

# Severe Respiratory – Blood Bank Specimen Collection Standard Work – May 20, 2020 1655

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Seq. No	Task Description:	Key Point / Image / Measure (what good looks like)	Who
1.	Blood Bank Specimen is ordered for patient in Severe Respiratory Precautions		
2.	A witness is recruited to assist with the appropriate process. <b>Follow step 3, 4 or 5 based on appropriate scenario</b>	All Blood Bank Specimens must be witnessed by an appropriate clinician. The entire process must be witnessed.  If the witness' view is obstructed, the witness must enter the room to observe the process.	RN, NT, RT, or Lab staff
3.	<b>Lab staff collecting specimen:</b> <ul style="list-style-type: none"> <li>• Enters the room after donning the appropriate PPE and scans patient ID band.</li> <li>• Witness will collect labels from mobile printer.</li> <li>• The witness stays outside the room wearing clean gloves.</li> <li>• Witness has a clean pink basin ready to pass labels when ready (see step 7&amp;8).</li> </ul>	The witness keeps the label until the draw is completed, at which time they will write their User ID on the label, as well as the Lab staff/clinician's User ID with a ball point pen.  The pink basin prevents the clinician drawing blood from touching the witness during the labelling process.	
4.	<b>Other clinician collecting specimen with printer outside the room:</b> <ul style="list-style-type: none"> <li>• Prints labels, assures that the labels are for the patient to be drawn prior to entering room.</li> <li>• The labels are given to the witness</li> </ul>	The witness keeps the label until the draw is completed, at which time they will write their User ID on the label, as well as the Lab staff/clinician's User ID with a ball point pen.  The pink basin prevents the clinician drawing blood from touching the witness during the labelling process.	

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	<ul style="list-style-type: none"> <li>The witness stays outside the room wearing clean gloves.</li> <li>Witness has a clean pink basin ready to pass labels when ready (see step 7&amp;8).</li> </ul>		
5.	<p><b>Other clinician collecting specimen with printer <i>inside</i> the room:</b></p> <ul style="list-style-type: none"> <li>Enters the room after donning the appropriate PPE.</li> <li>Prints labels and places labels in the pink basin for witness to view.</li> <li>The witness stays outside the room, wearing clean gloves, holding pink basin with labels.</li> <li>Witness passes pink basin back to the clinician which contains the label(s) and a ball point pen (see step 9).</li> </ul>	<p>The pink basin assures that the labels can be viewed by the witness during the verification process and prevents the clinician drawing blood from touching the witness during the labelling process.</p>	
6.	<p>Clinician drawing blood performs verification process: Clinician reads the patient ID band information while witness reviews specimen labels. If all information is correct, clinician proceeds to draw specimens.</p>	<p>The following information is validated:</p> <ul style="list-style-type: none"> <li>Patient's full name</li> <li>Patient's date of birth</li> <li>MRN (if available)</li> </ul> <p>The following are validated in Epic when scanning in specimen:</p> <ul style="list-style-type: none"> <li>Collection date and time</li> <li>Source of specimen</li> </ul>	
7.	<p><b>If labels printed outside the room:</b></p> <p>Once the specimen is drawn, the witness signs the label with user ID and the user ID of the clinician. The witness holds label for clinician to view to verify that the user ID is correct.</p>	<p>Allowing witness to sign labels that are printed outside the room reduces the chance of contamination.</p>	

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8.	The label is placed into the pink basin and passed to the clinician in the patient's room.		
9.	<p><b>If labels printed inside the room:</b></p> <p>Clinician takes labels from pink basin with ball point pen. The clinician signs the label with user ID and the user ID of the witness. The clinician holds the label for the witness to view to verify that the user ID is correct.</p>	Allowing clinician to sign labels printed in the room reduces the chance of contamination.	
10.	Clinician labels the specimen and scans to collect it within Epic.	All specimens should be labelled at the patient's bedside.	
11.	Clinician drawing specimen places labelled/signed specimens in the prepared biobag held open by witness. Witness seals biobag.		
12.	Follow normal process for laboratory specimens to lab.		