How to manage Bloods

How to Order

There are 2 ways to order bloods :-

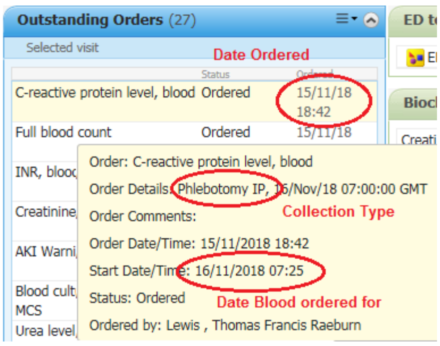
- Quick Orders – which is the new quicker screen – most times you will be using this screen
- Requests/ Med/ Careplan – which can still be used and has to be used to cancel and/or cancel/reorder – see below

Using Quick Orders

Please AVOID DUPLICATES, check before ordering bloods that they have not already been ordered, by looking at the "Outstanding Orders" widget.

You can see what has been ordered whether they are completed and if you hover over the order – when the blood are ordered for (**useful for when bloods ordered over the weekend**)

Please use the outstanding Phlebotomy Orders for that day before reordering bloods again (this is another way of reducing duplication)



Notes on Using the Phlebotomy Service

The Phlebotomy team collect blood on wards from 8:00am each morning

They work from a report that is created at 7:25am each morning, which lists all the bloods ordered for Phlebotomy IP before that time.

PLEASE BE CAREFUL WHEN ORDERING FOR THE WEEKEND – CHANGE THE DATE TO THE DATE YOU WANT AND MAKE SURE THE TIME IS BEFORE 7:25 (IT WILL DEFAULT TO THE TIME OF DAY YOU CREATE THE ORDER).

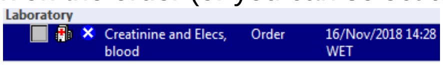
The Phlebotomists will **NOT**

- collect bloods from previous days that were uncollected
- (currently) collect from patients with pick lines

- Collect bloods with a priority of "Routine" or "Urgent" unless specifically asked to do this – but they will give priority to collecting the bloods on the list so they may on occasion not be able to do this

The Phlebotomists may not be able to take all bloods in the time they have as patients may not be available. They will leave a list of all uncollected bloods with the Ward Clerk. It is the wards responsibility to collect these bloods

Correcting Ordering errors -

If you need to change the details of an order use **Requests/ Med/Careplan**. Changing Collection priority etc, Right Click on the order (or you can select a number of orders at once) to select it (it will go blue) 

, and select Cancel/Reorder. Change the details as required and sign as usual.

Marking as Collected

This has always been important, it is vital that we know when and who collected the bloods

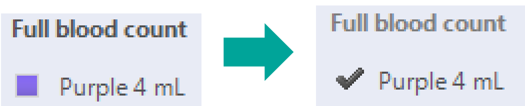
- To ensure the system is auditable from end to end
- So that the Labs know how old the blood is
- So that the results in Results in Results Review shows the results under the date the blood was taken (and not the date the blood was ordered)
- **Removes the order from the collection screen**

You can now mark as collected by scanning the blood sample labels once the bloods are collected ..

In the patient record select Specimen Collection (see below if you cannot see this is the top menu).

If you can scan the patient wrist band if not select *Unable to scan barcode?*

Scan the blood labels, the display will turn from the tube colour to a tick



When all bloods scanned click sign and close at the bottom of the screen.

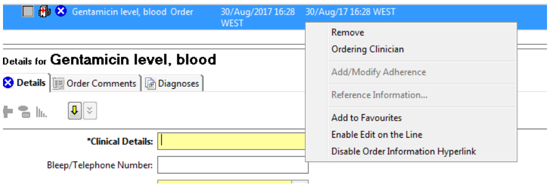
Using Collection Runs

Collection runs provides a virtual yellow box – showing all the bloods that need to be collected across a single ward (see below for further details)

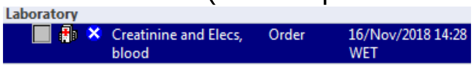
Creating Favourite Orders

Within "Quick Orders", select the test you need from the widgets or from searching in the search bar and add to your basket 1

Complete the order entry form as much as required (eg Collection Priority etc)



Right click on the order (at the top of the screen)



and select **Add to Favourites**

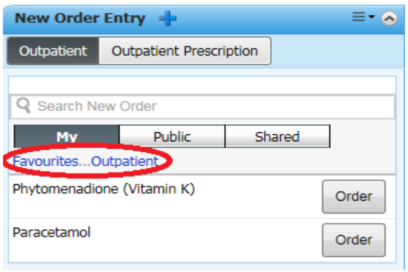
Add to an existing favourites folder or select New Folder to create a new folder

Enter the required name for the folder, then Click OK to add the order to the folder

Continue to finalise the order by completing the Order Form if the test is required, or cancel if you only want to set up a favourite

Using Favourite Folders

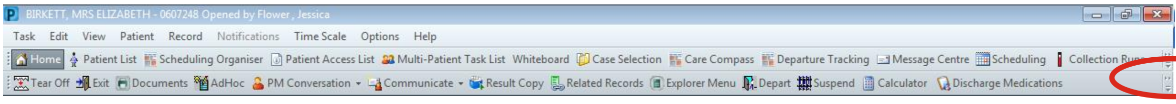
Within Quick Orders your favourites folders will display under the **New Order Entry** widget. Open your folders (and sub folder) as required.



