CIS Downtime
Anatomic Pathology

Health PEI
CLINICAL INFORMATION SYSTEMS

Anatomic Pathology
Downtime Procedures

Before Downtime (CIS):
- Notification of downtime will be received by PathNet users as per the Provincial Downtime Notification process and the Facility Notification process. Each facility has its own Notification process.
- Ensure there is an adequate and current supply of downtime documents in the Anatomic Pathology Downtime Kit.
    - Downtime log
- All staff should be aware of the location of the Downtime Kit on their unit.

Downtime(CIS) :
Should the CIS become unavailable for an extended period of time (i.e. >1 hr) the following **Backup Procedure** will be initiated:

- Clinical Staff will ensure that both the requisition and all of the associated specimen jars are clearly labeled with two patient identifiers (i.e. the patient name and MRN) and contents (i.e. specimen description)
- Reports will be verbal for urgent only. Clinical staff will indicate 'urgent' on paper requisition during extended periods of downtime.
- The pathologist on duty will triage the specimens to decide which specimens are urgent and must be processed. Those that are considered non-urgent will be stored with their requisition in a secure location in the laboratory until such time as the CIS is once again operational.
- Specimens considered urgent will be entered manually into a Downtime Log (see Standard Forms) and assigned a temporary accession number that is unique to the **Backup Procedure**. The temporary accession number will be readily recognizable by including the letter "T" in the accession prefix. The temporary accession numbers will therefore be assigned as follows:
    - PCH specimens: PT-2 digit year- 1,2,3... (e.g. PT-07-1, PT-07-2, etc.).
    - QEH specimens: QT-2 digit year- 1,2,3... (e.g. QT-07-1, QT-07-2, etc.).
    - Non-gyn specimens: NT-2 digit year- 1,2,3...(e.g. NT-07-1, NT-07-2, etc.).
- Urgent specimens logged manually in to a Specimen Log with a temporary accession number will have data recorded as per the log. The final column will be left blank until such time as the CIS is once again operational. The corresponding CIS accession number will then be entered into this column in the Downtime Log to ensure that all specimens processed with a temporary accession number can be readily tracked and have the slides and blocks re-labeled with the CIS accession number.
- Regarding labeling of cassettes and slides using the temporary accession number:
  All cassettes and slides will be manually labeled with a graphite pencil, so that when CIS accession numbers are available, the CIS accession number can be written on with a black permanent marker and will **clearly** and unequivocally replace the temporary number on the slides and blocks/cassettes.
- All autopsies will wait to be accessioned after the CIS is once again operational. If an autopsy must be started prior to receiving an accession number, all pertinent data will be recorded manually and retained for subsequent electronic entry.
- All PAP smears will await an operational CIS system for accession.

- In the event that the Histology Log and/or the slides had not been printed for the next day's work (normally at least the Log would be printed by day's end) and the CIS were to go down overnight, the work orders regarding block identifiers (A,B,C etc. or 1, 2, 3, etc.), levels to be cut and special or immuno stains would be lost. In this situation, Histology staff would work with the duty pathologist and the lab office staff to retrieve the dictation record and suggest what work needs to be done on the block if necessary (again this will be recorded into the log for later updating of CIS)
- AP reports are not available within the 724 application.

After Downtime (CIS):
- AP users will receive notification that the system is back up as per the Provincial Downtime Notification process and the Facility Notification process. Each facility has its own Notification process.
- When CIS is operational all cases will be accessioned starting with those given a temporary number and all other data will be updated.
- Process all non-urgent specimens from the lab.
- The corresponding CIS accession number will be entered into the left column in the Downtime Log to ensure that all specimens processed with a temporary accession number can be readily tracked and have the slides and blocks re-labeled with the CIS accession number.
- When CIS accession numbers are available, the CIS accession number can be written on the blocks and slides with a black permanent marker. This will **clearly** and unequivocally replace the temporary number on the slides and blocks/cassettes.
- Histology staff work with the duty pathologist and the lab office staff to retrieve the dictation records and suggest what work needs to be done on the block if necessary (again this will be recorded into the log for later updating of CIS).