

## TRAINING UPDATE

**Lab Location:** SGMC                      **Date Implemented:** 6.15.2017  
**Department:** Phlebotomy              **Due Date:** 6.30.2017

### DESCRIPTION OF PROCEDURE REVISION

#### **Name of procedure:**

Adventist Behavioral Hospital Collection Protocol

#### **Description of change(s):**

1. Added an evening collection for ABH.
  - a. Rep in Charge will call the Nursing Supervisor each evening at 1800 to see if there are any evening draws required.
  - b. Phlebotomist will collect ABH specimens from 6-8pm if requested
2. A phlebotomists will report within 1 hour of notification to collect specimens for exposures
3. One escort is required if the patient is drawn in the designated area. Two escorts are required if the patient is not drawn in the designated area. See appendix for more details.
4. The phlebotomist will clean up after each phlebotomy.
  - a. All trash will be picked up or discarded in the appropriate receptacle.
  - b. Chairs/surfaces will be cleaned with a disinfectant wipe.
  - c. Paper will be changed on exam tables.
5. Phlebotomists MUST verify labeling of all specimens that will be transported back to the lab. Each specimen must contain the following elements PRIOR to transport.
  - a. Patient's full name
  - b. Patient's MRN (FIN during downtime)
  - c. Time of collection
  - d. Date of collection
  - e. Collector's initials

## Electronic Document Control System



**Document No.:** SGAH.P30[2]

**Title:** Adventist Behavioral Health Collection Protocol

**Owner:** LESLIE BARRETT

**Status:** INWORKS

**Effective Date:** 08-Jul-2017

**Next Review Date:**

Non-Technical SOP

<b>Title</b>	<b>Adventist Behavioral Hospital Collection Protocol</b>	
<b>Prepared by</b>	Samson Khandagale	<b>Date:</b> 5/2/2012
<b>Owner</b>	Samson Khandagale	<b>Date:</b> 5/2/2012

**Laboratory Approval**

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

**Review:**

Print Name	Signature	Date

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**1. PURPOSE**

To establish a safe and effective means of collecting blood from behavioral health patients.

**2. SCOPE**

This procedure applies to blood collections performed at the Adventist Behavioral Health and Wellness (ABHW) in Rockville.

**3. RESPONSIBILITY**

- **Laboratory:**  
 All phlebotomy staff members must understand and adhere to this procedure when collecting blood specimens at and transporting specimens from Adventist Behavioral Health and Wellness in Rockville.
- **Adventist Behavioral Health and Wellness Hospital in Rockville:**  
 ABHW personnel are responsible for providing chaperones and assisting with proper patient identification for blood collection.

**4. DEFINITIONS**

None

**5. PROCEDURE**

Step	Action
1	Phlebotomy staff members will collect blood ad ABHW Rockville twice daily. A. In the morning between 0700 and 0900 for orders placed before 0230. B. In the evening between 1800 - 2000. a. Evening draws should be limited to those that cannot wait until the next morning to be collected. b. Orders for evening collections must be electronically placed before 1800.

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Step	Action
1 Cont	c. The phlebotomist in charge will call the ABHW nursing supervisor to confirm draws daily at 1800. C. Laboratory personnel do not perform STAT or ASAP collections at ABHW. D. Laboratory personnel will travel to ABHW to collect exposure labs from patients within 1 hour of notification.
2	ABHW collections will be assigned to a phlebotomist on the morning and evening shifts daily.
3	Phlebotomy staff members will carry to ABHW all supplies necessary for collections. This includes keys that allow entry into secured areas, phlebotomy supplies, and collection list/labels.
4	The charge nurse for each unit will assign an escort to assist the phlebotomist. A. The phlebotomist will wait no more than 5 minutes for an escort. If 5 minutes has passed, the phlebotomist will move to the next unit and return to the current unit when all other collections have been completed. B. The escort must be present and remain in close proximity to the phlebotomist at all times when blood collections take place (before, during, and after). C. The escort will notify the phlebotomist if the patient presents a danger to self and others.
5	Blood collections will take place in the designated phlebotomy area unless the patient is in isolation. A. The ABHW staff member will escort the patient to the designated collection area for phlebotomy. B. The phlebotomist will not approach the patient until the patient is seated in the phlebotomy chair. C. <b>Two ABHW escorts</b> must accompany any phlebotomist who is collecting blood from an isolation patient. D. The phlebotomist will request assistance from the escort as needed. E. The phlebotomist must remain alert and follow FOCUS techniques at all times. F. Blood draws performed on patients in the Potomac and Seneca units can be challenging.

