

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION – EMERGENCIES
ADMINISTRATIVE DIRECTIVE NO. 358
(Replaces A.D. No. 358 dated 2/15/06)

Effective Date: May 10, 2007

SUBJECT: OUTSIDE EMERGENCY LABORATORY SERVICES

I. PURPOSE

To continue laboratory services during emergencies when Coalinga State Hospital (CSH) laboratory is unable to provide a specific service.

II. AUTHORITY

California Code of Regulations Title 22, Section 70243.

III. POLICY

Trained and licensed CSH staff shall obtain laboratory specimens, process and send them, as described herein, to one or more outside facilities that are licensed and qualified to provide such testing. Emergency specimens will be sent to Coalinga Regional Medical Center (CRMC) unless the testing is unavailable at this location. Urgent Lithium levels would necessarily be transported to Hanford Community Hospital. Current information on specimen requirements and contracted outside laboratory facilities is available on the I-drive.

IV. METHOD

- A. Blood specimens will be collected by the MA02 nurse, other IV-certified nurse, the Nurse of the Day (NOD) or designee and brought to the lab. Non-blood specimens (sputum, urine, etc.) may be collected by unit staff.
- B. Prior to any specimen being collected, there shall be an order from an authorized healthcare provider.
 1. Each test will be ordered on the laboratory "Web station" or will be hand written on a CSH Laboratory requisition form.
 2. Each hand-written form will include the Individual's addressograph information, the name of the ordering provider and appropriate medical necessity information (ICD9 Code or verbal description of the Individual's condition or complaint).

PATIENT RESTRICTED

- C. The specimens shall be properly labeled with the Individual's name, identification number, date and time of collection and the initial of the CSH employee responsible for the collection.
- D. The specimens shall be collected in appropriate containers, evacuated tubes etc. as described in the Laboratory Services Manual and the Reference Laboratory Catalogs.
- E. If hand-written CSH Laboratory requisition forms are used, the entire form will remain in the laboratory and a copy of the form will be placed in the pocket of the specimen biohazard bag.
 - 1. Order information will be faxed in advance to the outside laboratory by the NOD.
 - 2. A copy of the order information is always kept with the specimen(s).
 - 3. Hand-written CSH Laboratory requisition will be placed, face down, in the in-box in the laboratory specimen processing room.
- F. Accompanying order information, whether computer generated or hand-written shall include specific fax telephone numbers and any other special contact information needed for reporting of emergency results.
- G. The entire process from specimen collection to transportation to results reporting shall be handled promptly and with respect for the medical urgency. Total transportation time from specimen processing to delivery to CRMC should be less than one hour.
- H. The specimens shall always be held in the immediate custody of a responsible employee and all specimen movements during the transportation process shall be tracked on a Chain of Custody form.
- I. The specimen(s) will be logged on the form labeled "STAT Specimen Transportation Log Chain of Custody".
 - 1. Logs shall always be kept in a pocket on the outside of the carriers. Log only one Individual per Chain of Custody table.
 - 2. The total number and type of specimens is listed under "Specimen(s)".
 - 3. The number of the tamper-evident seal shall also be written in the appropriate box on the log.
 - 4. Each specimen container shall be securely sealed and placed in a biohazard transportation bag.

PATIENT RESTRICTED

- J. The specimen(s) shall be placed in the carrier along with sufficient cold packs and packing as needed to assure a cool safe environment.
 - 1. Each carrier shall be labeled "STAT Specimen Transport".
 - 2. Officers are not authorized to open the carrier or have contact with the contents.
- K. A tamper-evident seal shall be affixed to the carrier such that the carrier cannot be opened without breaking the seal.
- L. A call shall be made to the Communications Center to inform them, "We have emergency specimens to transport to (name of facility)".
- M. The name of the person performing these functions and the time shall be written on the Chain of Custody line labeled "Lab".
- N. The carrier shall be carried to the north sally port where a Hospital Police Officer (HPO) shall date, time and sign the Chain of Custody form. If the testing needs to be done at Hanford Community Hospital, this will be communicated to the HPO.
- O. The HPO assigned to the sally port will secure the carrier within their work area and away from the reach of pedestrians until the transporting HPO arrives. The transporting HPO shall date, time and sign the Chain of Custody form on the line labeled "Driver".
- P. The HPO shall deliver the carrier to CRMC or other location he or she received from the Communication Center.
- Q. The HPO shall require the receiving laboratory staff to open the carrier in his or her presence and account for the specimens. The receiving laboratory person will time and sign the Chain of Custody form. The Chain of Custody form shall remain with the HPO.
- R. The HPO transporter will immediately return the empty carrier to the custody of the CDC officers at the sally north sally port upon return to CSH. The HPO shall then personally deliver the Chain of Custody form to the laboratory.
- S. Completed Chain of Custody forms shall be retained in the laboratory for a period of not less than one year.
- T. Incoming reports shall always be faxed to the laboratory, NOD office, and upon request, to the clinic or other locations.
 - 1. NOD shall notify the Medical Officer on Call (MOC) of laboratory results and shall ensure that results are delivered to the Individual's unit.

