

## TRAINING UPDATE

**Lab Location:** SGMC & WOMC  
**Department:** Field Ops

**Date Distributed:** 5/20/2021  
**Due Date:** 6/20/2021

### DESCRIPTION OF REVISION

<b>Name of procedure:</b>
<b>Special Coagulation Collections SGAH.P888 v2</b>
<b>Description of change(s):</b>
<p>Header: Changed WAH to WOMC</p> <p>Section 5: Added use &amp; labeling of blue top tubes</p> <p><b>This revised SOP will be implemented June 8, 2021</b></p>

Document your compliance with this training update by taking the quiz in the MTS system.

Non-Technical SOP

<b>Title</b>	<b>Special Coagulation Collections</b>	
<b>Prepared by</b>	Leslie Barrett	Date: 10/2/2014
<b>Owner</b>	Stephanie Codina	Date: 10/7/2016

<b>Laboratory Approval</b>		
<b>Print Name and Title</b>	<b>Signature</b>	<b>Date</b>
<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**

To define the process for collecting special coagulation tests.

**2. SCOPE**

This procedure applies to the collection of special coagulation tests.

**3. RESPONSIBILITY**

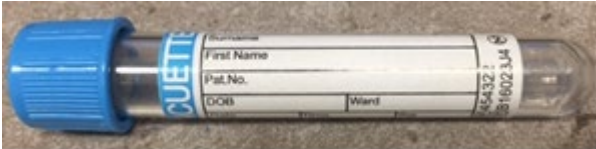
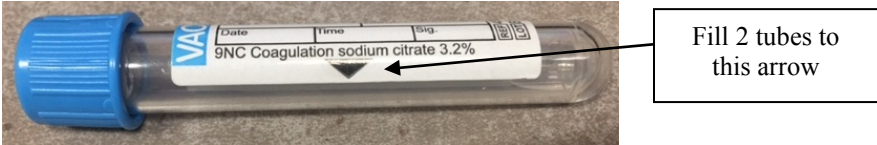
All staff members who perform phlebotomy procedures must understand and adhere to this procedure when collecting special coagulation tests.

**4. DEFINITIONS**

Special Coagulation Tests—Tests used to assess platelet function. These include the following tests:

- PFT = PFA-100
- PRUT = Verify Now

## 5. PROCEDURE

Step	Action
1	Identify the patient per procedure.
2	Obtain the supplies necessary for venipuncture. <ul style="list-style-type: none"> <li>A. Needle or butterfly that is 21 gauge or larger. Do not use needles that are smaller than 21 gauge.</li> <li>B. Three (3) Greiner Bio-One partial-fill Vacuette tube with 3.2% sodium citrate.</li> </ul> 
3	Perform venipuncture per procedure and include the following steps: <ul style="list-style-type: none"> <li>A. Select a site that is free of peripheral venous infusions (IV).</li> <li>B. Collect the special coagulation tests before other samples that will be collected in the same venipuncture.</li> <li>C. Collect at least 2mL of blood into a blue discard tube prior to collecting the specimen to clear any tissue fluid that may affect test results.                             <ul style="list-style-type: none"> <li>a. The discard tube must be a blue, sodium citrate tube because tube with other anticoagulants and red tubes with clot activators may affect results.</li> <li>b. The discard tube should be discarded immediately after collection.</li> </ul> </li> <li>D. Fill the sample tube to the black arrow. Do not underfill the tube.</li> </ul>  <ul style="list-style-type: none"> <li>E. Collect a minimum of two (2) Greiner Bio-One Vacuette tubes per patient.</li> <li>F. Gently invert the tubes at least 5 times to ensure complete mixing of the contents.</li> </ul> <p><b>Note:</b> If the Greiner Bio-One Vacuette tubes are not available, samples may be collected in light blue top tubes. Place a yellow dot label on these tubes to visually identify them as special collections.</p>
4	Label the sample tubes per procedure.
5	Hand-carry the tubes to the laboratory for processing. <ul style="list-style-type: none"> <li>A. Do NOT send samples via pneumatic tube.</li> <li>B. Do NOT centrifuge samples.</li> <li>C. Do NOT refrigerate samples.</li> <li>D. Do NOT place samples in a warmer or on a rocker plate.</li> </ul>

- 6. **RELATED DOCUMENTS**  
SOP: Patient Identification and Specimen Labeling  
SOP: Venipuncture  
Coagulation SOP: Platelet Function – PFA-100  
Coagulation SOP: Platelet Function – Verify Now

- 7. **REFERENCES**  
None

- 8. **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
0	10.7.2016	Update owner Header: Added WAH Section 4: Added tests Section 5: Updated format and wording for clarity.	SCodina	NCacciabeve
1	5.17.2021	Header: Changed WAH to WOMC Section 5: Added use & labeling of blue top tubes	LBarrett SCodina	NCacciabeve

- 9. **ADDENDA AND APPENDICES**  
None