BLOODNET FRIDGES MODULE	
Capture your fridge compliance online Version 1 March 2015	
NATIONAL BLOOD AUTHORITY	

Contents

1.	Ove	rview	/	4				
2.	Loge	ging c	on and Requesting Access	5				
2	2.1	Role	² S	5				
2	2.2	Frid	ge Access Permission	5				
	2.2.2	1	Providing Access to Your Fridge to another Facility	5				
	2.2.2	2	Requesting Access to a Fridge from a Different Facility	6				
	2.2.3	3	Fridge Access Approval	6				
3.	Bloc	d Fri	dge Register Functions	7				
3	8.1	Bloc	od Fridge Register	7				
(1)	3.2	Frid	ge Details	8				
	3.2.2	1	Fridge Compliance	9				
	3.2.2	2	Incident Notification	9				
Э	8.3 Coi	mplia	nce History	9				
Э	8.4	Mai	ntenance Plan 1	0				
3	8.5	Mai	ntenance Records 1	1				
Э	8.6	Atta	chments1	1				
Э	8.7	Incio	dent Notifications1	2				
4.	Bloc	d Fri	dge Management 1	3				
Z	l.1	Frid	ges1	3				
	4.1.1	1	Adding a New Fridge 1	3				
	4.1.2	2	Maintenance Plan 1	4				
Z	1.2	Mai	ntenance Records 1	4				
	4.2.2	1	Adding Maintenance Records for an Individual Fridge1	4				
	4.2.2	2	Adding Bulk Maintenance Records 1	5				
	4.2.3	3	Incident Notifications	6				
	4.2.3	3	Acknowledging Incident Notifications 1	.7				
Z	I.3 Ma	inter	nance Attachments 1	.8				
5. S	Suppor	rt		9				
	In Bl	ood	Net	9				
	By Phone							
	By email							
	, On (Dur V	Vebsite	9				



Support

phone: 13 000 BLOOD (13 000 25663) email: <u>support@blood.gov.au</u> fax: 02 6151 5210



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The document should be attributed as the *BloodNet Fridges Module User Manual, v1* published by the National Blood Authority.



1. Overview

The purpose of the National Blood Authority BloodNet Fridges Module is to allow users to both manage their own fridges and view additional facilities' critical fridge information. Fridge users are able to know whether fridges that they access are compliant (i.e. meets the minimum AS3864 standard).

Depending on the level of access, a fridge user is able to view and update detailed fridge information such as the fridge details, maintenance records and incident notifications. Users can attach documents to the maintenance records by uploading the documents to fridges module and then linking the documents to maintenance records.

Under incident notifications, users are also able to view any incident notification(s), whether the fridge has been quarantined and whether the fridge administrator has acknowledged the incident. If the required fridge is not listed in the register, then fridge administrators can submit a request to access the fridge to that fridges facility administrator

The fridges module can be accessed via the "Fridges" tab in BloodNet located between the Fate and Reporting tabs (note that only users who have access to BloodNet for ordering and receipting purposes will be able to view the Fate and Reporting tabs). If you don't already have access to BloodNet then follow the steps on the tip sheet available on our website at http://www.blood.gov.au/system/files/documents/BloodNetOrderingTipSheet.pdf .

If you are from a facility that has not used BloodNet, please contact our support team at 13 000 BLOOD (13 000 25663) who will set up a facility site for you.

The fridges module is organised into the following:

- **Blood Fridge Register:** View a list of accessible fridges by facility. Fridge administrators can request access to other facilities from this view.
- **Blood Fridge Management:** Add, Edit, Delete and upload information related to fridges. Includes maintenance records and attachments.
- Fridge Access Permissions: Manage access to your own facility
- Fridge Access Approvals: Action fridge access requests submitted by other facilities and view historical list of facilities granted access.



2. Logging on and Requesting Access

Access to the fridges module is via your BloodNet account through BloodPortal. If you don't have a current BloodNet or BloodPortal account, please contact the Blood Operations Centre support team on support@blood.gov.au or by phone on 13 000 BLOOD (13 000 25663).

Upon login, your access level will be the equivalent of your current facility role (i.e. Facility Administrators will have Fridge Administrator access; Facility Users will have Fridge User access).

