TRAINING UPDATE

Lab Location:	SGAH & WAH	**Date Distributed:**	8/22/2012
Department:	Phlebotomy	**Due Date:**	9/20/2012

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Sorting Collection Labels   **WAH.P16, SGAH.P18 v001**

Sections 1,2,4: Add workload
 	
Section 5:
     Part A revised to describe process by priority codes and use of Log.
     Item B.3 added service prioritization
 	
Section 9: Add log

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	**Sorting Collection Labels**
Prepared by	Samson Khandagale Date: 6/8/2009
Owner	Samson Khandagale Date: 6/8/2009

Laboratory Approval

Print Name and Title	Signature	Date
Refer to the electronic signature page for approval and approval dates.		

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**

Form revised 3/31/00

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1.   PURPOSE

To outline the process of separating collection labels by patient and to maintain a proper record of workload performed by each Phlebotomist on shift.

2.   SCOPE

This procedure applies to all Phlebotomy staff.

3.   RESPONSIBILITY

All employees performing phlebotomy functions are required to follow this procedure to avoid mislabeling specimens, prevent multiple venipunctures and to maintain proper workload.

4.   DEFINITIONS

Set of Labels: A series of labels belonging to one patient.

Phlebotomy Workload and Butterfly Log: Log maintained to record number of sticks performed / number of patient visits performed within a shift. It is also meant to keep a record of number of winged-sets (butterfly needles) used and as a look back tool for investigating reported variances or incidents.

LIS: Laboratory Information System

Form revised 3/31/00

5. **PROCEDURE**

A. Inpatients:

1. Patient Collection LIS barcode labels print on STAT printer, ASAP (SGAH only) and Routine label printer according to the print scheduler times as described in LIS and SOP: CLR (Collection List/Labels/Review Batch List/Unreceived Lists.

   a. A series of labels will print, allow printing to complete.
   b. Separate each set of labels according to Name, Location and Medical Record Number of the patient.

2. Phlebotomy Workload and Butterfly Log: Write your name on the form, and the date. Indicate the number of butterfly needles you received.

3. Arrange collection labels according to priority of draws indicated on the labels:

   STAT, ASAP (SGAH only) Timed and Routine

   STAT orders get drawn first and sent by Pneumatic tube system, followed by ASAP, Timed and Routine orders.

4. After a draw is completed place the footer LIS label in the box on the Phlebotomy Workload and Butterfly Log starting at the first box on the left hand top of the log. Within that box indicate:

   - Bed number of patient
   - Butterfly use: yes or no
   - Blood culture: yes or no
   - Patient request: yes or no
   - Notes: if any … *Examples*:
                         Patient refused / patient not available / hard-stick and name of RN, etc.

5. This workload form is designed, at the end of your shift, to keep a record of the number of butterflies you used, number of sticks performed/number of patient visits performed etc., and as a tool to describe your activities during the day. It may provide aid in investigation of Quality Variance issues that may be reported later in the day or week. It is also used as a workload assessment tool.

B. Outpatients:

1. Separate labels from the Printer according to patient name and medical record Number, attach labels to the registration face sheet & the original lab requisition.

2. At SGAH: notify a Phlebotomist/Desk staff to draw the patient.

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At WAH: Insert registration face sheet, original req & labels into a file & notify a Phlebotomist/ Desk staff to draw the patient.

3. If there are more than two patients waiting for blood work in the waiting area, write on the label/paperwork the sequence in which they were processed to avoid confusion & to call patients for draws in the proper sequence. Our Laboratories serve patients on a 'First come, first served' basis.

6.   RELATED DOCUMENTS
None

7.   REFERENCES
N/A

8.   REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP P019.001		
000	7/23/2012	Sections 1,2,4: Add workload Section 5: Part A revised to describe process by priority codes and use of Log. Item B.3 added service prioritization Section 9: Add log	S. Khandagale	S. Khandagale

9.   ADDENDA AND APPENDICES
Phlebotomy Workload and Butterfly Log (see Attachment tab of Infocard)

Form revised 3/31/00

Sticker:	Bed #	Butterfly Yes No Blood culture Yes No Pt. Request Yes No Notes: _____	Sticker:	Bed #	Butterfly Yes No Blood culture Yes No Pt. Request Yes No Notes: _____
Sticker:	Bed #	Butterfly Yes No Blood culture Yes No Pt. Request Yes No Notes: _____	Sticker:	Bed #	Butterfly Yes No Blood culture Yes No Pt. Request Yes No Notes: _____
Sticker:	Bed #	Butterfly Yes No Blood culture Yes No Pt. Request Yes No Notes: _____	Sticker:	Bed #	Butterfly Yes No Blood culture Yes No Pt. Request Yes No Notes: _____
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Sticker:	Bed #	Butterfly Yes No Blood culture Yes No Pt. Request Yes No Notes: _____	Sticker:	Bed #	Butterfly Yes No Blood culture Yes No Pt. Request Yes No Notes: _____

Total Butterflies used: _____   Total # of sticks performed: ____