

NURSING PROCESS FOR SUNQUEST DOWNTIME

Nursing units, please be sure you have entered routine lab orders for tomorrow before the downtime begins.

Blood Collection – New Orders During Downtime

STAT, NOW & today Timed/Dated draws:

- a. **Page** the phlebotomist (or IV Therapist if patient is an IV Draw).
- b. **Prepare a Downtime Form** (necessary to ID patient).
- c. **Write the patient location & bed** on the form.
- d. **DO NOT** enter orders in PowerChart (lab will enter when downtime is complete).

FORM Numbers

#0326, Blood Tests

#0327, Body Fluids

#0328, Microbiology

Routine orders during a downtime:

- a. **Prepare a downtime form** and hold at nursing station for phlebotomist.
- b. **Hold** form(s) at nursing station for phlebotomist to pick up.

Future Timed/Dated Draw:

- a. **Wait** to enter order(s) in PowerChart until downtime is complete.

Recurring Orders:

- a. If collection starts during downtime, prepare a downtime form for each draw needed during downtime.

Ensure the PATIENT LOCATION and PHONE NUMBER where the results are to be sent/called is **LEGIBLE** on the downtime form. Results will be delayed if information is illegible or absent.

Nurse Collected Specimens (i.e., urine, sputum, etc.):

- a. **Prepare a Downtime Form** (necessary to ID patient).
- b. **DO NOT** enter orders in PowerChart (lab will enter when downtime is complete).

Results:

- **STAT, ASAP, critical results, and heparin-protocol PTTs:**
 - Will be sent to the unit or other specified location (e.g., PACU, OP surgery, Cath lab, etc.) via pneumatic tube.
 - **OR** patient results will be phoned to the specific unit or room indicated on requisition.
- Critical care units ED, ICU, NICU, A2, A3, and B2 will receive results on paper via pneumatic tube.
- Lab staff will be unable to look up results of testing performed prior to the downtime. Please refer to patient's chart for these results.
- Once Sunquest returns live, orders and tests collected and performed during downtime are entered by lab staff. Results will be available in PowerChart upon verification.