



TRAINING UPDATE

Lab Location: SGAH & WAH
Department: Phlebotomy

Date Distributed: 8/22/2012
Due Date: 9/20/2012

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:	
Stat, Timed and ASAP Draws	WAH.P09, SGAH.P11 v001
Title page: add ASAP to title Sections 1,2,4 : add ASAP orders (SGAH) Section 5: add Cerner for SGAH, ASAP label printer, ASAP order process Section 9: add attachment	

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

Approved draft for training all sites (version 001)

Non-Technical SOP

Title	Stat, Timed and ASAP Draws	
Prepared by	Samson Khandagale	Date: 6/4/2009
Owner	Samson Khandagale	Date: 6/4/2009

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:

12 month (or new) management review and approval: Signature acknowledges SOP version remains in effect with NO revisions.		
Print Name	Signature	Date

TABLE OF CONTENTS

1. PURPOSE.....	3
2. SCOPE.....	3
3. RESPONSIBILITY.....	3
4. DEFINITIONS.....	3
5. PROCEDURE.....	3
6. RELATED DOCUMENTS	5
7. REFERENCES	5
8. REVISION HISTORY.....	6
9. ADDENDA AND APPENDICES	6

1. PURPOSE

To describe the process for Stat, Timed and **ASAP (SGAH)** orders.

2. SCOPE

Applies to all Stat, Timed and **ASAP (SGAH)** orders to be collected by a phlebotomist.

3. RESPONSIBILITY

All staff performing phlebotomy procedures must comply with this procedure.
The Field Operations Supervisor is responsible for the content and annual review of the procedure.

4. DEFINITIONS

STAT and TIMED specimens must be drawn within 10-15 minutes of order and tubed to the laboratory (via Pneumatic Tube System) or hand carried and received in the Lab.

ASAP (as soon as possible) orders are to be drawn within a 30 minute window and sent via Pneumatic Tube to the Lab or hand carried and received in the lab.

5. PROCEDURE

1. Nursing enters orders through HIS – SMS (WAH) or Cerner Millennium/ Care Excellence/ CE (SGAH)
2. WAH: STAT collection label print out at the Front Desk on Label Printer WP2.
SGAH: STAT collection labels print in phlebotomy on Label Printer SG2.
ASAP collection labels print on Printer # 313 in Phlebotomy.

3. Client Service staff (WAH) or phlebotomist (SGAH):
 - a. checks in LIS for any additional orders the patient may have before paging the Phlebotomist. If there are orders, they will be conveyed to the Phlebotomist to be drawn together.
 - b. pages/informs designated Phlebotomist of the STAT after referring to the Phlebotomy Floor Assignment Log.
 - c. documents the time when the Phlebotomist was paged on the STAT log sheet.
4. Phlebotomist's must respond to all pages within five minutes.
 - a. The Client Representative provides the Phlebotomist with patient's first and last name, location, medical record number, and tests that need to be drawn.
 - b. The Phlebotomist will READBACK patient and test order information to the caller.
 - c. The Phlebotomist may request labels be sent via Pneumatic tube system. The Client Representative or Phlebotomist will then tube the labels to the Phlebotomist on the unit.
5. The Phlebotomist reports to the unit (proper room and bed location) and knocks on the door. Proceed as follows:
 - a. Introduce yourself to the patient and state the purpose of your visit.
 - b. Ask patient to state and spell full name.
 - c. Follow steps for positive patient identification utilizing two unique identifiers.
 - d. Explain the phlebotomy procedure to the patient. Perform all steps of venipuncture as described in venipuncture procedure.
 - e. Label specimen; write phlebotomist's code and time of draw on all tubes.
 - f. Place specimens in Biohazard bag and seal the bag.
 - g. Thank the patient.
 - h. Deliver the specimen to the Laboratory via pneumatic tube system.

STAT draws:

1. If a Phlebotomist is asked by the nurse while on the unit to draw a STAT or a TIMED specimen, the phlebotomist is to obtain an HIS Requisition/SMS requisition/order sheet from the Secretary/ Nurse, to ensure proper Patient Identification and correct tubes to be drawn. The phlebotomist must use labels generated by SMS/HIS to label the specimens and write the time of draw and the phlebotomist's tech code.
2. After collection place labeled specimens in a biohazard transport bag and the SMS/HIS requisition in the side pocket of the bag. Send the bag via pneumatic tube system to the Processing area.
3. STAT orders have a **15-minute window** from the time labels print in the Lab to collection and delivery via pneumatic tube system to the Lab.
4. STAT orders cannot be added on to a previously drawn sample, except with permission from a Physician or the Patient's Nurse.
5. **Priority code for a STAT order is "S".**

Timed draws:

1. It is essential to draw therapeutic drug levels at specified times. These times are based on the time that the medication was administered.
2. Before drawing any therapeutic drug level, always check with patient's nurse to find out if the medication has been or will be administered on schedule.
3. Other tests, such as CIEP1, CIEP4, PT and PTT, may also be ordered as a timed draws every 6 or 8 hours. If a patient has orders less than 4 to 6 hours apart for the same test, confirm with the patient's nurse to rule out ordering errors.
4. ALL TIMED ORDERS must be drawn as scheduled, within the **15-minute** window and sent to the laboratory promptly. Timed orders cannot be added to specimens previously drawn, unless specified by Nurse/ Physician. Refer to Add-on Tests SOP in Specimen Processing Manual. A nurse must order add-on testing in SMS/HIS with appropriate comments.
5. **Priority Code for TIMED specimen is "T".**

ASAP Draws:

1. Phlebotomist receives the ASAP labels and checks in function OER to review additional orders.

If....	Then...
orders are present and close to the draw times of ASAP orders	Print labels, inform RN and draw as soon as permitted to draw and within 30 minutes.
Additional orders are not present	Draw within 30 minutes and receive in lab.

Cortisol/Cortrosyn draws:

Refer to the procedure Cortrosyn Stimulation Test for specific information.

6. **RELATED DOCUMENTS**
Patient Identification, Phlebotomy procedure
Venipuncture, Phlebotomy procedure
7. **REFERENCES**
N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP P017.001		
000	6/10/2012	Title page: add ASAP to title Sections 1,2,4 : add ASAP orders (SGAH) Section 5: add Cerner for SGAH, ASAP label printer, ASAP order process Section 9: add attachment	S Khandagale	S Khandagale

9. ADDENDA AND APPENDICES

Laboratory Order Priorities for Care Excellence (see Attachment tab of Infocard)

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> <ul style="list-style-type: none"> • ED specimens not ordered as Stats will fall into this category. • Only Stats qualify for the higher priority
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