

TRAINING UPDATE

Lab Location: SGAH and WAH
Department: Phlebotomy

Date Implemented: 8/25/2016
Due Date: 8/29/2016 at SG
9/12/2016 at WAH

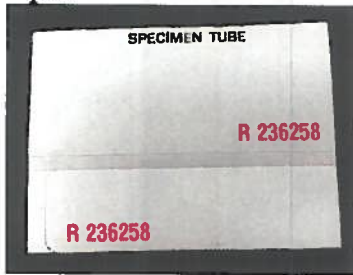
DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Type and screen Specimen Collection and Labeling

Description of change(s):

1. Procedure updated to remove all non-T&S (including TSNEO) specimens. Blood bank specimens that are NOT TS/TSNEO get collected in the same manner that all other lab specimens get collected.
2. Updated SOP to reflect the new BB/TS banding system.

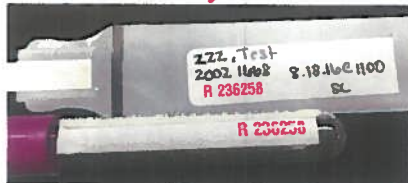


And the new wristband



Special notes:

- A. Since the new banding system contains ONLY a specimen label and wristband insert, it is VERY important to verify the BB number on the specimen matches the BB number on the wristband at the time of collection. Sometimes these bands stick together, so consecutive numbers are inadvertently used.



- B. The new wristband has a "white" side and a "clear" side. Please ensure the wristband insert is positioned so that the writing is facing the "clear" side of the band.

Electronic Document Control System



Document No.: SGAH.P936[0]

Title: Type and Screen Specimen Collection and Labeling

Owner: LESLIE BARRETT

Status: INWORKS

Effective Date: 23-Sep-2016

Next Review Date:

Non-Technical SOP

Title	Type and Screen Specimen Collection and Labeling	
Prepared by	Stephanie Codina	Date: 8/24/2016
Owner	Stephanie Codina	Date: 8/24/2016

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

Document: SGAH.P936[0] Status: INWORKS, Effective: 9/23/2016, Check Version Before Use

Form revised 3/31/00

TABLE OF CONTENTS

1. PURPOSE.....	2
2. SCOPE.....	2
3. RESPONSIBILITY.....	2
4. DEFINITIONS.....	2
5. PROCEDURE.....	3
6. RELATED DOCUMENTS	4
7. REFERENCES	4
8. REVISION HISTORY.....	5
9. ADDENDA AND APPENDICES.....	5

1. PURPOSE

To define the process for labeling type and screen (T&S) specimens and banding patients for blood bank testing.

2. SCOPE

All type and screen (TS and TSNEO) specimens must be collected and labeled per this procedure. All patients having a TS or TSNEO specimen collected will be banded with a blood bank wristband at the time the specimen is collected.

3. RESPONSIBILITY

All staff performing phlebotomy procedures must demonstrate competency for collection and labeling of TS and TSNEO specimens.

The Blood Bank Manager is responsible for the content of this procedure.

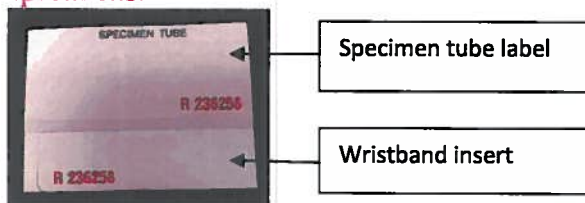
The Field Operations Manager is responsible for periodic review of the procedure.

4. DEFINITIONS




A. TS = type and screen

B. TSNEO = neonatal type and screen (for infants <4 months in age)

C. BB/TS Labeling System = The labeling system used when samples are collected for type and screen (T&S) testing, including neonatal T&S testing. This labeling system consists of a blood bank specimen tube label and wristband insert that contain a unique blood bank identifier. **This labeling system should ONLY be used for T&S specimens.**





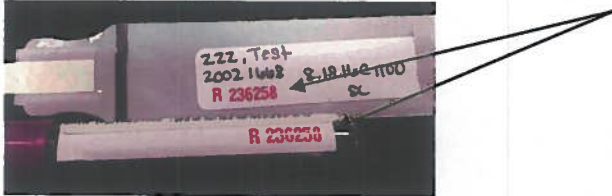
5. PROCEDURE

Step	Action
1	Identify the patient per policy.
2	<p>Check the patient's wrists to see if the patient is wearing a current BB/TS armband. If an armband is found, call the blood bank to determine if a new specimen is needed.</p> <p>A. If a new specimen is required, cut off the current armband and return it to blood bank with the new specimen unless directed to leave both the old and new blood armband on the patient by a blood bank staff member. This generally only occurs when a patient is actively bleeding and blood bank does not have enough sample to crossmatch additional blood products.</p> <p>B. If a new specimen is NOT required, return the labels to the blood bank for cancellation.</p>
3	<p>Collect the blood specimen per procedure.</p> <p>A. The TS specimen is collected in a 10 mL EDTA, lavender tube.</p> <p>B. The TSNEO specimen is collected in an EDTA, lavender Microvette.</p>
4	All labeling (including specimen and armband labeling) must take place at the bedside, at the time the sample is collected, in front of the patient, by the person who collected the sample.
5	<p>Label the specimen at the bedside as follows:</p> <p>A. Place the blood bank label on the tube. Position the label so the unique BB number is near the bottom, rounded end of the tube.</p>  <p>B. Place a patient label on top of the blood bank label.</p> <p>a. Orient the label to the patient's name is near the tube cap.</p> <p>b. Do not cover or obscure the BB number.</p>  <p>C. Write the date and time of collection and your phlebotomist identification number on the tube.</p>  <p>Note: Blood bank will reject specimens that contain double-labeling (ie more than one patient label on the tube or labeling beneath the BB/TS label) and specimens that appear to altered labeling.</p>

Document:SGAH.P936[0] Status:INWORKS,Effective:9/23/2016, Check Version Before Use

Form revised 3/31/00

Document: SGAH.P936[0] Status: INWORKS, Effective: 9/23/2016, Check Version Before Use

Step	Action
6	<p>Complete the BB wristband at the bedside.</p> <p>A. Write the following information on the blood bank wristband from the patient's hospital wristband.</p> <ol style="list-style-type: none"> a. Patient's full name b. Patient's medical record number c. Date of specimen collection d. Time of specimen collection e. Identification number of the phlebotomist who collected the specimen  <p>B. Insert the wristband insert into the white wristband. Be sure to position the label so the writing is facing the clear (non-white) side of the wristband.</p>  <p>C. Seal the enclosure to protect the wristband insert.</p>
7	<p>Verify that the blood bank number on the specimen matches the blood bank number on the wristband EXACTLY.</p> 
8	<p>Adhere the completed wristband to the patient's wrist. For neonates, the BB wristband may be placed on the leg/ankle.</p>
9	<p>Send the specimen to the laboratory for testing.</p>

6. RELATED DOCUMENTS

SOP: Patient Identification
 SOP: Venipuncture

7. REFERENCES

N/A

Form revised 3/31/00

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP SGAH.P12, WAH.P10		

9. ADDENDA AND APPENDICES
NA

Document:SGAH.P936[0] Status:INWORKS,Effective:9/23/2016, Check Version Before Use

Form revised 3/31/00