

TRAINING UPDATE

Lab Location: SGMC and WAH **Date Implemented:** 8.15.2017
Department: Phlebotomy **Due Date:** 9.11.2017

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Cortrosyn Stimulation Test

Description of change(s):

1. Cortrosyn stimulation test must be scheduled with the phlebotomy group lead or rep in charge.
Note: We don't want to schedule with the outpatient lab, because the draws need to be done at a specific time. Staff from OPL have the potential to get caught up with patients.
2. The cortrosyn stimulation test drawing schedule form has been updated.
3. Phlebotomy will collect the baseline sample and tell the nurse to give drug. Nurse will notify phlebotomy of next times to collect. Phlebotomist will document in 2 spots:
 - a. On form—form goes to processing with baseline specimen
 - b. On labels—labels go to phlebotomy group lead or rep in charge
4. Phlebotomy group lead or rep in charge will ensure subsequent draws are collected on time
5. Note: There is no 30 minute window (+/- 15 minutes) for cortrosyn; samples must be drawn at the designated time.

Electronic Document Control System



Document No.: SGAH.P07[2]

Title: Cortrosyn Stimulation Test

Owner: LESLIE BARRETT

Status: INWORKS

Effective Date: 30-Aug-2017

Next Review Date:

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Non-Technical SOP

Title	Cortrosyn Stimulation Test	
Prepared by	Samson Khandagale	Date: 4/20/2009
Owner	Samson Khandagale	Date: 4/20/2009

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

To outline the process for collecting cortrosyn stimulation test samples.

2. SCOPE

All phlebotomy staff members must understand and adhere to this procedure when collecting cortrosyn stimulation tests.

3. RESPONSIBILITY

- The Group Lead or Representative in Charge will schedule cortrosyn stimulation tests and place orders into Sunquest.
- Phlebotomy staff will collect the specimens for this test at the designated times.

4. DEFINITIONS

Cortrosyn Stimulation Test / CST – ACTH (Adrenocorticotropic Hormone) Stimulation Test, LIS code XCST

5. PROCEDURE

Scheduling and Ordering

Step	Action
1	Cortrosyn stimulation tests must be ordered at least one day in advance by calling the phlebotomy group lead or rep in charge. The group lead/rep in charge will ensure we have appropriate staffing to collect the specimens at the time the test is ordered.

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Step	Action
2	Patient care staff will send a downtime requisition and a copy of the physician's order to the laboratory. The group lead will order the test in Sunquest using test code XCST. Three labels will print: A. XCSTB – Baseline draw B. XCST30 – 30 minute draw C. XCST60 – 60 minute draw
3	The group lead/rep in charge will fill out the top, demographic portion of the Cortrosyn Stimulation Test Drawing Schedule.

Testing

Step	Action
1	Collect the baseline specimen at the designated time per procedure using the appropriate label.
2	Notify the patient's nurse when the baseline specimen has been collected.
3	The nurse will administer the medication and inform the phlebotomist at what time the 30 minute and 60 minute draws will be performed. The phlebotomist will document the collect times on the cortrosyn drawing schedule and deliver the drawing schedule to processing with the baseline specimen.
4	Deliver the drawing schedule and baseline specimen to the processing area and labels containing the draw times to the group lead/rep in charge.
5	The group lead/rep in charge will ensure the 30 and 60 minute specimens are collected at the appropriate time. Note: The collections must take place at the designated collect time (there is no 15 minute window). The phlebotomist will arrive and be ready to collect the specimen at the designated time. The group lead/rep in charge will ensure staffing is managed so the phlebotomist arrives on time.
6	Deliver each specimen to the processing department after collection.
7	Attach the completed drawing schedule to our copy of the shipping manifest that gets filed in the processing department.

6. RELATED DOCUMENTS

- Cortrosyn Stimulation Test Drawing Schedule (AG.F274)
- SOP: Patient Identification and Specimen Labeling
- SOP: Venipuncture
- SOP: Order Entry

7. REFERENCES
None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
000	3/7/14	Sections 3, 4 & 5: Change from SMS to HIS Section 6: move form from section 9 Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	N Maskare	S Khandagale
1	7.24.17	Header: Added WAH Section 3: Limited to lab staff Section 5: Updating wording and format for clarity; deleted use of cortrosyn folder; made this a group lead/rep in charge responsibility. Section 6: Added SOPs Footer: Version # leading zero's dropped due to new EDCS in use as of 10/7/13	SCodina	NCaccibeve

9. ADDENDA AND APPENDICES
None

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Document No.: AG.F.274[1]

Title: Cortrosyn Stimulation Test Drawing Schedule

Owner: LESLIE BARRETT

Status: INWORKS

Effective Date: 30-Aug-2017

Next Review Date:



Shady Grove Medical Center
 Washington Adventist Hospital

Cortrosyn Stimulation Test Drawing Schedule

Patient Name:	Patient MRN:
Room Number/Location:	Accession Number:
Name of Nurse:	Adhere XCST1 Label Here:

(A) Instructions for Phlebotomist:

1. Collect **Baseline** specimen at the time specified.
2. Notify the nurse that the baseline specimen has been collected.
3. Nursing staff will administer the medication and notify the laboratory at what times the remaining specimens will be collected (30 and 60 minutes after medication administration).
4. Phlebotomy staff will collect the specimens at the designated times.

(B) Instructions for Processor:

1. Receive specimens from phlebotomist and initial in the appropriate box.
2. Attach the completed drawing schedule to our copy of the shipping manifest.

Specimen	Scheduled Draw Time	Actual Draw Time	Phlebotomist's Code	Processor's Code
Baseline				
The nurse will notify the laboratory of the 30 and 60 minute collect times after medication has been administered.				
30 Minutes				
60 Minutes				

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