

PROGRAM Standard Operating Procedure – Laboratory Services	
Title: MIC36400 – Referral of Cat B Specimens to DL	Policy Number:
Program Name: Laboratory Services	
Applicable Domain: Lab, DI and Pharmacy Services	
Additional Domain(s):	
Effective Date:	Next Review Date:
Issuing Authority: Director of Health Services	Date Approved:
Accreditation Canada Applicable Standard:	

GUIDING PRINCIPLE:

Organisms that cannot be identified or require further susceptibility testing need to be referred to *DynaLIFE* (DL). TDG regulations need to be followed including paperwork and packaging.

PURPOSE/RATIONALE:

To ensure microbiology Category B specimens are sent for referral testing to *DynaLIFE* appropriately.

SCOPE/APPLICABILITY:

This procedure applies to Medical Laboratory Technologists (MLTs) packaging Category B samples being referred to *DynaLIFE*.

SAMPLE INFORMATION:

The following category B specimens need to be sent to DL for referral testing:

- Any organism that cannot be identified
- Any susceptibility testing that cannot be performed at Stanton microbiology laboratory
- Any susceptibility testing that requires confirmation

SUPPLIES:

- Copan Transystem Culture swab transport system (with or without charcoal)
- *DynaLIFE* Referred-In Isolate Submission Form
- Category B box
- Category B package supplies
- DL RG2 Biosafety fax coversheet

PROCEDURE INSTRUCTIONS:

Step Action
Complete collector ID information on the DL requisition:

Referred-In Isolate Submission Form (LTR47241)
 Edit Approved By: Hunter, Shane (11/20/2015)

DynaLIFE_{Dx}
 Revision: 3.00

DynaLIFE_{Dx}
 Suite 200, 10150 – 102 Street, Edmonton, AB T5J 5E5
 Toll Free: 1-800-661-9876
 Fax: (780) 453-9425 (Microbiology)

REFERRED IN ISOLATE SUBMISSION FORM [Complete all sections]		
Patient Name:	Submitting Facility Address:	
Patient's PHN:	Stanton Territorial Hospital	
Patient's DOB:	548 Bryne Road, P.O. Box 10	
Patient Address (Required for Notifiable Organisms):	Yellowknife, NT X1A 2N1	
City:	Phone: (876) 767-9300 x 46691 Fax: (867) 669-4141	
Postal Code:	Submitter ID 11122	
Phone #:	Physician's Code:	Report Location:
	Submitting Lab Number:	

- 1**
1. Stanton location information is pre-typed on the requisition
 2. The physician code and report location code need to be entered on the requisition
 3. To find the physician code and the report location code:
 - Open patient report in Order Entry
 - Ensure Edit Mode is activated. Click on Req. by:
 - The physician code is the UPIN#
 - The report location code is the numbers at the beginning of the ordering provider's address



4. Add the STH accession number in the submitting lab number box

Step Action
Complete patient information on the DL requisition:

Referred-In Isolate Submission Form (LTR47241)
 Edit Approved By: Hunter, Shane (11/20/2015)