2.1 Roles

There are 3 roles in the BloodNet Fridges Module – Fridge Users, Fridge Administrators and System Administrators

- Fridge Users These users can add or update maintenance or incident records. These users are not able to add or edit fridge details, approve access or acknowledge incidents.
- Fridge Administrators In addition to the user functions, administrators can add or edit fridges, acknowledge incident notifications, share fridges with other facilities and request access to fridges belonging to other facilities.
- **System Administrators** These are support officers from the National Blood Authority Support Team. These officers can access all features that are available to Fridge Users and Fridge Administrators. System Administrators can also delete a maintenance record and delete an incident notification (if they have been entered in error).

2.2 Fridge Access Permission

Fridge administrators can manage access to their fridges from this screen. Depending on the level of access provided, other users can view either 'Summary' or 'Detailed' level of information related to the fridges. Fridge Administrators can also edit or delete the access permissions.

2.2.1 Providing Access to Your Fridge to another Facility

Fridge administrators can provide access to their own fridges to another facility. In the **Fridge Access Permissions** tab, Click on **Add Facility**, select the facility and the level of access to be provided to the facility.

Fridge Access Permissions <		THIS WHOLE SCREEN IS ON AVAILABLE TO FRIDGE ADMINISTRATORS	Session expires in 00:05	
🔶 Add Facil	lity			
	Facility	Sta	te Access Level	
<u>Edit</u>	Alfred Hospital	VIC	Detail	<u>Delete</u>
User Ac	ccess			
Username			Role	
lo records to) display.			

- 5 -



There are 2 levels of access:

• **Summary** only information about compliance, incident notification status and active status can be viewed.

Alfred Hospital Test User (03)90763100 Etest@yahoo.co	THESE FRIDGES ARE NO DETAIL LEVEL OF INFOR	OT HYPER-LINE	KED AND THEIR T BE SEEN	
	Туре	Compliant	Incident Notification	Status
Alfred 1	Fridge	×		Active
Alfred 2	Fridge	×		Active

• **Detail**. In addition to the summary information above, detailed access allows users to view individual maintenance records and attachments associated with the selected fridges.

Abbott Pathology				
💄 Sudhakar Ahuja (08)81597900	THESE FRIDGES ARE HYPER-LINKE INFORMATION CAN BE SEEN BY CL	ED AND THEIR ICKING ON TH	DETAIL LEVE E LINK	EL OF
Test - Sudhakar	Fridge	×	1	Active
Test Fridge 2	Cool Room	×	1	Active
D56TRS	Freezer	×	1	Active

2.2.2 Requesting Access to a Fridge from a Different Facility

Fridge administrators can also request fridge information access from a different facility at a summary or detail level. The fridge administrator from the facility will receive the access request by email and will need to either approve or reject the access request.

Blood Fridge Register	REQUEST ACCESS FROM A DIFFERENT FACILITY							
Facility:	Status: Active	•	Filter	Clear	Can't find the facility? Request Access			
Abbott Pathology								

2.2.3 Fridge Access Approval

Fridge administrators can approve or reject access requests to their fridges from the **Fridge Access Approvals** tab. The level of access may be changed using the **Fridge Access Permissions** screen.

Fridge Access Approvals						ONLY	sion expire	s in 19:56	
Approval Status: All			AVAILABLE TO FRIDGE ADMINISTRATORS						
	Submitted Date	Facility Name	AHP Code	Access Level	Request Comments	Approval Status	Approval Date	Approval Comments	Approver
<u>Action</u>	13/08/2014 12:47	The Canberra Hospital	11ATCH	Detail	Please provide detailed level of access to your fridges	Pending			

- 6 -



3. Blood Fridge Register Functions

The **Fridge Register** tab allows users to view a facility's list of fridge(s) and compliance related information. Fridge compliance is calculated based on required maintenance actions having been **passed** at the determined frequency.

3.1 Blood Fridge Register

All fridges belonging to your facility are displayed at the top of the list. If you have access to fridges belonging to other facilities, they will follow, with facilities displayed alphabetically. You can filter the list of fridges belonging to a facility by **active**, **archived** or both. The default filter that is applied to the list of fridges is **Active**.

