**Standard Work Description for**

**Specimen Receiving and Handling 1/18/18 rj**

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| **Job Step** | **Priority**  | **Main Tasks** | **Considerations** |
| 1 | Top | Assess incoming patient specimens and research samples for STAT/high priority. Accession STAT/priority specimens immediately.  | * Use Triage Prioritization Workaid
* Check for unprocessed tubes.
* Consider time sensitive processing & temperature storage requirements.
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| 2 | 1. Remove working specimens from transport bags/envelope directly into working bin.
2. Check for 2 matching identifiers on all specimens and requisition forms.
3. Accession or track appropriately in LIS.
4. Always use single piece flow – finish working with the current specimen before moving to the next.
 | * Always keep working specimens contained in bin/rack.
* Initiate blue Mislabel Form and complete an ICare for any mislabeled or unlabeled specimen.
* Batch receipt: Remove specimen(s) from bag into working bin. Scan every CID present (never use “accept entire batch” button). Resolve any extra/missing CIDs on the batch immediately.
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| 3 | After removing all specimens from transport bag/envelope, follow the bag flattening process to check for remaining specimens:1. 1st pass - Completely flatten.
2. 2nd pass - Fold in half and flatten again completely.
3. 3rd pass (large size bags) – Fold in half a second time and flatten again completely.
4. Place empty, flattened bags into designated holding tray and pat down flat.
5. When holding tray is full, dispose bags into designated bag trash bin away from receiving area.
 |  * Biohazard bags with the Biohazard symbol torn in half can be tossed in regular trash if not visually contaminated with specimen and no PHI is present.
* Bags that are visually contaminated with specimen, have an intact Biohazard symbol, or have PHI attached must be tossed in biohazard trash (red bag).
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| 4 | Hand deliver STAT specimens with any Core testing immediately to the Core.  | * STAT ED specimens for CC2 are handed directly to the CC2 tech and not placed on the Aptio automation.
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| 5 | Distribute accessioned specimens appropriately into sorting bins for transport pickup. |  |
| 1 | Mid | Accession routine samples and routine research according to First-In, First-Out (FIFO) priority. | * Outpatient routine samples are organized using the bin system (bin at spot 1 on the shelf is highest priority). Take the next highest priority bin and finish to completion before taking a new bin of specimens.
* Assist other receiving techs if able.
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| 1 | Low | Stock supplies.Clean workspace. | * Stock supplies
* Place bins & supplies in designated spots at desk. Turn bins upside-down when not in use.
* Dispose flattened specimen bags into appropriate trash.
* Dispose PHI into shred-it.
* Use Sani-Wipes to sanitize work surfaces.
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