

TRAINING UPDATE

Lab Location: SGMC & WAH
Department: Field Ops & Core

Date Distributed: 1/5/2016
Due Date: 1/31/2016
Implementation: 2/1/2016

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Specimens without Orders SGAH.S898, WAH.S897 v1
Description of change(s):
Section 5: add details for extra rainbow tubes Section 6: delete Holding Extra Specimens SOP (<i>this SOP is being retired</i>) This revised SOP will be implemented on February 1, 2016

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	Specimens without Orders	
Prepared by	Leslie Barrett	Date: 1/15/2015
Owner	Samson Khandagale	Date: 1/15/2015

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

Review:		
Print Name	Signature	Date

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1. PURPOSE

This procedure outlines the process for handling specimens received in the lab without a test order (computer or manual requisition).

2. SCOPE

This procedure applies to all staff assigned to Specimen Processing.

3. RESPONSIBILITY

All staff assigned to Specimen Processing must understand and comply with this procedure.

4. DEFINITIONS

Rainbow – a single collection of every color / type of vacutainer tube

Irreplaceable specimen – a specimen that has been obtained by invasive means that is not easily obtained or replaced, i.e. CSF, body cavity fluids, fine needle aspirations, surgical biopsies, etc.

Replaceable specimen – a specimen that can be replaced through repeated venipuncture or non-invasive specimen collection, i.e. blood, random urine, sputum, or stool.

5. PROCEDURE

1. If you receive or discover a sample in the laboratory that does NOT have orders (either already placed in the computer or on a manual requisition), document the specimen on the 'Specimens without Orders Log' in specimen processing.

Exceptions:

- Blood samples collected as part of a 'Rainbow' by the Emergency Department (ED) are **not logged**. Refer to step 9 for instructions. ~~EXCLUDED from this SOP. Refer to the procedure Extra Specimens, Holding.~~
 - Blood samples with a green "ABO retype" label are delivered to Blood Bank (BB).
2. Record the following information:
 - a. Date and time specimen received
 - b. Patient location
 - c. Patient medical record or billing (FIN) number
 - d. Specimen type (blood, urine, etc.)
 3. Immediately call the nursing unit (or other patient location) to report that we have received a specimen without any orders. Instruct nurse to place order(s) and/or complete the task in Cerner.
 4. On the log, record the name of the person you contacted, the time, resolution and your tech code. Document legibly every call attempt, even if there is no answer.
 5. Blood Bank specimens are delivered to BB after logging and documenting the initial call. BB staff is responsible for follow up on these samples. Place all other specimen(s) in the bin labeled "Specimens without Orders".
 6. For **irreplaceable** samples:
 - a. Check in the LIS every hour for orders. If orders are present, then process the sample as described in the procedure Specimen Processing Duties and Receipt. Document the resolution on the log as 'orders received'.
 - b. If there is still no order, make another call to the unit and document each follow up call on the log. Document the resolution on the log as 'follow up call'.
 - c. If unable to obtain orders for a specimen after 2 hours or before the end of the shift, contact the Charge Nurse / Nurse Manager for instructions. Document this call (including the nurse's name) on the log. Complete a Quality Variance (QV) form to describe the circumstances, attach a copy of the log and submit to a supervisor or manager immediately.
 - d. Do NOT discard any irreplaceable samples. Retain CSF for one month and body fluids for 7 days; refer to policy Retention of Records and Materials.

7. For other replaceable samples:
 - a. Check in the LIS every hour for orders. If orders are present, then process the sample as described in the procedure Specimen Processing Duties and Receipt. Document the resolution on the log as ‘orders received’.
 - b. If there is still no order, make another call to the unit and document each follow up call on the log. Document the resolution on the log as ‘follow up call’.
 - c. Continue to call the unit every 2 hours, documenting every call. If unable to get orders within 8 hours of receiving the specimens, discontinue calling.
 - d. Discard the specimen the next day and document on log as ‘discarded’ along with date and your tech code. Complete a QV form for each discarded sample and submit to a supervisor or manager.

8. The Group Lead / Processing Staff must review the log each shift, follow up on any unresolved specimens and document all actions on the log. The log is filed in the daily manual requisitions folder at the end day.

9. Rainbow specimens submitted by the ED without orders are handled as follows:
 - a. centrifuge SST, red, green and gray top tubes
 - b. hold all specimens in Processing in the appropriately labeled rack
 - c. if no orders are received, discard all specimens the next day

6. RELATED DOCUMENTS

Specimens without Orders Log (AG.F318)
 Specimen Acceptability Requirements, laboratory policy
 Retention of Records and Materials, laboratory policy
 Specimen Processing Duties and Receipt, processing procedure
~~Extra Specimens, Holding, processing procedure~~

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
0	12/17/15	Section 5: add details for extra rainbow tubes Section 6: delete Holding Extra Specimens SOP	L Barrett	S Khandagale

9. ADDENDA AND APPENDICES

None