TRAINING UPDATE

Lab Location:	SGMC & WAH	**Date Distributed:**	10/28/2015
Department:	Field Ops	**Due Date:**	11/11/2015
		Implementation:	**11/11/2015**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Pending Log for Nurse Collected Specimens   **SGAH.S914, WAH.S906 v1**
Description of change(s):
Section 5: specify WAH only for part D, remove non-nurse collection instructions   Section 6: update form number   This revised SOP will be implemented on November 11, 2015

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training (version 1)

Non-Technical SOP

Title	**Pending Log for Nurse Collected Specimens**
Prepared by	Samson M. Khandagale Date: 5.7.2015
Owner	Samson M. Khandagale Date: 5.7.2015

Laboratory Approval		
Print Name and Title	**Signature**	**Date**
Refer to the electronic signature page for approval and approval dates.		
Local Issue Date:	Local Effective Date:	

Review:		
Print Name	**Signature**	**Date**

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1.   PURPOSE

This procedure describes the steps to print and resolve Pending Logs for nurse collected specimens.

2.   SCOPE

This procedure applies to all Field Operations Staff.

3.   RESPONSIBILITY

Field Operations staff must have knowledge of this procedure.
Field Operations manager/supervisor has the responsibility for the content and review of this procedure.

4.   DEFINITIONS
SGAH: Shady Grove Adventist Hospital
SGMC: Shady Grove Medical Center (name change for SGAH)
WAH: Washington Adventist Hospital
ARH: Adventist Rehabilitation Hospital
ARHR: Adventist Rehabilitation Hospital, Rockville
ARHT: Adventist Rehabilitation Hospital, Takoma Park
ABH: Adventist Behavioral Hospital
PL Log: Pending Log
QA: Quality Assurance
QV: Quality Variance

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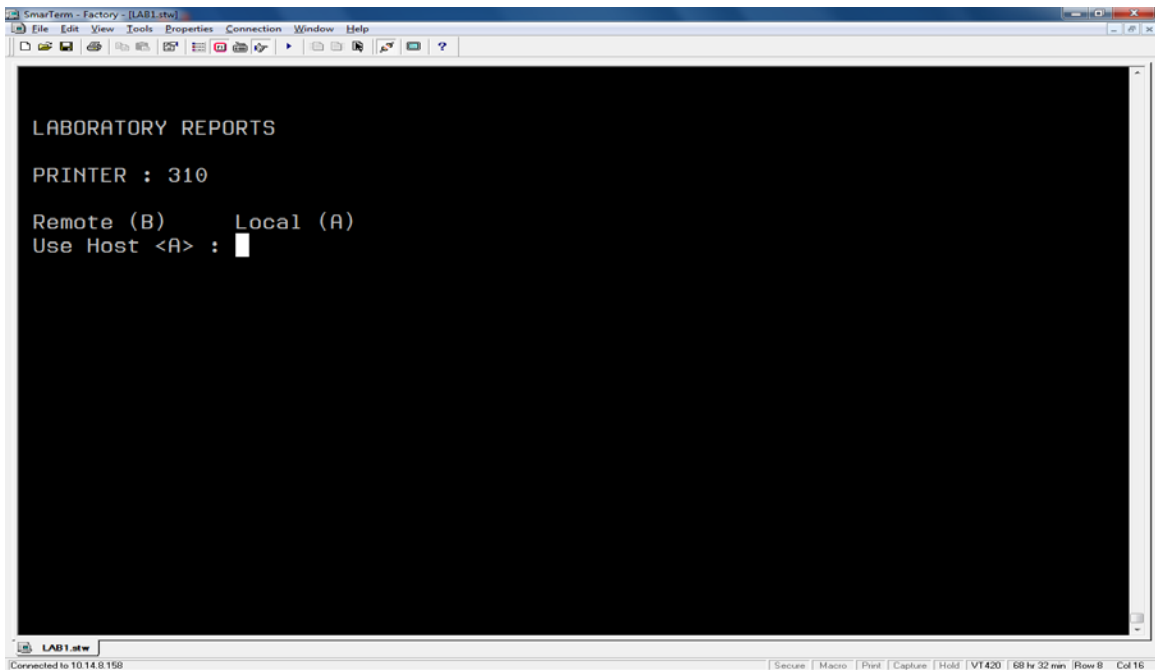## 5.   PROCEDURE

A. Schedule to print Pending Log

1. PL Logs for the WAH, SGAH/SGMC, ARH and ABH hospitals are to be pulled at the times listed below, with start time of 0000 to the default time in LIS. Review and investigate orders as described in sections C and D.