Blood Fridge Register			Session expire	es in 19:14 Search Ord	der/Issue No Q			
Facility:	Status: Active	Filter	Clear <u>Ca</u>	<u>n't find the facility? R</u>	<u>equest Access</u>			
Abbott Pathology Scientist in Charge \$ (08)81597900								
🛉 Add Maintenance Record 🔇 🌑 Upload Maintenance	Attachment							
	Туре	Compliant	Quarantined	Incident Notification	Status			
8912 Bug	Fridge	~			Active			
Fridge 1	Fridge	~			Active			
Fridge 2	Fridge	×	*	1	Active			
Fridge 3	Fridge	×		Δ	Active			
Fridge 4	Fridge	×		Δ	Active			
new fridge	Freezer	×			Active			
A BloodNet Test Facility BloodNet Support (13)000BLOOD								
	Туре	Compliant	Quarantined	Incident Notification	Status			
Test	Fridge	×		Δ	Active			
Adelaide Pathology Partners Scientist in Charge Transfusion € (08)82389854 ⊠ nbmsordertest@blood.gov.au								
	Туре	Compliant	Quarantined	Incident Notification	Status			
Adelaide Fridge	Fridge	×			Active			

You can navigate to details of each Fridge by clicking on the name of the fridge in the register. NOTE: this only applies to fridges that you have been provided access to detailed information. Where summary detail access only has been granted (see section 2.2) the user will only be able to view compliance details on the register screen.

The fridge details screen displays the detailed fridge information. There are five tabs in this section.

- Fridge Details
- Maintenance Plan
- Maintenance Records
- Attachments

-7-

Incident Notifications

Clicking on one of these allows you to access and manage individual fridges.

Support

phone: 13 000 BLOOD (13 000 25663) email: <u>support@blood.gov.au</u> fax: 02 6151 5210

Important Information

The Blood Fridge Register screen will show you the current compliance status of each fridge. This field indicates whether the fridge is meeting the maintenance plan requirements (activity and frequency). A fridge is compliant if all the latest inspections from the maintenance plan have a **Pass** status AND inspection dates of all the maintenance types fall within the periodicities set out in the maintenance plan (see section3.5).

There are 2 exceptions to this rule:

- For daily tasks fridge users are allowed a 1 week grace period to enter the daily tasks on to the maintenance record. This will prevent users from having to log on daily to record information so that their fridge doesn't become non-compliant.
- There is no effect on the compliance calculation with respect to miscellaneous tasks. That means that a miscellaneous task may have the status of **Fail** but the fridge will still be considered compliant.

If the fridge is compliant, this column will have a \checkmark or if within grace period a \checkmark , otherwise a \times will be displayed. Where a new fridge is set up for the first time, the fridge is considered not for use, and a \times will be shown against the fridge, until all the maintenance tests have been passed.

An incident notification icon (\triangle) under the **Incident Notification** column indicates that there is currently an active incident for this fridge. The notification indicator will appear in the **Fridge Register** until the fridge administrator has acknowledged the incident notification.

You can hover over the incident notification or quarantine status icons to get more information about the episode.

3.2 Fridge Details

The **Fridge Details** screen lists the identifying information of the fridge, which has been set up by the fridge administrator. Fridge Users/Administrators are able to view details of fridge(s) belonging to their own facility. You can also view another facility's fridge details if they have an approved access permission of 'Detail' for your facility.

Abbott Pathology - Fridge 1						
× This fridge is cu	× This fridge is currently not compliant					
\Lambda This fridge has o	A This fridge has outstanding incident notifications					
Fridge Details	🎒 Maintenance Plan	Maintenance Records	Attachments	▲ Incident Notifications		
Name:	Fridge 1					
Location:	Abbott Pathology					
Туре:	Fridge					
Status:	Active					
Maintainer:	Hospital					
Make:	asd					
Model:	asd					
Serial Number:	123					
Asset Number:	123					
Temperature:	4.0°c					

- 8 -

3.2.1 Fridge Compliance

A fridge is compliant if all the latest inspection(s) have a 'Pass' inspection status for all maintenance types AND inspection dates of all the maintenance types fall within the periodicities set out in the maintenance plan.

Where the fridge is currently not compliant, a message will be displayed below the Facility Name – Fridge Name label. This message is ONLY shown if the fridge is not compliant. There is no message shown if the fridge is compliant.