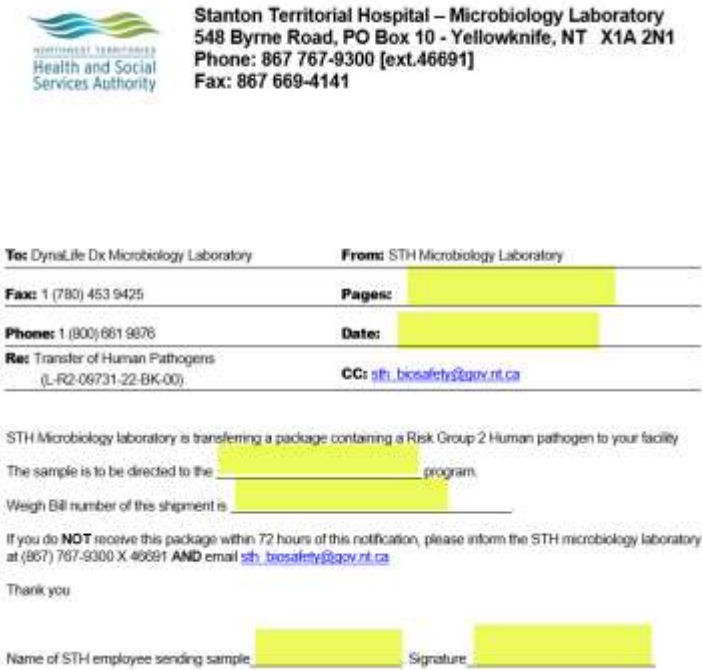
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City:	Phone: (876) 767-9300 x 46691 Fax: (867) 669-4141	
Postal Code:	Submitter ID 11122	
Phone #:	Physician's Code:	Report Location:
	Submitting Lab Number:	
Clinical History:	Specimen Source:	
Current Antibiotics:	Specimen Collection Date:	
Medical Officer of Health and/or Infection Control notified	Submission Date:	
<input type="checkbox"/> Yes <input type="checkbox"/> No (if required)		

1. Place a LIS collection label on the DL requisition

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Step	Action
Complete highlighted areas on the DL RG2 coversheet:	
5	 <p>Stanton Territorial Hospital – Microbiology Laboratory 548 Byrne Road, PO Box 10 - Yellowknife, NT X1A 2N1 Phone: 867 767-9300 [ext.46691] Fax: 867 669-4141</p> <p>To: DynaLife Dx Microbiology Laboratory From: STH Microbiology Laboratory</p> <p>Fax: 1 (780) 453 9425 Pages: [Redacted]</p> <p>Phone: 1 (800) 661 9876 Date: [Redacted]</p> <p>Re: Transfer of Human Pathogens (L-R2-06731-22-BK-00) CC: sth_biosafety@gov.nt.ca</p> <p>STH Microbiology laboratory is transferring a package containing a Risk Group 2 Human pathogen to your facility The sample is to be directed to the [Redacted] program. Weigh Bill number of this shipment is [Redacted]</p> <p>If you do NOT receive this package within 72 hours of this notification, please inform the STH microbiology laboratory at (867) 767-9300 X 49891 AND email sth_biosafety@gov.nt.ca</p> <p>Thank you</p> <p>Name of STH employee sending sample: [Redacted] Signature: [Redacted]</p>

Step	Action
Order a referred test in result entry screen:	
6	<ol style="list-style-type: none"> 1. Select Add Test 2. Choose appropriate reference code: ?REFD- <i>DynaLIFE</i> 3. Select Ok 4. Add a period (.) in the results line 5. Final report the test line

Step	Action
Complete Category B send-out process:	
7	<ol style="list-style-type: none"> 1. Print off any Vitek results for organism being referred 2. Submit organism on a labelled agar plate sealed with parafilm or on a labelled C&S swab 3. Photocopy all papers and staple together. Hole punch photocopy stack and place in the <i>DynaLIFE</i> and ProvLab Pending Referrals binder <ul style="list-style-type: none"> ➤ Ensure the report is filed under the correct tab (<i>DynaLIFE</i>, Cat B) 4. Place a requisition label on the DL requisition and scan into SoftMedia 5. Pack specimen up according to TDG Category B regulations <ul style="list-style-type: none"> ➤ Send original paperwork with specimen 6. Email completed coversheet to email locations listed 7. Place Category B box in the Category B overpack box in the core lab specimen receiving area for shipment to <i>DynaLIFE</i>

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REFERENCES:

1. *DynaLIFE* DX Referred-In Isolate Submission Form (LTR47241), revision 3.00

APPROVAL:

Date

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	28 Apr 17	Initial Release	L. Steven
2.0	25 Feb 19	Procedure reviewed	L. Steven
3.0	30 Apr 21	Procedure reviewed and added to NTHSSA policy template	L. Steven
4.0	21 Apr 23	Procedure reviewed	L. Steven

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