Venous Blood Collection - SOPDRG012S

The following instructions must be completed for this test. A copy of this SOP can be found in your black reference file or online at https://crystal-health.co.uk/sample-collector-training/.
If any of the below tasks cannot be completed, call Crystal Health immediately on 0161 707 4935.

The specific sample collection details will be emailed to you for each confirmed booking.

PREPARATION OF FACILITIES

YOU MUST PERFORM THE FOLLOWING TO MAINTAIN CHAIN OF CUSTODY

- **Ensure the sample collection facility is private and includes adequate fixtures to perform the sample collection e.g. desk/table and chairs.**
- **Confirm that no other individuals with exception to the test participant, will have access to the sample collection facility while the work is on progress.**
- **You must comply with GDPR and confidentiality requirements, and not disclose any personal information or materials either purposefully or accidently.**

THIS SPACE LEFT INTENTIONALLY BLANK

CRYSTAL HEALTH GROUP © OFFICIAL DOCUMENT WORKING COPIES ONLY

Venous Blood Collection - SOPDRG012S

COLLECTION INSTRUCTIONS

1) Prior to the sample collection ensure you have all the required equipment and that all blood collection devices are within their expiry date- refer to Blood sample collection equipment list.

2) Complete all sections highlighted in yellow on the Hair/Blood Collection & Consent form with the donor. Ensure the consent section has also been signed by the donor.

3) Ask the donor for photographic ID (passport/driving licence) and record type & unique number on the collection & consent form Refer to troubleshooting and guidance for further instruction

4) Complete all relevant sections on the laboratory submission form. Please note that standard analysis request has been pre printed on a Dymo label attached to the form. Your case manager will make you aware if any variations are required.

5) Add the specific case reference to the Dymo label. The last 5 numbers of the case reference must also be added to the form as the patient number.

6) Prepare all the necessary equipment as listed on the blood sample collection equipment list and ensure the donor is comfortable. Use a pillow to support the arm if necessary.

7) Examine the donors arms to select the most suitable arm and prominent vein. Avoid any areas of bruising or infection.

8) Apply the tourniquet 7- 8 cm above venepuncture site and palpate the area to select an appropriate vein. Now put on a pair of gloves.

9) Losen the tourniquet and clean the selected area with an alcohol wipe using an ever increasing circle motion. Allow the area to dry thoroughly and do not repalpate the site.

10) Select an appropriate guage needle and attach to the plastic vacutainer holder. Then retighten the torniquet in preparation for the blood draw.

11) Anchor the vein with your thumb and steadily insert the needle into the arm at a 10-30 degree angle, with the bevel facing upwards. Advance the needle following the direction of the vein.

12) Once the needle is in position gently attach the yellow blood tube into the plastic vacutainer holder, being careful not to move the needle. Once filled remove and repeat with the purple tube. **

**If the blood does not flow in to the tube then slowly alter the depth of the needle. The touniquet should be released in between attempts if the vein has been missed.

**A reattempt can be conducted up to 3 times. Butterfly and smaller gauge needles have been provided for difficult or small veins

13) Release the tourniquet once the final tube has began to fill and ensure that the blood tube is removed from the holder prior to removing the needle.

14) Withdraw the needle and place immediate pressure on the puncture site using the guaze pad. Activate the safety cap of the needle and place in the sharps bin.

15) Slowly invert the blood tubes approx 10 times to ensure thoroughly mixed. Do not shake.

16) Check the puncture site and apply a plaster if the donor has no known allergies. Pressure should remain on the site to minimise bruising.

17) Fill in the labels on both blood tubes with donor details, date and time and CHG as the ward. Hospital number must be recorded as the last 5 numbers of the case reference supplied.
Do not forget to sign your name on each tube. Samples will be rejected if label is incomplete.

18) Place the blood tubes in the protective clam shell. Package the blood samples AND laboratory submission form in the prepaid (Tracked 24) postal envelope.

19) Review the collection & consent form to ensure all fields have been completed and place in the Crystal Health 1st class envelope, along with your invoice.