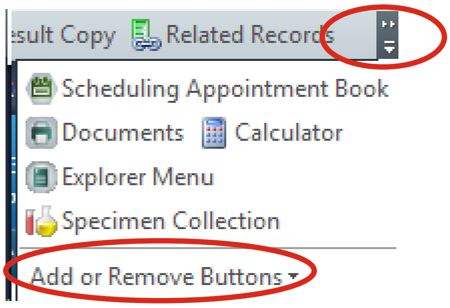
Click Order to add the test to your basket 1

Click on the basket 1 to complete the order forms as usual

Moving the Specimen Collection Button



The top menu has more options than can be seen all at the same time, to access the other options you must click on the “tool bar option” icon at the far right on the screen.



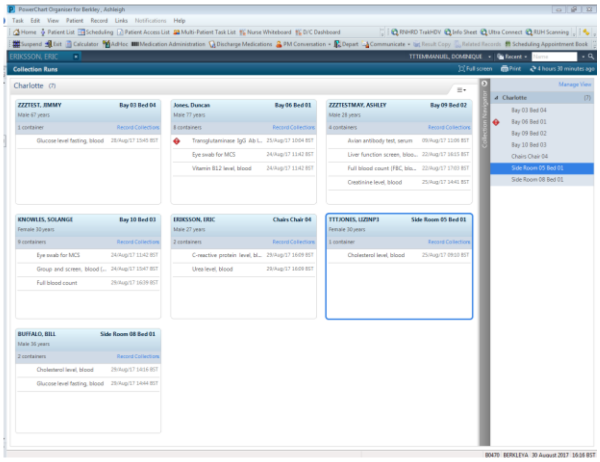
To reorder the options available click on the “tool bar option” icon at the far right on the screen

Select Add or Remove Buttons then Customize... then click on and drag the required option (eg Specimen Collection)to just after Exit (or where you would like it to be displayed)

Close customise tool

Remember to Exit Exit Powerchart to save this change

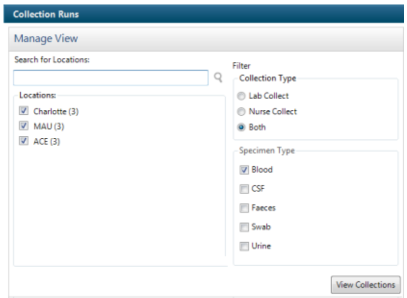
Collection Runs



This is an alternative way of viewing which bloods need to be collected. Rather than looking at the individual patient, you can view the ward as a whole i.e. if you were starting the round and wanted an overview of what needed doing.

Within PowerChart, click Collection Runs from the Toolbar.

If your ward does not show automatically, you can search in the **Search for Location** box. Enter the first characters of the required location/ward. This will display a list of wards which you can select from. Click on the required location. This will then be added to your own list of locations.

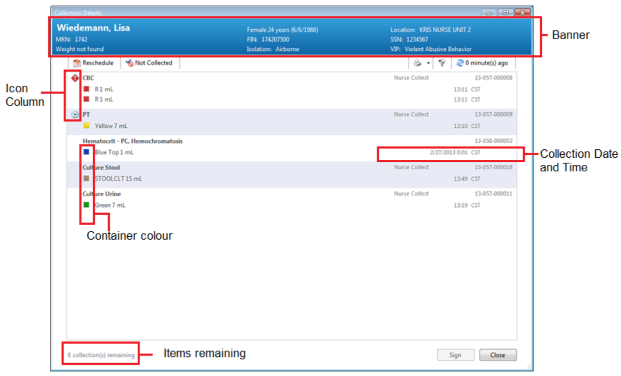


Make sure that the Filter is set to Both and the Specimen type to “Blood” if being used by the phlebotomists (or both blood and urine if used by other ward staff)

Click View Collections. This will display the details of the patients currently on that ward(or wards) and the orders required for each (see figure 1.2).

To record a collection, you should then select the patient you are currently seeing. Select **Record Collections** for the required patient.

Navigating the Collection Details window



It is important to understand the layout of the **Collection Details** window.

At the top is the patient banner bar, to check that you’re working with the correct patient.

Immediately below the banner bar on the right are the action icons, see later sections for instruction on how to use these.

In the main pane there are several columns; the first column displays relevant icons, e.g. the Red Triangle indicates that the test is equried as a GP collect (see below). The main column displays the **tests required**, including the test which will be performed and the tube colour for the sample. The final column indicates the **date/time** the sample is **required** or that the sample has been marked as collected. It is important to check this to make sure the test is not requested for a future date e.g. the weekend.

At the bottom of the window is the number of **collections remaining** for the patient, in addition to the Sign and Close buttons.