WAH and SGMC	ABH, Rockville	ARH, Rockville & Takoma
0230	1000	0900
0900	1230	1230
1100	1700	1700
1245	2030	2030
1500		
1800		
2100		
2300		

2. Attach PL logs to the Daily Duties Log after they are worked on.

B. Printing Pending Log via LIS SmarTerm

1. Select Function: **PL**

2. Enter an appropriate printer number.

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3. Start Date: press **Tab** key to select the default for today's date.

4. Start Time: press **Tab** key to accept default time of 0000. Make no change.

5. Cut- off Date: press **Tab** key to select the default for today's date, make no
    changes.

6. Cut- off Time: defaults to current time, press **Tab** key to accept. Make no
    changes.

7. Cursor moves to the prompt 'Include preliminary results?' Leave the comment as
    'No' (make no changes), press **Tab** key.

8. Continue to press **Tab** key without making any changes until cursor is at the
    prompt:

    (A)ll (R)eceived (U)nreceived specimens: Received.

Change 'Received' default to **Unreceived** by typing **U** (upper case) and press the **Tab
Key.**
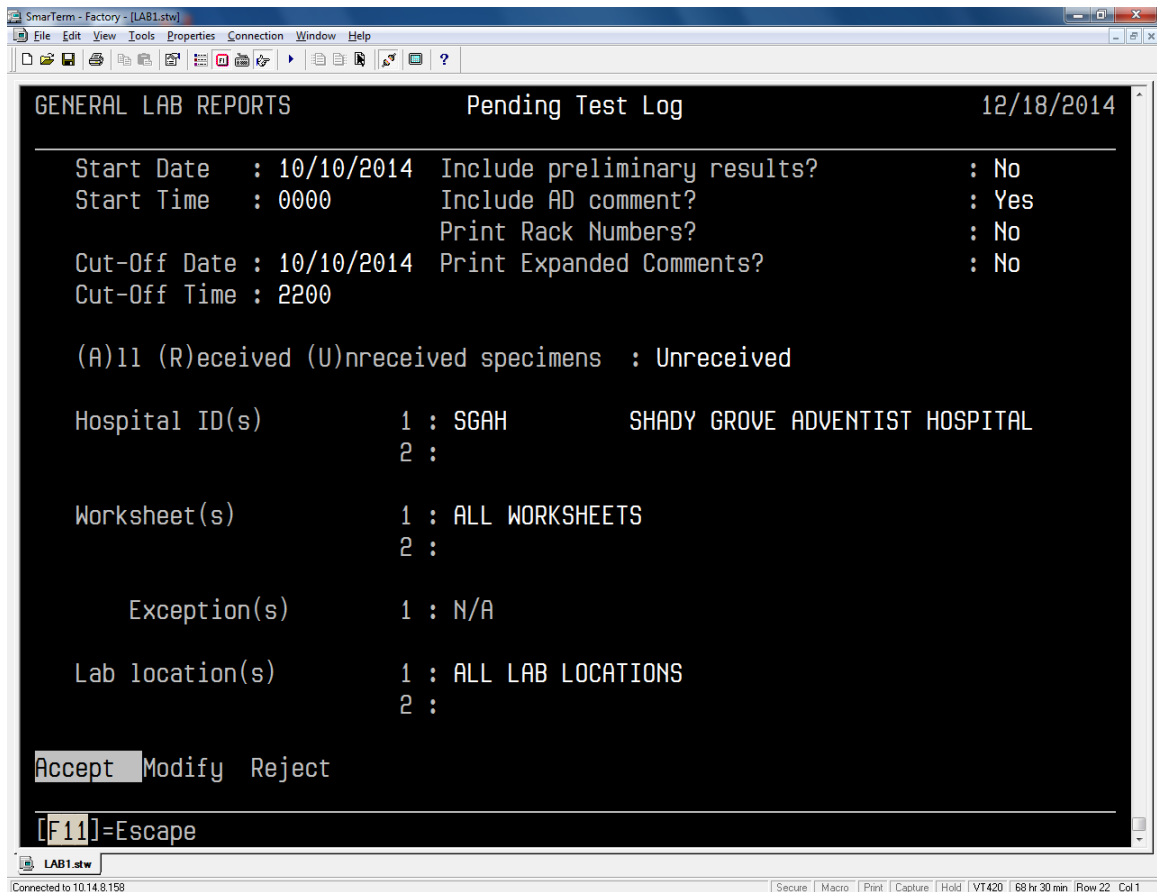
9. Cursor moves to the Hospital ID(s) prompt and defaults to ALL HOSPITALS at
   option 1. Type the hospital ID you are pulling the PL log for:
   Example: SGAH, WAH, ABH or ARH. Press the **Tab** Key to arrive at the
   next prompt 'Worksheets(s)'

10. Worksheet(s): default at option 1 is ALL WORSHEETS. Do not make any
    changes. Press the **Tab** Key. Cursor jumps over the Exception(s) prompt to the
    Lab Location(s) prompt.

