	TITLE: PERIPHERAL BLOOD SMEARS FOR SPECIAL STAINS		DEPT OF LAB MEDICINE CLINICAL HEMATOLOGY Policy and Procedure Manual
			DOCUMENT # H-07-014
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WRITTEN BY: Ed Sullivan, MT (ASCP)	EFFECTIVE DATE: 6-2009	REVISION: H-2 9/2012	SUPERCEDES: H-1 6/2009

I. PURPOSE:

To define for all staff the procedure in place to expedite diagnostic testing on all new acute leukemic patients.

II. POLICY:

Extra 3x1 smears are to be made on any peripheral blood that is a **new acute leukemia**.

A. New acute leukemia is:

1. New patient not previously diagnosed at YNHH.
 - a. Check soft program and flow for previous results.
2. > 10% blasts on peripheral smear.
3. Special Stains are ordered on these specimens at the discretion of the Clinical Pathology Lab resident or attending physician and this information is communicated with the Hematology lab as soon as possible.

III. PROCEDURE:


A. 3x1 smears are to be made on all shifts including weekends and holidays.

1. Make 10 smears
2. Label each slide with patient's initials: First, Last
3. Air dry
4. Place in properly labeled envelope
 - a. Lab accessioning label
 - b. Clearly mark as peripheral blood
5. Place on Special Heme bench

IV. COMMUNICATION:

A. Day shift:

1. Notify Supervisor
2. Notify Special Heme Tech

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B. Off shifts (evening and nights):

1. Write note in communication log

V. RESPONSIBILITY:

A. Supervisor:

1. It is the responsibility of the Special Heme Supervisor (if available) or the designated Supervisor on weekends and holidays to check the communication log and make certain that a tech is available to do special stains within 24 hours of receiving the specimen.

B. Special Heme Tech:

1. It is the responsibility of the Special Heme Tech to check the special's bench for special stains. It is recommended that the Special Heme Tech contact the Lab Medicine Resident as soon as possible in the event of a new leukemic specimen arriving during 2nd or 3rd shift and no request for Special Stains has been received by the next morning. Most requests for special stains should be completed by the end of shift. If the request for staining is received at a time that would require overtime determine the time sensitivity with the resident. If possible delay the staining until the next day. If this is not possible notify a supervisor, no overtime without supervisor permission.

VI. HISTORY:

- H-1 This procedure was written by Edmund Sullivan on 6-2009.
H-2 This procedure was revised by Susan Richardson 9/14/2012.