


Name of Policy:	<u>Downtime Procedure</u>	 Effective Date: March 23, 2023 Initial Effective Date: March 2011
Policy Number:	3364-136-CBGL-10	
Department:	Pulmonary Services	
Approving Officer:	Senior Hospital Administrator	
Responsible Agent:	Director, Pulmonary Services	
Scope:	The University of Toledo Medical Center Pulmonary Services Department	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

Procedures for the operation of the blood gas laboratory in the event the electronic medical record (EMR) is down or if the hospital is under a “Code Copper” alert.

(B) Purpose of Policy

To assure all personnel know how to process and record blood gas samples during computer outages.

(C) Procedure

1. Specimens that arrive in the blood gas lab will be labeled in accordance with policy 3364-136-CBGL-04. That information provided, along with a number assigned to that sample, and identified in the analyzer, will be recorded legibly on the results slip.
2. The results will then be called to a licensed health care worker assigned to the unit where the patient is bedded. The name of the person receiving the information will be recorded on the results slip.

The results slips will be kept neatly ordered, labeled and in a conspicuous place in the lab. A qualified/designated respiratory care practitioner (RCP) will use this information when the EMR has returned to working order, to assign accession numbers to the results. The Technical Consultants (TC) are responsible for changing the accession number in the GEM. After these changes are made, results are automatically sent to EMR. Once the sample is verified in the EMR, the TC will release the sample per policy 3364-136-CBGL-06. Manually entered samples will be verified in the EMR once fully functional. In the event critical values are processed during the downtime, the RCP running the sample will follow policy 3364-136-CBGL-07.

<p>Approved by:</p> <p><u>/s/</u> <u>3/28/2023</u> Michael Taylor MEd, RRT Director, Pulmonary Services Date</p> <p><u>/s/</u> <u>3/29/2023</u> Lauren Stanoszek, MD Medical Director Date</p> <p><u>/s/</u> <u>3/31/2023</u> Russell Smith B.S. Pharm D, MBA, BPS Senior Hospital Administrator Date</p> <p><i>Review/Revision Completed By: Director, Pulmonary Services</i></p>	<p>Review/Revision Date: 04/29/2010 02/23/2011 04/11/2012 03/03/2014 03/01/2017 02/19/2019 03/15/2021 03/23/2023</p>
<p>Next Review Date: March, 2025</p>	
<p>Policies Superseded by This Policy:</p>	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.