× This fridge is currently not compliant

3.2.2 Incident Notification

The notification icon (⁽⁾) indicates that there is currently an incident notification for this fridge that the user should view. You can view the notification in full by going to the **Incident Notifications** tab.

Where the fridge has an outstanding incident notification a message will be displayed below the Facility Name – Fridge Name label. This message is ONLY shown if the fridge has one or more outstanding incident notifications. There is no message shown if there are no outstanding incident notifications.

This fridge has outstanding incident notifications

3.3 Compliance History

The **Compliance History** tab displays a historical record of compliance status for each day. The default view is for the last 7 days, but you can choose to view all records for the current month, the last month, or select the dates you wish to see compliance history for by using the date selector.

Fridge Details	listory 🏼 🍕 Maintenance Plan	C Maintenance Records	Attachments	1 Incident Notifications
Start Date: 19/03/2015	End Date: 25/03/2015	Filter		
Last 7 Days This Month Last Month				
Date	Compliant	Incident Notification	Quarantined	
25/03/2015	×	Δ	*	View Maintenance Plan
24/03/2015	×	1	*	View Maintenance Plan
23/03/2015	×			View Maintenance Plan
22/03/2015	×			View Maintenance Plan
21/03/2015				View Maintenance Plan
20/03/2015	v			View Maintenance Plan
19/03/2015	×			View Maintenance Plan



Clicking on View Maintenance Plan will show the last recorded status against each of the maintenance plan activities.

🗐 Maintenance Plan - Tue Mar 17 2015	×
Daily	
Daily Charle that as pender for the	
Check chart recorder function	Test last passed on 12/03/2015
Check temperatures	Test last passed on 12/03/2015
Weekly	
Change temperature recording chart	Test last passed on 12/03/2015
Fortnightly	
Alarm back-up battery check	Test last passed on 16/03/2015
Monthly	
Clean all internal surfaces and check seals	Test last failed on 12/03/2015
Check temperature monitoring device accuracy	Test never performed
Six-Monthly	
Alarm high/low check	Test last passed on 16/03/2015
Power fail alarm check	Test never performed
Two point calibration check of temperature monitoring device	Test never performed
Annual	
Two point calibration check of alarm probes	Test never performed
Alarm reactivation test	Test never performed
General clean	Test never performed
Download of temperature monitoring data	Test never performed

3.4 Maintenance Plan

The **Maintenance Plan** tab displays at a glance the status of each of the maintenance activities for the selected fridge. This will display as active or inactive depending on whether the maintenance task has been set.

Fridge Details 🕺 Complian	nce History 🏼 🎢 Maintenance Plan	C Maintenance Records	Attachments	A Incident Notifications	
Maintenance Plan Vers	ions				
🐈 Create Maintenance Plan					
	Start Date		End Date		
Edit <u>View</u>	-				
Image size: 1 Image size: 10	•				
Current Maintenance P	lan				
Start Date: -					
End Date:					
Daily					
Check chart recorder function		А	ctive		
Check temperatures		Active			
Weekly					
Change temperature recording ch	art	A	ctive		
Fortnightly					
Alarm back-up battery check		Active			
Monthly					
Clean all internal surfaces and che	eck seals	A	ctive		
Check temperature monitoring de	evice accuracy	A	ctive		
Six-Monthly					
Alarm high/low check		ctive			
Power fail alarm check		А	ctive		
Two point calibration check of temperature monitoring device Active					
Annual					
Two point calibration check of ala	rm probes	A	ctive		
Alarm reactivation test		A	ctive		
General clean		Δ	ctive		



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3.5 Maintenance Records

The **Maintenance Records** tab displays a snapshot of the all historical maintenance records for the selected fridge. This screen tells the user about any attachments related to the maintenance record and whether there are any related incident notifications. (NOTE: Incidents that have been created independently to a maintenance record will not be displayed in this screen) If you are the owner of the fridge then a link to **View** or **Edit** these can be seen next to each inspection date instance, otherwise only **View** will be displayed. Where the record has been edited you will see edit **History** also. Click this to navigate to the detailed view of the maintenance record. Where the record has been deleted, the information will be greyed out and **Deleted** will display.

