

Ordering when TRAK is not available

Ordering of laboratory investigations by registered nurses and allied health professionals

A Laboratory request received with inaccurate or incomplete data is a Clinical Governance issue.

The associated risks include:

1. Incorrect results assigned to the wrong Patient.
2. Multiple Patient records produced for a single Patient. This is extremely time consuming for reviewing Patient records, accordingly results may be missed.
3. Patient's results may inadvertently be filed in the wrong patient's files. Down to inadequately or wrongly labelled tests results.
4. The ability to view cumulative reports is restricted with multiple files from the same patient.

Requests for laboratory analysis within NHS Lothian may be rejected if the specimen container or the request forms do not comply with the Mandatory Data Requirements.

Inadequately or wrongly labelled test requests, which have a precious specimen element, will be referred through the Laboratories Specimen rejection policy.

PID labels, available in patient's healthcare records, must be used in all cases.

Only in situations where there are no labels should the following information be legibly handwritten:

Mandatory Data Set (MDS)

Mandatory patient demographics:

5. Patient Identifier Number (PAS,CHI).
6. Surname
7. Forename
8. Date of Birth
9. Gender
10. Location

NB. If the Patient Identifier Number is unavailable then the MDS includes:

11. Postcode

Mandatory information required on the sample:

12. Surname
13. Forename (preferably) or initial
14. Date of Birth
15. Sample date /time.

NB. Microbiology samples must have the sample type and site recorded.



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NB. PATIENT LABELS SHOULD NOT BE USED ON THE FOLLOWING TUBES:

- BTS samples
- ESR tubes
- Haematology samples at **RIE** site
- ALL paediatric samples.

REQUESTS MAY NOT BE PROCESSED UNLESS THE MANDATORY DATA SET IS PROVIDED