgery

| Step | Action |
|------|--|
| 1 | Obtain the paperwork from the designated date being processed. |
| 2 | Remove the samples indicated on the paperwork from storage. |
| 3 | Access Cerner and log into Department Order Entry (DOE) <ul style="list-style-type: none"> • Access the patient orders by entering the patient’s MRN • Choose/Click on the Pre-admit encounter on the day of service. • Click in the Orderable box, type “type and screen” • Click “Order” on task bar; Highlight “No Charge.” • Click “Submit Order” icon generating new accession number. • The new accession # will appear at the bottom of the screen • Right click and choose Label Print • Select Label Printer and print the label. • Place large accession label on the form. |
| 4 | Retrieve previous type and screen results to enter into new accession one of two ways <ol style="list-style-type: none"> 1) Use the patient’s MRN and original accession # with the Cerner Application Order Result Viewer (ORV) to obtain the previous results OR <ol style="list-style-type: none"> 2) Use the patient’s original accession# with the Cerner Application Result Entry |
| 5 | Enter the results of the previous type and screen for the newly generated accession number. <ul style="list-style-type: none"> • Access Cerner Application Result Entry • Enter the new accession number • Enter the results obtained from step 4. • Add a comment to the IAT result by clicking on comment icon. <ul style="list-style-type: none"> • Open the Result Comment tab and click Add • Press F2 key, then Name: BB to find the comment template. • Click and add the BB NO CHG EXM comment. |
| 6 | If the form indicates that blood is needed, then add the e-xm to the new accession. Complete the e-xm for the patient and tag appropriately. |
| 7 | Transfer all the paperwork and unit to UHBB/Riley and MHBB in Cerner and physically via the tube (or courier, if necessary). |



Deviation From SOP

Date: 6/26/18 Affected SOPs: 90 Day Disclaimer Process, 3970801

Samples Involved: Samples for pre-surgical / 90 day process from 7/1/18 to implementation of revised process

Description:

- 1) Deviate from following steps of BBT-016.
 - a. 1.1.4 Pipette plasma into a screw-cap tube labeled with patient's large Cerner accession label containing MRN; secure the cap onto the tube.
Deviation= Discontinue the separation of the sample.
 - b. 3.1.1 Storage of 90 DD sample and paperwork: 1.Sample: Place original tube and separated plasma in designated 90DD rack, alphabetically.

Deviation= Tested samples will be re-capped and stored according to the current practice
 - c. 4.1 Pull 90DD orders the day before scheduled surgery date

Deviation - The paperwork may be pulled the day before or the day of procedure.

- 2) Use the attached Job Aid for Pre-surgery Process

Possible Effects:

There is no significant effect, since the process is not changing significantly. The current process will be followed in its entirety except for 1) not separating samples and 2) the testing will be completed in the overnight on the day of service.

Staff will be trained on the change via medtraining.org.

The BB will follow this deviation until the updated Pre-surgical process is put into place by October 2018 (estimated date).

Technologist

Approved By