🔲 Fr	idge Detail	ls 🕺 C	ompliance History	┩ Maintenance Plan	📄 Maintenance Records	Attachments	A Incident Notifications				
🔶 Ac	ld Maintena	ince Record									
			Inspection Date	Summary		Compliant	Incident Notification	Attachments	Modified By	Modified Date	
<u>Edit</u>	View		17/03/2015	1 Passed		~		None	g_contreddy	17/03/2015 3:19 PM	Delete
<u>Edit</u>	View	History	16/03/2015	15 Passed, 1 Failed		×	4	None	g_contreddy	17/03/2015 3:16 PM	Delete
	View	History	16/03/2015	16 Passed		×		None	g_contreddy	16/03/2015 8:36 AM	Delete
<u>Edit</u>	<u>View</u>		03/03/2015	1 Passed		×		None	g_contreddy	17/03/2015 3:03 PM	Delete
<u>Edit</u>	View		02/03/2015	1 Passed		×		None	g_contreddy	17/03/2015 3:02 PM	Delete
K	(1)▶	▶ Page	size: 10 🔻							5 items ir	n 1 pages

NOTE: Only fridge administrators can delete records.

Where no attachment has been added, **None** is displayed, otherwise the number of attachments is displayed. Click on the link to navigate to the list and view the attachments.

View Attachments					6
Туре	Attachment	Dates Covered	Uploaded	Uploaded By	
Maintenance Record	File to Upload.pdf	12/08/2014 to 12/08/2014	12/08/2014	TestUser1000	

3.6 Attachments

The **Attachments** tab is used to list and view all the attachments related to a maintenance record of a particular fridge. Attachments are valid for a range of dates shown in the **Dates Covered** column. The date of upload and the user identification of the person uploading the attachment are shown in the **Uploaded** and **Uploaded By** columns. One attachment can also be linked to multiple fridges.

Bunbury Pat	thology - Fridge 1				
Fridge Details	🍕 Maintenance Plan 🛛 📄 Mair	tenance Records	1 Incident Notification	S	
Туре	Attachment	Dates Covered	Associated Fridges	Uploaded	Uploaded By
Maintenance Record	2014-08-12 11-05-56	.png 12/08/2014 to 12/08/2014	Fridge 1	12/08/2014	TestUser1000
Maintenance Record	File to Upload.pdf	12/08/2014 to 12/08/2014	Fridge 1	12/08/2014	TestUser1000
	Page size: 10 💌				2 items in 1 pages
		Back to Blood Fridge Registe	<u>er</u>		

3.7 Incident Notifications

Where a maintenance record has one or more checks that have a status of 'Fail', an incident notification is created at the time of entering the maintenance record. These incident notifications can be viewed on the **Incident Notifications** tab.

🗖 Fr	idge Details	┩ Ma	intenance Plan	Maintenance Record	ds 🧃 Attacl	iments	A Incident Notifications	
	Incident Date/1	Time	Incident Name	Quarantined	Acknowledged	Resolutio	n	Attachments
View	11/08/2014 08	:34	test1	*	×	11/08/20	014 22:00 - cvdvxcv	1 Attachments

A red bug icon (\clubsuit) is displayed if the fridge has been **quarantined** (see section 4.2.1). If the fridge has previously been quarantined, but the quarantine removed, you will see the dates that quarantine was active. The green tick icon (\checkmark) indicates whether the fridge administrator has **acknowledged** the notification (see section 4.2.3).

4. Blood Fridge Management

Blood Fridge Management allows fridge administrators to add a new fridge as well as allowing users and administrators to add or update maintenance records.

4.1 Fridges

The Fridges tab allows you to add or update critical fridge information or add a new fridge.

4.1.1 Adding a New Fridge

Adding of new fridges must be performed by the fridge administrator. Once the administrator has added a new fridge, the fridge is available under the **Fridges** tab allowing users to add maintenance records.

Fridges	🔶 Add New Fridge 🗲			ADMINISTRATOF LINK	RS	
Maintenance Records		Туре	Compliant	Incident Notification	Status	<u> </u>
	<u>Test - Sudhakar</u>	Fridge	×		Active	
Maintenance Attachments	Test Fridge 2	Cool Room	×		Active	
	D56TRS	Freezer	×	1	Active	

Fridge Administrators can click on the edit button to edit details of a fridge.

