

Clinical Biochemistry Add-on Policy

Document Author/Reviewer	Emma Lovie
Document Owner	Emma Lovie
Approved By	Dan Turnock
Review Interval	2 years

Changes from last version of this document

Updated to new template

Table of Contents

1	Introduction and Scope	3
2	Abbreviations and Definitions	3
3	Tasks, responsibilities and authorisation	3
4	Requesting further tests on samples already received in the laboratory	3
5	Training Requirements	4
6	Publication and Distribution	5
7	References	5
8	Associated Documents	5
9	Appendices	5

1 Introduction and Scope

Where suitable samples have already been supplied to the laboratory, it may be of benefit to a patient or their clinician to 'add on' additional tests in order to aid diagnosis and/or avoid the need for an additional venepuncture.

Laboratory Medicine is accredited by the UK accreditation body, UKAS, against the standard BS EN ISO 15189: 2012: Medical Laboratories – requirements for quality and competence. Section 5.4.3 of the ISO 15189 standard requires the laboratory to keep an audit trail for all add-on requests received in the laboratory.

This policy describes the requirements for completing add-on requests at York and Scarborough Hospital and applies to all add on requests received from inpatient, outpatient and GP samples, to help provide a more efficient, user friendly service.

2 Abbreviations and Definitions

Definition/ Abbreviation	Expansion/ Meaning
YSTHFT	York and Scarborough Teaching Hospitals NHS Foundation Trust
SHYPS	Scarborough, Hull, York Pathology Services
ISO15189	BS EN ISO15189: 2012 Medical laboratories - Requirements for quality and competence
CPD	Core Patient Database

3 Tasks, responsibilities and authorisation

The Requesting Clinician

The responsibility for requesting add-on tests lies with the patient's medical team. Thus, it is the responsibility of the requestor to ensure that a suitable sample exists for the tests required and that the sample is not too old for the test(s) required. Refer to the Clinical Biochemistry Test Information on the Laboratory Medicine website for further information regarding specific test/sample stabilities.

The requesting clinician is responsible for reviewing the results and checking if the add-on request has been unable to be processed.

Laboratory Staff

Laboratory Staff are responsible for adding on requests in a timely manner and will report in Telepath any requests which cannot be processed within 2 hours of receipt of an inpatient add-on request or 4 hours of receiving a GP add-on request.

Task	Responsibility	Authorisation
Requesting Add-ons	Requesting Clinician	Patient's medical team
Processing add on test requests	MLA/BMS staff	Chief BMS

4 Requesting further tests on samples already received in the laboratory

Routine Biochemistry blood samples are archived and kept for approximately three days. Therefore, beyond this, add-on test requests cannot be processed.

NOTE - It is vital to check that the sample is the correct sample type required and that the sample is not too old for the test(s) required. Refer to Clinical Biochemistry Test Information on the Laboratory Medicine website for further information regarding specific test/sample stabilities.

Laboratory staff will check if the sample is still available and is the correct sample type for the tests requested. Please note that some analytes are labile and deteriorate rapidly. In these cases, a report will be issued stating that the sample we have left is unsuitable and a fresh sample will have to be taken.

Inpatient add on requests will be processed every hour. GP add on requests will be processed every two hours during the working day.

Turnaround Times

Please refer to the Clinical Biochemistry Test Information on the Laboratory Medicine website for details of turnaround times for each test.

Out of Hours

The Clinical Biochemistry Department is open from 09:00 to 17:15 Monday to Friday.

Outside of these core hours the following tests are available:

U and E, Bicarbonate, Glucose, Liver Function Tests, Bone Profile, CK, Amylase, Troponin, CSF Glucose, CSF protein, Paediatric Bilirubin, CRP, Urate, Theophylline, Digoxin, Salicylate and Paracetamol.

Please note you are able to add on other tests out of hours, but they will not be processed until the following working day.

Urgent Requests

Urgent requests must be telephoned to the office (01904 72)6802 option 1 (York) or (01723 34) 2351 (Scarborough) or if it is out of hours to the Biomedical Scientist on duty on bleep 934 (York) or via switchboard for BMS at SGH.

Results

Please use CPD to check for results. CPD is available on the hospital network and is updated with completed results every 15 minutes. The reports for GP surgeries are sent electronically with regular upload every 2 hours during the day and evening.

Problem samples

If we are unable to process the add on request, we will issue a report within 2 hours of receiving an inpatient request or 4 hours of receiving a GP add on request detailing why we are unable to process the request. If you have not received a report within this time, you can assume the sample is being processed.

5 Training Requirements

CPD training is given to all new starters in the Trust by the IT department. Instructions on how to add on additional tests via CPD can be found:

www.yorkhospitals.nhs.uk.docx (live.com)

MLA and BMS staff are trained to process add-on request in the laboratory. This is recorded in the competency - SR-TEM-CA-MLAGEN

6 Publication and Distribution

This policy is available on the Laboratory Medicine Website.

www.yorkhospitals.nhs.uk.docx (live.com)

7 References

- Laboratory Medicine website provides details of the sample type and sample stability of each test and reference ranges where appropriate.

<https://www.yorkhospitals.nhs.uk/our-services/a-z-of-services/lab-med/test-directory/>

- Procedure for Clinicians to request add-on tests refer to:

<https://www.yorkhospitals.nhs.uk/our-services/a-z-of-services/lab-med/general-information/information-for-health-care-professionals1/add-on-requests/>

8 Associated Documents

- CB-SOP-ADD-ON – Procedure for adding on additional tests in the laboratory.
- CB-INF-ADD ON GUIDE – Instructions for users on how to add on additional tests via CPD.

9 Appendices

N/A