20) Post blood samples directly to laboratory and paperwork for Crystal Health on the same day as collection and upload a picture of the sample tracking number to the link provided on your booking email.

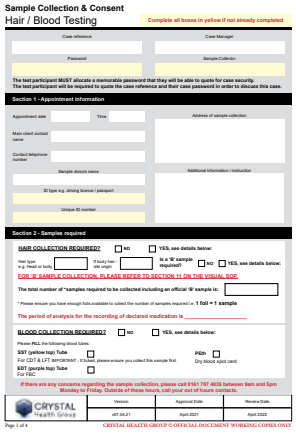
CRYSTAL HEALTH GROUP © OFFICIAL DOCUMENT WORKING COPIES ONLY

Venous Blood Collection - SOPDRG012S

TROUBLESHOOTING & GUIDANCE

2 & 4) Complete the collection & consent form and Laboratory submission form with the donor

Collection & consent form


Sample Collection & Consent
Hair / Blood Testing
Complete all boxes in yellow if not already completed
Case reference
Case Manager
Password
Sample Collector
The test participant MUST allocate a memorable password that they will be able to quote for case security.
The test participant will be required to quote the case reference and their case password in order to discuss this case.
Section 1 - Appointment information
Appointment date
Time
Address of sample collection
Main client contact name
Contact telephone number
Sample donors name
Additional information / instruction
ID type e.g. driving licence / passport
Unique ID number
Section 2 - Samples required
HAIR COLLECTION REQUIRED? NO YES, see details below:
Hair type e.g. Head or body
If body hair - side origin
Is a 'S' sample required? NO YES, see details below:
FOR 'S' SAMPLE COLLECTION, PLEASE REFER TO SECTION 11 ON THE VISUAL SOP.
The total number of *samples required to be collected including an official 'S' sample is:
* Please ensure you have enough foils available to collect the number of samples required i.e. 1 foil = 1 sample
The period of analysis for the recording of declared medication is
BLOOD COLLECTION REQUIRED? NO YES, see details below:
Please PILL the following blood tubes:
SST (yellow top) Tube
For CDT & LFT IMPORTANT - If tested, please ensure you collect this sample first.
PSIn
Dry blood spot card
EDT (purple top) Tube
For FBC
If there are any concerns regarding the sample collection, please call 0161 707 4935 between 9am and 5pm Monday to Friday. Outside of these hours, call your out of hours contacts.
CRYSTAL Health Group
Version: v07.06.21
Approval Date: April 2021
Review Date: April 2022
Page 1 of 4
CRYSTAL HEALTH GROUP © OFFICIAL DOCUMENT WORKING COPIES ONLY

Laboratory submission form



3) Donor Identification

Photo ID must be original and current (e.g. passport or driving licence) and include a unique identification number for recording. If no suitable ID is provided stop the test and contact CHG immediately.

11- 13) Collect the blood sample

Anchor the vein & insert needle



Introduce the vacutainer blood tube



Release touniquet, remove blood tube and withdraw needle

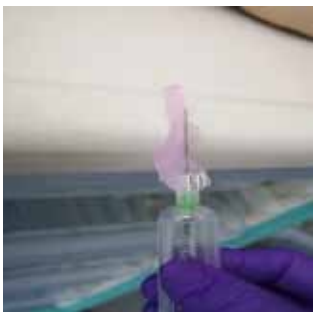


14) Remove & safely dispose of needle.

Apply pressure with gauze pad



Activate needle safety cap



Dispose of entire device in sharps bin



19) Post Blood samples to Lab & Paperwork to Crystal Health Group

Post the blood samples to laboratory and take a picture of the tracking label for upload using the specific link.
For any test related queries, direct the donor to Crystal Health Group.
If you cannot dispatch the samples on the same day as the collection, you must inform Crystal Health immediately.



CRYSTAL HEALTH GROUP © OFFICIAL DOCUMENT WORKING COPIES ONLY