

### TRAINING UPDATE

**Lab Location:** SGMC and WAH      **Date Implemented:** 7.25.2017  
**Department:** Phlebotomy      **Due Date:** 8.8.2017

### DESCRIPTION OF PROCEDURE REVISION

<b>Name of procedure:</b>
Adventist Healthcare Rehabilitation Hospital Collection Protocol
<b>Description of change(s):</b>
<ol style="list-style-type: none"><li>1. Combined the SGMC and WAH procedures into one procedure.</li><li>2. Added wording that you can never draw a T&amp;S on a rehab MRN; patient must be registered as a WAH or SGMC patient and the T&amp;S must be ordered on the WAH or SGMC MRN</li><li>3. Added caution that rehab patients may wear up to 3 armbands (rehab, hospital, radiology)</li></ol>

## Electronic Document Control System



**Document No.:** SGAH.P968[0]

**Title:** Adventist Healthcare Rehabilitation Hospital Collection Protocol

**Owner:** LESLIE BARRETT

**Status:** INWORKS

**Effective Date:** 20-Aug-2017

**Next Review Date:**

Non-Technical SOP

<b>Title</b>	<b>Adventist Healthcare Rehabilitation Hospital Collection Protocol</b>	
<b>Prepared by</b>	Stephanie Codina	Date: 7.14.2017
<b>Owner</b>	Stephanie Codina	Date: 7.14.2017

**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: SG.AH.P968[0] Status: INWORKS, Effective: 8/20/2017, 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..... 2  
 6. RELATED DOCUMENTS ..... 4  
 7. REFERENCES ..... 4  
 8. REVISION HISTORY..... 4  
 9. ADDENDA AND APPENDICES..... 4

**1. PURPOSE**

To outline the process for collecting blood specimens from the Adventist Rehabilitation Hospitals in Rockville and Takoma Park.

**2. SCOPE**

This procedure applies to blood collections performed at the Adventist Rehabilitation Hospitals in Rockville and Takoma Park.

**3. RESPONSIBILITY**

All phlebotomy staff members must understand and adhere to this procedure when collecting blood specimens at and transporting specimens from the Adventist Rehabilitation Hospitals in Rockville and Takoma Park.

**4. DEFINITIONS**

None

**5. PROCEDURE**

Step	Action
1	<p>A. Phlebotomy staff members will collect blood at the Rockville Rehabilitation hospital twice daily.</p> <ul style="list-style-type: none"> <li>a. In the morning between 0700 and 0900 for orders placed before 0230.</li> <li>b. In the evening between 1800 – 2000 for orders placed before 1700. Evening draws should be limited to those that cannot wait until the next morning to be collected.</li> <li>c. Laboratory personnel do not perform STAT or ASAP collections at the Rockville location.</li> <li>d. Laboratory personnel will collect exposure labs from patients within 1 hour of notification at both sites.</li> </ul> <p>B. Phlebotomy staff members will collect blood at the Takoma Park Rehabilitation Hospital as needed throughout the day.</p>

Document:SGAH.P968[0] Status:INWORKS,Effective:8/20/2017, Check Version Before Use

Form revised 3/31/00

Document: SGAH.P968[0] Status: INWORKS, Effective: 8/20/2017, Check Version Before Use

Step	Action
2	Rehab collections will be assigned to a phlebotomist daily. The assigned staff member will print a pending log for the Rehab site. The pending log will be used to ensure all patient specimens are collected and the completed list is stapled to the daily duties log.
3	Phlebotomists will verify orders for outpatient transfusion prior to drawing rehabilitation patients. Rehabilitation patients are transferred to the hospital (SGMC or WAH) prior to transfusion. The T&S specimens must be collected using the hospital wristband and medical record number. <b>Never collect a T&amp;S specimen using the rehabilitation medical record number.</b>
4	<p>Phlebotomists will carry to Rehab all supplies necessary for collections. The phlebotomy cart and lab label printer are located in the medication room at the Rockville location.</p> <ul style="list-style-type: none"> <li>A. Labels for the morning collection will print on the lab label printer in the medication room.</li> <li>B. Labels for the evening collection must be printed and brought to the Rehabilitation hospital.</li> </ul>
5	<p>Patient identification and venipuncture will be performed per procedure. Patients who are not wearing wristbands or not wearing the correct wristbands will not be drawn.</p> <p><b>CAUTION:</b> Rehabilitation hospital patients may wear more than one hospital wristband.</p> <ul style="list-style-type: none"> <li>A. Rehabilitation wristband</li> <li>B. Radiology wristband</li> <li>C. Hospital wristband for transfusion</li> </ul> <p>Phlebotomists must be extra vigilant when identifying patients. Always ensure the correct wristband is used for patient identification and compare the patient identifiers on each label to the wristband. It is possible that a single patient will have general labs ordered on one wristband and T&amp;S on a different wristband during a single draw. Notify the charge nurse if discrepancies exist.</p>
6	<p>The phlebotomist will clean up after him/herself prior to leaving.</p> <ul style="list-style-type: none"> <li>A. Wipe surfaces of the cart 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> </ul>
7	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. Phlebotomists will not travel to the Rehabilitation hospital to pick up non-blood specimens if there are no blood collections being performed.

Form revised 3/1/00

6. **RELATED DOCUMENTS**  
Patient Identification and Specimen Labeling  
Venipuncture  
FOCUS Concepts for Phlebotomy Safety  
Blood and Body Fluid Exposure Orders

7. **REFERENCES**  
None

8. **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SGAH.P32.000, WAH.P911.0		

9. **ADDENDA AND APPENDICES**  
None

Document:SGAH.P968[0] Status:INWORKS,Effective:8/20/2017, Check Version Before Use

Form revised 3/31/00