

31. Test downtime

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SUPERSEDES: Procedure titled _____

Purpose:

The policy is to provide procedure to adhere to in case for any reason the laboratory cannot provide the testing in house, steps to be taken to make sure the patients is getting good laboratory service in accurate and in good time.

Scope:

Applies to all lab personnel

Abbreviations

SOP: Standard Operation Procedure

Definitions:

COLA: The Commission on Office Laboratory Accreditation

Health and Safety:

Be sure to wear all appropriate PPE at all times. Including but not limited to the use of goggles and/or a face shield when splashes may occur.

Policy:

MMCCCLs will ensure proper training of all staff on what to do in case the laboratory test is not anymore available in house for any reasons.

Reasons when Laboratory test not available in house:

1. Test discontinued low workload
2. Test discontinued, not having all the necessary supported instrument needed
3. Instrument is out of order
4. No reagent, calibrator or quality control available
5. Power outage
6. Problem with Deionize water availability
7. Any other reason which can affect our capability of running the test as usual

Procedure:

1. MMCCCLs make all efforts to have backup instruments for heavily workload testing
2. Sysmex and Alinity-i Currently we do not have back up for.
3. In case any of those instruments are down, and need an attention from manufacturer, they should provide as estimate time to get the instrument back and running. This and any other tests which cannot be provided for any reasons will be communicating immediately to our ordering physician.
4. Sample will be checked for stability, e.g CBC maximum stability is 72 hours, while Chemistry test stability varied from 24 hours up to months if store as per the individual tests SOP.

5. As per agreement upon communication with the ordering physician, the samples that could exceed stability as well as those urgently needed will be send to our reference laboratory as far as the tests is within the sample stability. Upon mutual agreement, those tests that are stable, will be stored at appropriate temperature to maintain stability and will be run once the system is up and running.
6. Once the System is up and running, the ordering physician will be notified immediately that we are back to normal practice as before.

References:

C O L A L A B O R A T O R Y Accreditation Manual-2024

APM 19 (PST), Steps to be taken when a test system is not working, or the laboratory is unable to perform the test