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Step	Action
6	<p>The phlebotomist will collect blood in the designated area on each unit. Units will be drawn in the following order. Refer to appendix A for specific information.</p> <ul style="list-style-type: none"> <li>A. Lower Units               <ul style="list-style-type: none"> <li>a. Chesapeake</li> <li>b. Azalea</li> <li>c. Potomac</li> <li>d. Seneca</li> </ul> </li> <li>B. Upper Units               <ul style="list-style-type: none"> <li>a. Shenandoah</li> <li>b. Magnolia</li> <li>c. Cypress</li> <li>d. Montgomery</li> </ul> </li> </ul>
7	<p>Patient identification and venipuncture will be performed per procedure. Patients who are not wearing armbands or not wearing the correct armbands will not be drawn.</p>
8	<p>The phlebotomist will clean the collection area prior to leaving.</p> <ul style="list-style-type: none"> <li>A. Wipe surfaces with a hospital approved disinfectant wipe.</li> <li>B. Ensure all trash is disposed in the proper receptacle (no trash on floor or counter).</li> <li>C. Place new paper on exam tables.</li> </ul>
9	<p>The phlebotomist will collect properly labeled specimens from each unit to be transported to the processing area of the laboratory. Ensure each specimen is properly labeled with the patient's name, MRN, time/date of collection, and collector's initials before transport.</p>

**6. RELATED DOCUMENTS**

- Patient Identification
- Venipuncture
- FOCUS Concepts for Phlebotomy Safety
- Blood and Body Fluid Exposure Orders

**7. REFERENCES**

None

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**8. REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SGAH.P01.000		
000	2/18/2015	Section 4: update new location codes for HIS (Cerner) implementation Section 5: update process to reflect HIS implementation and clarify process, edit STAT/ASAP process Section 6: remove outdated SOPs, add room codes Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	M Sabonis S Khandagale  L Barrett	S Khandagale
1	5/22/17	Section 4: Moved units to appendix Section 5: Revised format and wording for clarity. Removed information that is found in other procedures. Added evening draw and exposure collection requirements. Section 6: Removed room code list, updated SOPs Section 9: Updated appendix.	SCodina	NCacciabeve

**9. ADDENDA AND APPENDICES**  
 Appendix A—ABHW Unit and Bed List

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**Appendix A—ABHW Unit and Bed List**

<b>Unit Name</b>	<b>Sunquest Mnemonic</b>	<b>Bed Numbers</b>	<b>Designated Collection Location</b>
Chesapeake	CHES	1200 numbers	Room 1200
Azalea	INDOF, INDOM	Female: 2500 numbers Male: 1300 numbers (1303-1316)	Room 2504 Shared with Magnolia Unit
Potomac	POTO	1400 numbers	Room 1411
Seneca	SENE	1500 numbers	Room 1523
Shenandoah	SHEN	2400 numbers	Room 2403
Magnolia	MAGN	2200 numbers	Room 2504 Shared with Azalea Unit
Cypress	CYPR	1300 numbers (1323-1331)	To Be Determined
Montgomery	MONT	2100 numbers	Rooms 2106 and 2122

**Room numbers ending in:**

- D = closest to door
- W = closest to window
- L = left side of room when standing in the door (faces the window)
- R = right side of room when standing in the door (faces the window)

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