Fridge Mana	gement - Test	Fridge 2		Session expires in 18:38
× This fridge is cu	rrently not compliant			
Fridge Details	🍕 Maintenance Plan	Maintenance Records	Attachments	1 Incident Notifications
Name: Location: Type: Status: Maintainer: Make: Model: Serial Number: Asset Number: Temperature:	Test Fridge 2 Abbott Pathology Cool Room Active Laboratory srgf rga sdgr srg 2.0°c			ADMINISTRATORS SLINK
		Back to Fi	ridge Management	



4.1.2 Maintenance Plan

When a new fridge is added it is created with a default maintenance plan. The fridge administrator can change the required tasks and frequencies under **Maintenance Plan** by selecting edit under the maintenance plan version list, provided there have been no maintenance records added (i.e. if you want to vary from the default plan when setting up the fridge). Note that the default frequency aligns with the Australian Standard AS3864.2, and as such may only be made more frequent and not less frequent.

If you would like to change the maintenance plan after maintenance records have been added then you can create a new plan for that fridge.

4.2 Maintenance Records

Users can view/add/edit maintenance records using the **Maintenance Records** tab. Once entered, records can be edited by the administrator and will display in the **History** label. Once added, records cannot be deleted however, if the record has been added in error, please contact support at support@blood.gov.au or phone 13 000 BLOOD (13 000 25663) for assistance.

The summary column shows details of the maintenance records performed on that day as pass, fail or unanswered (meaning that the particular activity was not recorded that day).

F	ridge Deta	ils 🏾 🕺	Compliance History	🎒 Maintenance Plan	📄 Maintenance Records	Attachments	🔥 Incident	t Notifications
+ 4	dd Mainten	ance Record						
			Inspection Date	Summary		Compliant	Incident Notification	Attachments
<u>Edit</u>	View		24/03/2015	3 Passed, 1 Failed		×	Δ	None
<u>Edit</u>	View		18/03/2015	16 Passed		~		None
Edit	View		16/03/2015	2 Passed		×		1 Attachments
	View	<u>History</u>	03/03/2015	16 Passed		×		None
	View	<u>History</u>	16/03/2014	16 Passed		×		None
M	∢ 1 ►	▶ Page	e size: 10 🔻					

4.2.1 Adding Maintenance Records for an Individual Fridge

You can add maintenance records for individual fridges by selecting the fridge and clicking on Add Maintenance Record.

Fri	Fridge Management - Fridge 2						
	Fridge Details	Compliance H	listory 🏼 🖓 Maintenance	Plan 📑 Maintenance Records	Attachments	A Incident Notifications	
+	Add Maintenance F	Record					
			Inspection Date	Summary			
<u>Edit</u>	View		18/03/2015	16 Passed			
Edit	View		16/03/2015	2 Passed			
	View	History	03/03/2015	16 Passed			
	View	History	16/03/2014	16 Passed			
M	<1 ► H	Page size: 10 🔻					

- 14 -



This will allow entry of the various maintenance activities performed for that day. If the maintenance activity is not required, the Not Tested option can remain selected.

Fridge Maintenance	Record - Fri	dge 2	
Inspection Date: *	18/03/2015		
Checklist			
Daily			
Check chart recorder function	on		Not Tested \bigcirc Pass $ullet$ Fail \bigcirc
Check temperatures			Not Tested \bigcirc Pass \odot Fail \bigcirc
Weekly			
Change temperature record	ing chart		Not Tested \bigcirc Pass \bigcirc Fail $\textcircled{oldsymbol{ ilde{O}}}$
Fortnightly			
Alarm back-up battery chec	k		Not Tested \bigcirc Pass $ullet$ Fail \bigcirc
Monthly			
Clean all internal surfaces a	nd check seals		Not Tested $ullet$ Pass $igcap$ Fail $igcap$

When you add a maintenance record with a maintenance task with a **Fail** status, an incident notification will be created, see section 4.2.3.

4.2.2 Adding Bulk Maintenance Records

To add bulk maintenance records select the Add Maintenance Record from the Blood Fridge Management tab.

