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	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Blood Bank Section
	Document Title:	CONTINGENCY PLAN IN CASE OF EQUIPMENT BREAKDOWN

PURPOSE:

To establish and implement as needed guidelines for responding to unavoidable occurrence in case of equipment breakdown in the Blood Bank Section.

SCOPE:


Applies to all Blood Bank Section Staff of Laboratory Department of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

Medical Technologists, Nurses, Pathologists, Physicians, Patients and Biomedical Personnel

GENERAL GUIDELINES:

- 1 All equipment and machines used in the Blood Bank shall have a back up as contingency in case of equipment breakdown.
- 2 The Medical Technologist-in-charge shall record in the maintenance logbook the name of the equipment, the date of the breakdown of the equipment and date the report was made to the supplier's engineer/Biomedical Department or to the assigned Biomedical staff and the measures taken.
- 3 Reporting of the maintenance of equipment shall be always documented. Service Report of the equipment must be provided by the Supplier's Engineer.
- 4 Non-functional equipment shall be reported immediately reported by the assigned laboratory staff for its maintenance to be fixed as soon as possible.
- 5 All temporary unavailable examinations due to the breakdown of the machine or equipment shall be referred and known to the patients, physicians and to the Nursing/Medical Services Division.

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	Document Type:	Standard Operating Procedure
	Page Number:	2 of 3
	Department/Section:	Blood Bank Section
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- 6 Laboratory to laboratory transaction shall be observed in case of send-out specimens for inpatients.
- 7 The Laboratory Supervisor shall ensure that all equipment is in good running condition.

PROCEDURE:

- 1 In case of equipment breakdown, the Medical Technologist documents the date and time the equipment/machine malfunctioned.
- 2 The Medical Technologist informs the supplier's engineer of the equipment breakdown so as to be able to troubleshoot.
- 3 Medical Technologist-on-duty informs the Laboratory Supervisor/Manager.
- 4 Laboratory Supervisor informs the patient, physicians and the Medical Service Division of the unavailability of the laboratory examination.
- 5 Blood Bank facilitates the send-out to another DOH Licensed Clinical Laboratory.


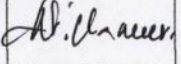


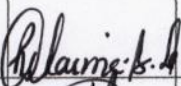




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Effective Date:	07-31-2022
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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MELISSA THERESE B. LABAYEN, RMT Blood Bank Section Head		07.07.2022
Verified by:	MONICA B. VILLANUEVA, RN, RMT, PhD Laboratory Manager		7-7-2022
	MELANIE ROSE B. ZERRUDO, MD, FPSP Chair, Department of Pathology		7-7-2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		7-07-2022
Recommending Approval by:	ROSARIO D. ABARING, MAN, PhD Ancillary Division Officer		07.07.2022
	FREDERIC IVAN L. TING, MD OIC - Total Quality Division		7-8-22
Approved by:	GENESIS GOLDI D. GOLINGAN President and CEO		9/7/22




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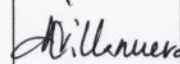


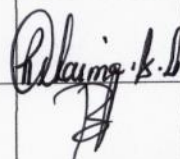

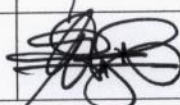
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Effective Date:	07-31-2022
Document Type:	Work Instruction
Page Number:	1 of 2
Department/Section:	Blood Bank Section
Document Title:	CONTINGENCY PLAN IN CASE OF EQUIPMENT BREAKDOWN

KEY TASK	PERSON RESPONSIBLE
1. Documents the date and time the equipment/machine malfunctioned.	Medical Technologist
2. Informs the supplier's engineer of the equipment breakdown so as to be able to troubleshoot.	
3. Informs the Laboratory Supervisor/Manager.	
4. Informs the patient, physicians and the Medical Service Division of the unavailability of the laboratory examination.	Laboratory Supervisor
5. Facilitates the send-out to another DOH Licensed Clinical Laboratory.	Medical Technologist

