

## TRAINING UPDATE

**Lab Location:** WOMC and FWMC      **Date Implemented:** 3/30/2022  
**Department:** Blood Bank      **Due Date:** 4/4/2022

### DESCRIPTION OF PROCEDURE REVISION

#### Name of procedure:

Behavioral Health Collection Protocol

#### Description of change(s):

Unit 5S will open at WOMC on April 4, 2022.

- Staff will not have badge access to the unit. You must buzz in at the nurse's station to gain access to the unit.
- When you buzz in, behavioral health staff will assign an escort to you. The escort will remain with the phlebotomist the entire time the phlebotomist is on the unit.
- All blood draws will be performed in the exam room (room 5922) in the phlebotomy chair.
- DO NOT bring phlebotomy carts onto unit 5S.
- Minimal phlebotomy supplies will be kept in the labeled drawer in that room (red, lavender, and green tubes only).
  - Please bring other tubes if needed for collection.
  - Phlebotomy staff members are responsible for restocking the supplies in the exam room.
- We will collect am run from 7-9am (*after* WOMC draws are complete and pending logs are done).
- We will draw once in the evening from 5-7pm if they have patients that cannot wait until the next am.
- We do not perform STAT, ASAP, or Timed collections on 5S.
  - We will collect blood from source patients within 1 hour if a needlestick occurs.

Non-Technical SOP

<b>Title</b>	<b>Behavioral Health Collection Protocol</b>	
<b>Prepared by</b>	Stephanie Codina	Date: 6/3/2020
<b>Owner</b>	Stephanie Codina	Date: 6/3/2020

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

**2. SCOPE**

This procedure applies to blood collections performed on behavioral health patients.

**3. RESPONSIBILITY**

All laboratory staff members must understand and adhere to this procedure when collecting blood from behavioral health patients.

**4. DEFINITIONS**

None

**5. PROCEDURE**

<b>Step</b>	<b>Action</b>
1	<p>Phlebotomy staff members will collect blood from behavioral health patients 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.                             <ul style="list-style-type: none"> <li>a. Evening draws should be limited to those that cannot wait until the next morning for collection.</li> <li>b. Orders for evening collections must be electronically placed before 1800.</li> <li>c. The phlebotomist in charge will call the behavioral health nursing supervisor to confirm draws daily at 1800.</li> </ul> </li> <li>C. Laboratory personnel do not perform STAT or ASAP collections on behavioral health patients.</li> <li>D. Laboratory personnel will travel to behavioral health to collect exposure labs from patients within 1 hour of notification. Behavioral health employees must present to the hospital for collection.</li> </ul>
2	<p>Behavioral health collections will be assigned to a phlebotomist on the morning and evening shifts daily.</p>
3	<p>Phlebotomy staff members are responsible for providing all necessary supplies for blood collections.</p> <ul style="list-style-type: none"> <li>A. SGMC staff will carry all necessary supplies to Behavioral Health daily. This includes keys that allow entry into secured areas, phlebotomy supplies, and collection list/labels.</li> <li>B. WOMC supplies will be stored in the exam room number 5922 in the labeled drawer. Laboratory staff are responsible for replenishing the supplies.</li> </ul>
4	<p>The charge nurse for each unit will assign an escort to assist the phlebotomist.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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).</li> <li>C. The escort will notify the phlebotomist if the patient presents a danger to self and others.</li> </ul>
5	<p>Blood collections will take place in the designated phlebotomy area unless the patient is in isolation. Refer to appendix A for SGMC locations. WOMC collections will take place in exam room 5922.</p> <ul style="list-style-type: none"> <li>A. The behavioral health staff member will escort the patient to the designated collection area for phlebotomy.</li> <li>B. The phlebotomist will not approach the patient until the patient is seated in the phlebotomy chair.</li> </ul>

Step	Action
	C. <b>Two behavioral health escorts</b> must accompany any phlebotomist who is collecting blood from a patient outside of the designated collection location. D. The phlebotomist will request assistance from the escort as needed. E. The phlebotomist must remain alert and follow FOCUS techniques at all times.
6	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.
7	The phlebotomist will clean the collection area prior to leaving. A. Wipe surfaces with a hospital approved disinfectant wipe. B. Ensure all trash is disposed in the proper receptacle (no trash on floor or counter). C. Place new paper on exam tables.
8	The phlebotomist will pick up properly labeled specimens from each unit and transport them to the laboratory. Prior to transport, the phlebotomist must ensure each specimen is properly labeled with the patient's name, MRN, time/date of collection, and collector's initials. Phlebotomists will not travel to behavioral health units to pick up non-blood specimens if there are no blood collections being performed.

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.P30.2		
1	3/30/22	Section 5: Added WOMC instructions	SCodina	NCacciabeve
1	3/30/21	Footer: changed SOP prefix to AHC	D Collier	NCacciabeve

9. **ADDENDA AND APPENDICES**  
 Appendix A—Shady Grove Behavioral Health Unit and Bed List

**Appendix A—Shady Grove Behavioral Health Unit and Bed List**

<b>Unit Name</b>	<b>Sunquest Mnemonic</b>	<b>Bed Numbers</b>	<b>Designated Collection Location</b>	<b>Collection Order</b>
Chesapeake	CHES	1200 numbers	Room 1200	1 (Lower)
Azalea	INDOF, INDOM	Female: 2500 numbers Male: 1300 numbers (1303-1316)	Room 2504 Shared with Magnolia Unit	2 (Lower)
Potomac	POTO	1400 numbers	Room 1411	3 (Lower)
Seneca	SENE	1500 numbers	Room 1523	4 (Lower)
Shenandoah	SHEN	2400 numbers	Room 2403	5 (Upper)
Magnolia	MAGN	2200 numbers	Room 2504 Shared with Azalea Unit	6 (Upper)
Cypress	CYPR	1300 numbers (1323-1331)	Room 1321	7 (Upper)
Montgomery	MONT	2100 numbers	Rooms 2122	8 (Upper)

**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)