Fridge Manageme	nt - Abbott Pathelogy			Session expir	es in 18:32
🕂 Add Maintenance f	ecord 😵 Upload Maintenance Attachment				
Fridges	🜻 Add New Fridge				
Maintenance Records		Type	Quarantined	Incident Notification	Compliant
	<u>8912 Bug</u>	Fridge			×
Maintenance Attachments	Eridae 1	Fridge			×
	Fridae 2	Fridge			×
	Eridae 3	Fridge			
	Fridae 4	Fridge			×
	Eridae 5	Freezer			
	new fridge	Freezer			×

Select the fridge/s that the maintenance records apply to.

elect the fridge(Aultiple selection nust be created i	s) to add a maintenance record to. Is will perform a bulk creation and in th ndividually.	his case no tests can be failed. Maintenance records with failed tests
Fridge: *	Select All Unselect All	
	Fridge 1	Fridge 4
	Fridge 2	🔲 8912 Bug
	Eridae 3	

Where the user is adding maintenance records for two or more fridges (bulk entry) the **Fail** option is disabled. Users are required to enter maintenance failures individually against the relevant fridge to enable the **incident notification** to activate (See 4.2.1).

Fridge Maintenance Record - Fridge 2, Fridg	e 4 Session expires in 19	2:03 Search Order/Issue No Q
When bulk inserting Maintenance Records tests can only be passed. record separately.	If a test has failed for a fridge then create	a single maintenance
Inspection Date: 25/03/2015		
Check chart recorder function	Not Tested 🖲 Pass 🔿 Fail 🔘	DISABLED
Check temperatures	Not Tested Pass Fail	7
Change temperature recording chart	Not Tested Pass Fail	
Alarm back-up battery check	Not Tested 🖲 Pass 🔿 Fail 🔘	
Clean all internal surfaces and check seals	Not Tested 🖲 Pass 🔿 Fail 🔘	
Check temperature monitoring device accuracy	Not Tested 🖲 Pass 🔿 Fail 🔘	
Alarm high/low check	Not Tested 🖲 Pass 🔿 Fail 🔘	
Power fail alarm check	Not Tested 🖲 Pass 🔿 Fail 🔘	
Two point calibration check of temperature monitoring device	Not Tested 🖲 Pass 🔿 Fail	
Two point calibration check of alarm probes	Not Tested 🖲 Pass 🔿 Fail 🔘	
Alarm reactivation test	Not Tested 🖲 Pass 🔿 Fail 🔘	

4.2.3 Incident Notifications

When a maintenance record has a failed test, an incident notification must be created. The incident notifications can also be created and updated using the **incident notification** tab.

IMPORTANT: Fridge administrators must verify appropriate action has been taken and acknowledge any incident notifications before a fridge will appear as compliant.

While creating incident notifications, you can specify whether the fridge has been quarantined or not. This is done via the **Quarantined** field.

Incident Notification				
When a test has failed an incide	nt notification mus	t be filled out		
Incident Date/Time: *	18/08/2014 16:01	1 (C)		
Incident Name: *				QUARANTINED
Incident Description:				
Quarantined: *	Yes	~	4	
Resolution Date/Time:		1 (C)		
Action/Resolution:				
Acknowledged:	No 🗸]	
Incident Notification Attachme	nts			

Alternatively you can quarantine a fridge by editing an existing Incident Notification and changing the value of the Quarantined field from 'No' to 'Yes'. This can be actioned in the **Blood Fridge Management** tab by selecting **Maintenance Records**, then **Edit** to update the value in the **Quarantined** drop-down field.

		Incident Date/Time	Incident Name	Quarantined	Acknowledged	Resolution	Attachments
View	Edit	13/08/2014 14:47	Test Incident 1	*			None
View	Edit	13/08/2014 14:34	Test Incident 2	*	4	13/08/2014 14:35 - ewfwef	None

4.2.3 Acknowledging Incident Notifications

The incident can only be acknowledged by the fridge administrator. Acknowledge an incident in the **Blood Fridge Management** tab by selecting the required fridge then **Incident Notifications** followed by **Edit**. The following screen will be displayed:

Edit Incident Notification				×
Incident Date/Time: *	11/08/2014 08:34 🔟 🔯			
Incident Name: *	test1			
Incident Description:	test failed for alfred 1			
Quarantined: * Yes 🗸				
Resolution Date/Time:	11/08/2014 22:00 🗐 🖄			
Action/Resolution:	cvdvxcv		^ ~	
Acknowledged:	No V			
Acknowledged: Attachments		CHANG 'YES'	E THIS TO	
Acknowledged: Attachments		CHANG 'YES'	E THIS TO	
Acknowledged: Attachments Add Attachment Type	No V	CHANG 'YES' Uploaded	E THIS TO	
Acknowledged: Attachments Add Attachment Type Edit Chart Recorder Trace	Attachment	CHANG 'YE S' Uploaded 12/08/2014	E THIS TO Uploaded By g_contahuja	Delete
Acknowledged: Attachments Add Attachment Type Edit Chart Recorder Trace	Attachment Device Performance.xlsx	Uploaded 12/08/2014	E THIS TO Uploaded By g_contahuja	Delete

You will notice that now there is an 🗹 icon under the 'Acknowledged' column on the following incident notification summary screen.

🔶 Ad	dd Incide	nt Notification						
		Incident Date/Time	Incident Name	Quarantined	Acknowledged	Resolution	Attachments	
View	Edit	11/08/2014 08:34	test1	*	1	11/08/2014 22:00 - cvdvxcv	1 Attachments	Delete

4.3 Maintenance Attachments

The **Maintenance Attachments** tab allows users to add, edit or delete an attachment. The attachment may be associated with one or more fridges and can cover a date range by using the **Date From** and **Date To** fields to signify the time period for which the attachment is applicable.

🕂 Add Maintenance Record Upload Maintenance Attachment Associated Uploaded Uploaded Fridges Attachment Dates Covered Type Fridges By Maintenance Records 07/08/2014 to Test -Sudhakar Edit Maintenance Record File to Upload.pdf 07/08/2014 g_contahuja Delete 07/08/2014 Maintenance Attachments 05/08/2014 to 05/08/2014 Test -Sudhakar <u>Edit</u> Service Record 2014-07-30 10-44-45.jpg 05/08/2014 g_contreddy Delete Test -Sudhakar 31/07/2014 to Edit Maintenance Record Subscriptions.xlsx 31/07/2014 g_contahuja Delete 31/07/2014 31/07/2014 to Test -Edit Maintenance Record arun.png 31/07/2014 g_contahuja Delete 31/07/2014 Sudhakar 31/07/2014 to Test -Edit Maintenance Record V C8A0.ing 31/07/2014 g contahuja Delete 31/07/2014 Sudhakar 31/07/2014 to Test -Edit Chart Recorder Trace Search field.pdf 31/07/2014 g_contahuja Delete 31/07/2014 Sudhakar D56TRS, 30/07/2014 to ghfhgfhfghf File to Upload.pdf 31/07/2014 g_contreddy Delete Edit Test -Sudhakar 30/07/2014 H 4 1 Þ H Page size: 10 💌 7 items in 1 pages

To add an attachment, click on the **Upload Maintenance Attachment** button.

You can browse and upload a file such as chart recorder trace, maintenance record, incident record, service record and any other file type by selecting the appropriate attachment type from the drop down menu. Select the date range that the attachment applies to, and the fridges that it covers. You can then browse to a saved file to upload the record.

Upload Maintenance Attachment	t
Upload your attachment and	d select the fridges and date range that it covers.
Attachment Type: *	✓
Date From: *	13/08/2014
Date To: *	13/08/2014
	Last Month This Month
Fridges: *	Test - Sudhakar
	Test Fridge 2
	D56TRS
Upload: *	Select
	Save Cancel

5. Support

For 24 hour, 7 days a week, 365 days a year support please contact the National Blood Authority – Blood Operations Centre support team in one of the following ways:

In BloodNet

Use the **Contact Us** option in the **Help** menu in BloodNet. This will allow you to send a message to the support team, and someone will call or email you to provide assistance.

By Phone

Call 13 000 BLOOD (13 000 25663) at any time, day or night, to talk to a member of our support staff.

By email

Email <u>support@blood.gov.au</u> with your question and one of our support staff will get back to you to provide assistance.

On Our Website

Use the **Contact Us** option on the National Blood Authority Website (<u>www.blood.gov.au</u>) for other contact details including media and human resources.