

	DOCUMENT TYPE: <input checked="" type="checkbox"/> Procedure	ORIGIN DATE IN TITLE 21 03/11/20
CLIA Lab Director: Dr. Gregory Pomper	LAB DEPARTMENT: Central Processing Lab	CONTACT: Central Processing Manager

APPLICABLE LABORATORY(S):

- North Carolina Baptist Hospital (NCBH)
- Lexington Medical Center (LMC)
- Davie Medical Center (DMC)
- Wilkes Medical Center (WMC)
- High Point Medical Center (HPMC)
- Westchester
- Clemmons

PROCEDURE STATEMENT

The purpose of this procedure is to provide guidelines for Central Processing staff for handling samples from Employee Health Services (EHS). Blood and/or viral cultures may be sent to Central Processing. Samples received can involve exposures of employees, students, or faculty to patient or animal blood or body fluids.

SCOPE

- i. Procedure Owner/Implementer: Central Processing
- ii. Procedure Prepared by: Central Processing Manager
- iii. Who Performs Procedure: Central Processing Lab Staff

DEFINITIONS

- A. Procedure: A process or method for accomplishing a specific task or objective.
- B. WFBH Lab System: Wake Forest Baptist Lab System is a health system that includes Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Lexington Medical Center (LMC), Davie Medical Center (DMC), Wilkes Medical Center (WMC), High Point Medical Center (HPMC), Lab at Westchester and Lab at Clemmons.

POLICY GUIDELINES

A. Procedure

- 1. Samples from employees exposed to patient blood or body fluids may be sent to the lab by EHS. The sample(s) should be accompanied by a requisition.

2. Contact the EHS nurse on call if there are any problems concerning a sample at 6-4801.
3. All tests ordered on the exposure requisition should be entered into the LIS system using the ordering process.
 - a. The account, XEHSG, should be indicated on the requisition.
 - b. Refer to Job Aide CP 7.1 for further instructions on entering employee health exposure tests in Care Evolve.
4. Non-exposure employee samples (such as immunization status for Hepatitis B, Varicella Zoster, etc.) should be ordered by EHS staff using Care Evolve.
 - a. Such orders should be available in Beaker when searching by patient name and EHS as submitter.
Note: you can search by typing the first 3 letters of last name, comma, first 3 letters of first name; for example, Doe,Jan.
5. Employees who have had blood/body fluid exposure while working with primates or other animals report to the Emergency Department. Blood samples or viral cultures may be collected in the ED and transported to Central Processing for processing and storage.
 - a. Blood and/or Herpes Swab Specimens from primate exposures received in Central Processing should include processing instructions.
 - b. EHS may request that blood samples are centrifuged and serum is aliquoted into a transport tube. Do not overfill the transport tube to allow for expansion during freezing. Place the labeled, aliquoted serum in the -80°C freezer located in the hematology hallway, in the Employee Health bin, bottom freezer shelf.
 - c. Employee Health will indicate if there is also a Herpes Swab specimen. If a Herpes Swab is received, please place swab in the door of the Spin fridge until the frozen serum sample is picked up.
6. Viral cultures may be sent with an orange slip instructing staff to place in the -80°C freezer in Hematology.

REFERENCES

None

RELATED PROCEDURES/POLICIES

None

ATTACHMENTS/LINKED DOCUMENTS (TITLE 21)

Job Aide CP 7.1 Employee Health Exposure Orders

REVISION DATES: REVIEW CHANGE SUMMARY AS REPRESENTED IN TITLE 21.