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	Effective Date:	07-31-2022
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	MELANIE ROSE B. ZERRUDO, MD, FPSP Chair, Department of Pathology		7-7-2022
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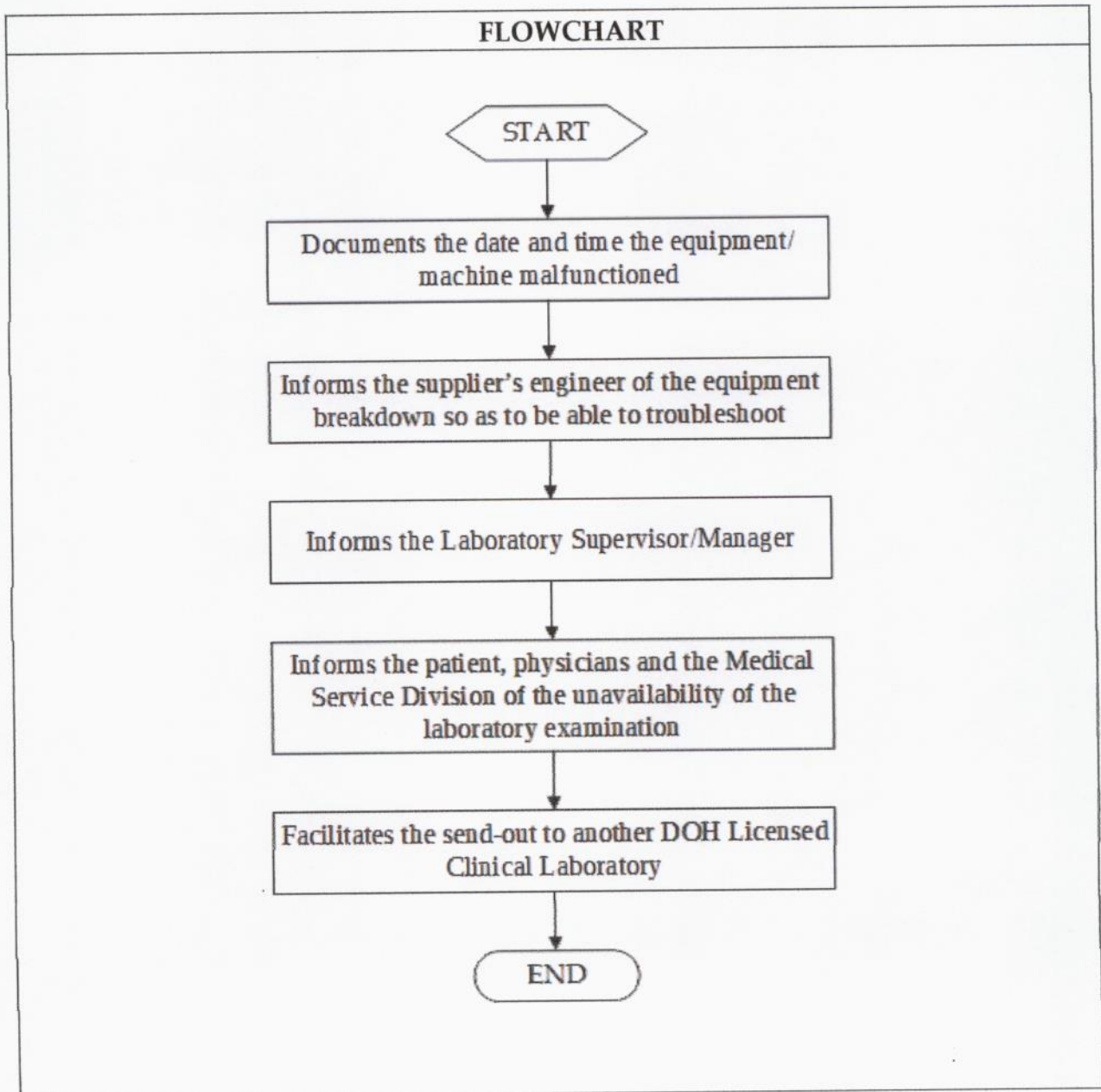



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
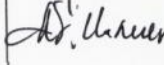


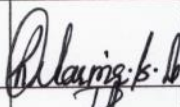

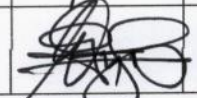
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Effective Date:	07-31-2022
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Blood Bank Section
Document Title:	CONTINGENCY PLAN IN CASE OF EQUIPMENT BREAKDOWN

FLOWCHART



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