PATIENT RESTRICTED

2. NOD staff shall carefully document and report to the MOC and the laboratory any verbal results received.

V. DEFINITIONS AND LOCATION OF MATERIALS

A. Definitions:

1. STAT – Emergent or urgent medical priority as designated by the provider.
2. Qualified person – A person who possesses the knowledge, the skill and any necessary license or certificate as required by state law to perform a given function.
3. Only physicians, physician's assistants or nurse practitioners or their designees (designated nurses) may generate laboratory orders at CSH.

B. Locations:

1. Carriers are always available at the laboratory specimen processing room. Some units using the "Web Station" software may have their own STAT Specimen Transport carriers.
2. Blank forms (STAT Specimen Transport Chain of Custody) are available from the laboratory and shall be available at all times in the laboratory specimen processing room. They are also on the I-drive under laboratory.
3. Laboratory Services Manual – Each unit has been given a copy of the Laboratory Service Manual. Regular updates to the manual shall be communicated to unit supervisors and the manual will be revised as needed by laboratory staff.
4. Reference laboratory catalogues – The catalogues are kept in the laboratory. Some information on esoteric tests will necessitate web searches or phone calls but all common test information is available in "Web Station".
5. Information about outside laboratories, phone numbers limitations etc. is maintained near the fax machine in the Office Technician (OT) cubicle of the laboratory and near the fax machine in the NOD office. It is also on the I-drive under Laboratory.
6. Cold packs are kept in the freezer in the specimen processing room of the laboratory.

PATIENT RESTRICTED

7. Biohazard transportation bags and tamper-evident seals are kept in the drawer nearest to the gloves in the laboratory specimen processing room.



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):
NP 620

Attachment A – STAT Specimen Transportation Chain of Custody
Attachment B – Contact List

STAT SPECIMEN TRANSPORTATION CHAIN OF CUSTODY

Date	CO-Number	Specimen(s)	Time	Received By
				Lab
Please CIRCLE Destination		Seal #		HPO
CRMC	HNFRD COMM			HPO
OTHER:		All Specimens Present		Stat Lab
		Seal Intact		
Date	CO-Number	Specimen(s)	Time	Received By
				Lab
Please CIRCLE Destination		Seal #		HPO
CRMC	HNFRD COMM			HPO
OTHER:		All Specimens Present		Stat Lab
		Seal Intact		
Date	CO-Number	Specimen(s)	Time	Received By
				Lab
Please CIRCLE Destination		Seal #		HPO
CRMC	HNFRD COMM			HPO
OTHER:		All Specimens Present		Stat Lab
		Seal Intact		
Date	CO-Number	Specimen(s)	Time	Received By
				Lab
Please CIRCLE Destination		Seal #		HPO
CRMC	HNFRD COMM			HPO
OTHER:		All Specimens Present		Stat Lab
		Seal Intact		
Date	CO-Number	Specimen(s)	Time	Received By
				Lab
Please CIRCLE Destination		Seal #		HPO
CRMC	HNFRD COMM			HPO
OTHER:		All Specimens Present		Stat Lab
		Seal Intact		
Date	CO-Number	Specimen(s)	Time	Received By
				Lab
Please CIRCLE Destination		Seal #		HPO
CRMC	HNFRD COMM			HPO
Other:		All Specimens Present		Stat Lab
		Seal Intact		
Date	CO-Number	Specimen(s)	Time	Received By
				Lab
Please CIRCLE Destination		Seal #		HPO
CRMC	HNFRD COMM			HPO
OTHER:		All Specimens Present		Stat Lab
		Seal Intact		
Date	CO-Number	Specimen(s)	Time	Received By
				Lab
Please CIRCLE Destination		Seal #		HPO
CRMC	HNFRD COMM			HPO
OTHER:		All Specimens Present		Stat Lab
		Seal Intact		

CONTACT LIST

Coalinga Regional Medical Center Laboratory
1191 Phelps Avenue

Sample Chain of Custody

Date	Pt. Id. No.	Specimen(s)	Time		Received By
2/2/2007	CO-000000-0	2 SST, 1 Lav, 1 UA	14:00	Lab	Knightengale RN
		Seal #	14:10	CDC	Pinkerton CO
		16876636	14:20	HPO	Elliott Ness HPO
	Seal Intact	All Specimens Present	14:40	Stat Lab	Paul Ehrlich

Coalinga, CA
Phone 559 935-6414
Fax 559 935-6412

Communications Center phone 4081

CSH Laboratory fax 559 934-3289
NOD office fax 559 934-8629
Central Medical Service fax 559 935-3947

Hanford Community Hospital Laboratory
450 Greenfield Avenue
Hanford, CA
Phone 559 585-5213
Fax 559 585-5216

Lab Pagers
D. Kirk Westover CLS 585-7832
Patricio V. Acala CLS 5857951