

Pathology Laboratory Standard Operational Procedure (SOP)

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Version	Final
Supersedes	December 2014
Applies to	All Staff, Duty Doctors
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SOP: OUT OF HOURS PATH LAB RESULTS

1. Lab calls through to SELDOC on the Admin Number
2. Lab Inform Supervisors of Blood Test results to be faxed through.
3. Supervisor confirms patient surgery to ensure the patient is within The SELDOC catchment area. If not, Supervisor advises the Lab to call appropriate OOH
4. Lab faxes Results to Safe Haven Fax machine (Toshiba Printer 020 8299 2534)
The fax is NOT printed, but is forwarded on as an email to all Supervisors (seldoc.supervisors@nhs.net)
5. Supervisors prints results and passes to Duty Doctor.
6. The Duty Doctor is advised to phone the lab to discuss the results prior to grading. If they do not already have the information the Duty Doctor is advised to ask the lab for any historical results that they have for that patient, what was written on the blood request form and any other information they may have about the patient.
SELDOC Duty Doctor contacts either:
 - Haematology Registrar if the results are abnormal Haematology results or,
 - The On-call Consultant for Biochemistry if the results are abnormal Biochemistry result.
7. The Duty Doctor grades the call and passes it back to the Supervisor to be uploaded onto Adastral
8. Through Online clinician (OLC) the Duty Doctor attempts to contact the patient via telephone.
 - **Contacted:** Standard Case flow to be followed.
 - **No Contact:** The Duty Doctor makes a clinical assessment on whether the patient needs to be seen as a Home Visit. If there is a potential serious clinical risk to the patient, even if this is overnight, then a home visit should be sent. If HV, Standard Case flow to be followed

If a Home Visit is not clinically required, logged as a failed contact. Failed Contact process to be followed.
9. Case Completed