4/25/2014

To: TSL Staff

From: Brenda Hayden, TS Manager

RE: **Deviation from Sample Labelling Policy**

Deviations from policy should be rare, and ideally approved prior to the actual deviation.

The idea of trying to prevent re-sticks on difficult draws because the date or time was not correct has gone amuck, and turned into frequent events rather than rare occurrences.

THEREFORE, starting immediately, the only deviation for accepting a sample that has an incorrect or missing time or date will require the following:

1. A lead’s decision that the situation involves sufficient patient safety issues that it warrants obtaining prior approval by one of the medical directors.

2. Approval, either verbally if no medical director is on site, or written, if one is on site, prior to accepting the sample for testing.