

TRAINING UPDATE

Lab Location: SGMC and WOMC **Date Implemented:** 4.27.20
Department: Phlebotomy **Due Date:** 5.25.20

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Collection Priorities

Description of change(s):

This procedures replaced, "STAT, Timed, and ASAP Draws."

Major change:

Phlebotomy staff must look at pending/collection logs for **timed samples for patients assigned to ED**. Phlebotomy staff must communicate all timed draws with ED charge RN.

1. ED will notify phlebotomy if the patient has been transferred to the floor. Phlebotomy will collect from the floor.
2. Phlebotomy will notify the ED to draw when patient is still in the ED. ED staff may ask us to help draw to ensure patient sample is drawn in a timely manner.

SGMC.P 1010 Collection Priorities

Copy of version 1.0 (in review)

Effective Date 5/6/2020

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Printed By Stephanie Codina

Organization Adventist HealthCare

Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	QA approval	4/24/2020	1.0	Leslie Barrett	

Version History

This document has no approved or retired versions.

Linked Documents

- AG.F 433 Stat Notification Log
- AG.F 442 Phlebotomy Troponin Outlier Report

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Non-Technical SOP

Title	Collection Priorities	
Prepared by	Stephanie Codina	Date: 4/6/2020
Owner	Stephanie Codina	Date: 4/6/2020

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:

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1. PURPOSE

This procedure describes the collection priorities for laboratory-collected specimens and the expectations for each priority.

2. SCOPE

This procedure applies to all blood specimen orders that are placed for collection by laboratory staff members. Specimens for glucose tolerance and cortrosyn stimulation tests have specific procedures associated with collection that should be followed.


3. RESPONSIBILITY

All phlebotomy staff members must understand and adhere to this procedure for laboratory collections.

4. DEFINITIONS

- A. **STAT order** = This order should be prioritized over all other orders. STAT collections are ordered when the patient is in a life-threatening situation. The specimens must be collected within 15 minutes of order and should be returned to the laboratory immediately.
- B. **ASAP order** = This order has a high priority. The results are needed as soon as possible. The specimens must be collected within 30 minutes and should be returned to the laboratory immediately.
- C. **Timed order** = This order is placed when a specimen must be collected at a particular time. This is used primarily for drug levels and dosing as well as cardiac and sepsis protocol orders. Specimens must be collected within 15 minutes of the desired order time (15 minutes before to 15 minutes after the desired time). It is essential that timed orders are collected within the appropriate 30 minute window to properly dose medications. Phlebotomy staff must check with the patient's primary nurse before collecting a timed specimen.
- D. **Next am order** = These are routine orders collected in the morning between 4:00 and 7:00 am. Specimens should be returned to the laboratory after every fourth patient to ensure timely receipt and resulting.
- E. **Routine order** = These specimens are collected with the next collection round.

5. PROCEDURE

Step	Action
1	<p>Laboratory collection priorities can be found on the lower, right-hand side of the lab label behind the test name. Specimens should be drawn in the following order.</p>  <ul style="list-style-type: none"> • S = STAT Collection • ASAP = ASAP Collection • T = Timed Collection • Next AM = Morning Run Collection • No priority code = routine collection
2	<p>Laboratory labels automatically print to the designated laboratory printer at the following intervals:</p> <ul style="list-style-type: none"> • STAT and ASAP labels print as soon as the order is placed • Timed and routine labels print hourly • Next am labels are manually printed by phlebotomy staff

Step	Action
3	<p>Staff members who retrieve labels for STAT and ASAP draws should check for additional routine orders on that patient prior to drawing to minimize venipunctures for the patient.</p> <ol style="list-style-type: none"> A. Access Sunquest GUI. B. Click on function "General Laboratory." C. Click the "Orders" tab and select "Order Receipt/Modify" from the dropdown menu. D. At the "Patient ID" prompt, type the patient's medical record number and click the "Get Patient" button. E. In the "Order Status" box, click the "Unreceived" radial button. F. Click the "Display Orders" button. G. All orders for the patient will display. H. Note any STAT, ASAP, and Timed orders scheduled to be collected within 30 minutes of the current collection AND all routine orders pending and document the corresponding accession numbers. I. Print labels for accessions that will be collected at the same time by highlighting the order and clicking on the "Reprint Labels" button.
4	<p>Phlebotomy staff will notify the ED Charge Nurse if timed collections print for patients assigned to the ED or ED holding areas.</p> <ol style="list-style-type: none"> A. The Charge RN will tell phlebotomy staff if the patient has been transferred to another location, so the phlebotomist can draw the timed specimen. B. The phlebotomist will let the ED know which specimens are due, so ED staff can collect them on time. C. There may be times when ED asks a phlebotomist to assist with a timed collection to ensure it is drawn on time.
5	<p>The phlebotomist will collect the specimen(s) per procedure.</p> <ul style="list-style-type: none"> • A phlebotomist will contact the representative in charge if he/she is unable to collect STAT, ASAP, or Timed specimens on time due to workload. There is an expectation that all staff will assist with getting specimens collected on time. • The phlebotomist will check with the nurse before drawing a timed specimen to ensure the medication has been or will be administered on schedule.
6	<p>STAT, ASAP, and Timed specimens will immediately be returned to the laboratory. Routine and Next am specimens will be returned to the laboratory after every 4th patient or sooner. Specimens can be transported by the phlebotomist or sent via pneumatic tube.</p>

6. RELATED DOCUMENTS

Patient Identification and Specimen Labeling, Phlebotomy procedure
 Venipuncture, Phlebotomy procedure
 Stat Notification Log (AG.F433)
 Phlebotomy Troponin Outlier Report (AG.F442)

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP P11.3		

9. ADDENDA AND APPENDICES

Appendix A: Laboratory Order Priorities for Care Excellence

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Appendix A: Laboratory Order Priorities for Care Excellence

Laboratory Order Priorities


**Shady Grove Adventist Hospital
Washington Adventist Hospital**
Laboratory Definition of Order Priority Codes

By defining department service levels with clear, caregiver expectations, concurrent with the Cerner implementation, the laboratory will better serve our patients and their healthcare providers.

STAT:	<p>"Life-Threatening" Collected within 15 minutes Tested immediately upon receipt in laboratory Resulted within 60 minutes</p> <ul style="list-style-type: none"> • These specimens will be treated with the highest priority. We estimate the number to be less than 5% of the total orders. • No nursing unit or location will default to Stat. • A test should carry the priority code of STAT ONLY if the physician order was written as STAT. • Stats will be audited.
ASAP:	<p>"As Soon As Possible" High Priority – Not Life-Threatening Collected within 30 minutes Results available within 60 minutes.</p> <p>ED specimens not ordered as Stats will fall into this category. Only Stats qualify for the higher priority</p>
TIMED:	<p>Primarily used for drug levels and dosing. Specimen collected within \pm 15 minutes of requested time and run routine.</p>
NEXT AM:	<p>Collected next AM [After Midnight] routine collection round between 0500-0700.</p> <ul style="list-style-type: none"> • These orders must be placed by 0230 to qualify for the AM collection round. • Orders placed after 0230 will default to the next hourly collection round. • AM collection rounds will begin in the critical care units, at 0400. All other units will follow thereafter.
ROUTINE:	<p>Specimens are collected with next collection round and tested routinely.</p> <ul style="list-style-type: none"> • This priority code will be the order default code. • Most tests ordered routine AND performed on-site will usually complete within 2 hours. • Early AM specimens, collected before 0700, should be result by 0800. • Collection rounds will be hourly 0700-2100