11. The Lab Location(s) prompt defaults to "ALL LAB LOCATIONS." Do not make
    changes when pulling log for hospitals SGAH, WAH and ABH (Shady Grove,
    Rockville only).
    Note: When pulling logs for ARH do the following:

Insert lab location as **ARHR** for Rockville in the Lab Location(s) prompt
Insert lab location A**RHT** for Takoma Park in the Lab Location(s) prompt

12. Press the **Tab** key and at the Accept Modify Reject option, select **Accept** for PL
    log to print.

C. Specimen Processing Staff

1. First check all orders on all pages for the entire log for **body fluid orders**:

If …	Then…
NO body fluid orders are there…	Write on last page of log: "No Body Fluid orders"
Body fluid orders are present…	Specimen Processor contacts unit/nurse and notes the name and time Nurse was notified of the orders on the Log.
	If the specimen is not received within one hour of the first phone call, a second call must be made and the unit Nurse Manager/ Charge Nurse is notified. Processor records time and name of the Nurse Manager/Charge Nurse on the Log.
	Specimen Processor notifies the Core Group Lead and writes a QV form explaining that no fluid specimen was submitted to the lab department and attaches a copy of the PL log.
	Orders are not to be cancelled by the specimen processor until notified by the Nurse/ Nurse Manager/Physician.
	Note: It may take several follow up phone calls until permission is received to cancel orders.

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2. Specimen Processor checks other **non-blood specimens** (Urine Routine, Culture specimens, etc.) order by order in LIS:

If…	Then…
Orders are present…	Resolve orders greater than two hours old (from the order time) by taking appropriate action: • checking for duplicates and canceling • adding on to specimen already in lab • checking the specimen bin with no orders specimens • calling the unit for the specimens as a reminder **Note**: • Never cancel an order without notification and approval by the Nurse/ Physician. • Write your tech code next to the Accession number you investigated and put a check mark.

3. Specimen Processor checks for **ER blood specimen orders**:

If …	Then…
Blood orders that are pending for over one hour from the time the order was put in by ER staff, for orders from Emergency Room…	Review for duplicate orders, call for specimens and write on the PL log ER staff name and time called.

D. Phlebotomy Staff (WAH only)

Check order by order starting from page one to review un-collected or un-received **blood orders**. Order priority is as follows:

1. STAT
2. ASAP
3. Timed
4. Routine

If ….	Then…
There are No Orders…	Write on the log "No pending Orders"

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If ….	Then…
~~Orders are present…~~	~~1. Check LIS for duplicate orders. Cancel duplicate orders after checking with a Nurse. Document Nurse's name in LIS according to procedure 'Cancelling Tests or Orders'.~~ ~~2. Generate LIS labels to collect remaining orders. Put a check mark and initial next to the Accession number to indicate labels were printed and the staff who initialed is responsible to complete the draw.~~
~~Orders are for a future time…~~	~~Follow up 15 minutes prior to draw time. Print label and get ready for the draw. Check mark and initial the Accession number.~~
Orders are "Nurse to collect"	Follow up with Nurse, print labels, give tubes and LIS labels to nurse to collect the specimen. Write name of nurse and time you spoke to them in LIS and on your Phlebotomy workload sheet.
~~**ER blood orders** are pending for over one hour from the time the order was placed, for orders from Emergency Room…~~	~~Follow up with Specimen Processing Staff member. Write name and time you spoke with Specimen Processor.~~

6.   RELATED DOCUMENTS

Specimen Processing Daily Duties Checklist (AG.F334 ~~AG.F79, AG.F80~~)
Phlebotomy Daily Duties Checklist
Cancelling Tests or Orders, Laboratory policy

7.   REFERENCE

N/A

8.   REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
0	10/8/15	Section 5: specify WAH only for part D, remove non-nurse collection instructions Section 6: update form number	L Barrett	S Khandagale

9.   ADDENDA AND APPENDICES

None

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