**Saratoga Hospital Laboratory**

**211 Church Street**

**Saratoga Springs, NY 12866**

**Emergency Department Phlebotomy Procedure**

**Purpose:**

This procedure standardizes maintenance and daily phlebotomy processes in the Emergency Department, as well as to blood specimen collection and distribution.

**Scope:**

This procedure applies to all laboratory employees involved in the collecting, receiving or distribution of samples in the Emergency Department.

**Materials:**

1. Mobilab handheld device and printer
2. Mobile Lab phone
3. Collection tray and cart
4. Pneumatic tube transport system
5. Refrigerator
6. Caviwipes
7. Phlebotomy supplies

**Quality Control:**

Maintenance and temperature log are reviewed monthly. Turn around time is reviewed by the Quality Assurance Supervisor.

**Procedure:**

1. Preparation: The phlebotomist assigned to the ED will obtain a MobiLab handheld device, printer, spare batteries and rolls of labels, as well as receive report from previous shift.
2. Log in to MobiLab (see MobiLab procedure).
3. Check draws in ED:
* Draw patients in order of the time the orders are entered.
* Enter comments in MobiLab if there are any delays in drawing
	+ ie. Patient having procedure, nurse to draw, difficult draw, etc.
* Check for timed and routine draws on ED hold patients.
1. Follow the Iatric System’s MobiLab procedure (SOP#PB20) and Patient Identification Policy (II-49) to print labels.
2. Once specimens have been collected seal them in a biohazard bag and send them to the main lab via the pneumatic tube system using the nearest tube station.

*Note:*

* *Send each patient’s samples over before going on to the next patient.*
* *Do not send specimens on ice through the tube system.*
* *Do not transport specimens collected by ED staff (ie. Swabs, urines, fluids, etc.). The ED staff is responsible for the distribution of these specimens.*

**Add on tests:**

When additional testing for a patient already drawn appears on the mobilab, contact someone in accessioning or the lab tech in the department to see if the test can be added to an existing specimen. Some tests such as alcohols, amylase, FDP and some send out tests may need additional specimens. Check with the tech in the department for these specific tests.

**Delays in Phlebotomy and Turn Around Time:**

The goal for ED patient draws is 15 minutes from time of order. If the phlebotomist is getting behind they must notify the ED charge nurse and the CLA or charge phlebotomist in the lab. Report any delays on the mobilab device or in meditech. If you experience any problems with a patient, locate the nurse in charge of that patient and ask for assistance. Call another phlebotomist for misses immediately and document in mobilab.

**Maintenance:**

* Temperature Check: Temperature checks on the refrigerator must be recorded on the maintenance sheet every day .Annual calibrations of the thermometers will be conducted and recorded at the main laboratory.
* Daily disinfection of area:Counters, and phlebotomy chair must be disinfected with Caviwipes. Record on maintenance sheet.
* Inventory Control: Tubes, bottles and other supplies that have expiration dates should be checked regularly and replaced as needed. Inventory should be checked and supplies brought over from main laboratory as needed.

**Night shift Phlebotomist:**

The Night Shift ED phlebotomist will help with morning draws on D3ORTHO as well as receive specimens in the lab, as time permits.

**Communication:**

Report must be given to the person relieving the ED phlebotomist or a CLA. Follow the Hand-off Communication in the Laboratory procedure (SOP#: SBAR).

***Note:***

 ***Always attempt to draw at least a Green Lithium, SST, Blue and Lavender tube. Depending on the patients diagnosis the phlebotomist may want to draw a blood bank specimen or a plain Red Top tube. Do not restick a patient to draw extra tubes that are not ordered.***

Date of origin: 01/08/10 Prepared by: Roger Brodeur

Revised by: Teri Baldwin Date: 10/06/2010

Placed in service:\_\_\_\_\_\_\_\_\_\_\_

Approved by:

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