

Policy #:	400 (PLH-400-04)	Effective Date:	NA	Reviewed Date:	2/1/2010
Subject:	BLOOD SPECIMENS DRAWN BY NON-LABORATORY PERSONNEL				
Approved by: Laboratory Executive Director, Ed Hughes (electronic signature)					
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BLOOD SPECIMENS DRAWN BY NON-LABORATORY PERSONNEL

There are some areas in the hospital where non-lab personnel may draw blood samples. Employees in these areas will receive orientation from laboratory personnel to familiarize them with the proper specimen collection and patient identification techniques, and the most appropriate specimen delivery system. Each area will be equipped initially by laboratory personnel. Addition supplies may be obtained by calling phlebotomy dispatch at 541-6838. The equipment includes supplies and specimen handling guides necessary to produce an effective operation. The maintenance of supplies is the responsibility of unit personnel. Monthly rotation of unused supplies is recommended in an attempt to prevent waste and the use of out-of-date supplies. If any specimen collection problem arises please contact Extension 16838 (phlebotomy) or Extension 16465 (Phlebotomy Manager).

Patient identification **MUST** be verified. Patient name **AND** hospital account number on the armband must match the request **before** the specimen is collected. For patients without an armband (clients and walk-in outpatients), verify identification by comparing to the request the name and date of birth. When possible ask patient to state their name. The person collecting the specimen **MUST** label the specimen **AT THE BEDSIDE** immediately after collection.

All Specimens must be labeled with the following information:

- Patient Full Name (no initials or abbreviations)**
- Hospital Number (hand written required only for blood bank specimens)**
- Date and time of collection (hand written)**
- Initials of the specimen collector (hand written/not CBN)**

The only data that can be corrected, added, etc. after receipt in the lab is the collection time and date. This can only be done by the person who collected the specimen.

Note: If collected using the patient identification system, the handwritten information is not required.

It is important that blood specimens be properly drawn, labeled, and transported to the lab as rapidly as possible to insure validity of test results. Proper labeling of the specimens is the

responsibility of the collector. Phlebotomists cannot label any specimen they did not personally collect. A phlebotomist may be consulted for instructions or assistance.

For units not using the patient identification system, Meditech labels will be sent to the floor for their use. ALL blood specimens, regardless of collector (nurse or phlebotomist) must contain the same information. **Handwritten Date, Time and collectors initials (not CBN) are required on Meditech labels on specimens collected by phlebotomists or nurses.**

The Meditech label identifies the test and the color tube needed. If there is any question, please call the phlebotomy dispatch. After collection, the Meditech labels should be placed on the appropriate tube with the barcodes along the length of the tube. The phlebotomists may assist by identifying what tubes are needed, if special handling is needed (ice, etc), and how to send through the tube system.

The patient identification system when used will provide collection information and order of collection information.

All blood specimens, except PFAs, may be sent to the laboratory in a biohazard zippered bag via the pneumatic tube system (CTS). PFAs should be walked to Transfusion Service. When tubing blood to the lab only place one patient's samples per biohazard bag. Transfusion Service specimens should be placed in biohazard bag and may be walked or tubed to Transfusion Service.

If the Tube system is down, the lab will assist in the transportation of the tubes to the lab. The phlebotomy dispatcher is responsible for determining the extent and possible timeframe of the downtime and will coordinate specimen transportation. Cooperation in transportation is essential, especially when laboratory personnel are unable to respond immediately. Available personnel in the specific unit should assist in transporting the blood samples. When the hospital is on emergency power, phlebotomy dispatch and Blood Bank will coordinate using one of the tube stations in surgery or the emergency department for transporting specimens and blood products.

It is important that the laboratory and the nursing staff cooperate for the benefit of the patient. Situations will arise that are not covered in this document. It is imperative that we use common sense and courtesy.