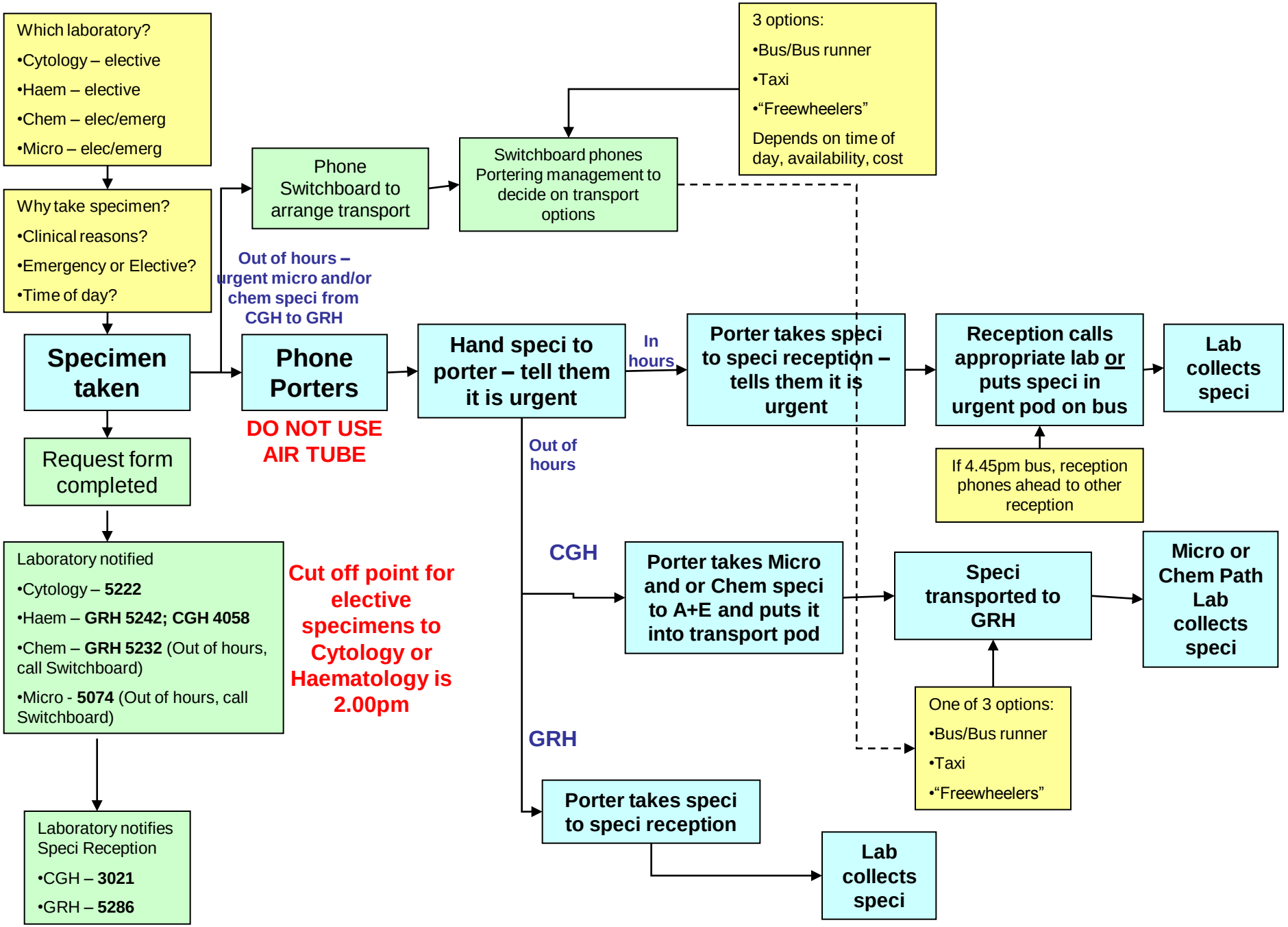
Which laboratory?
•Cytology – elective
•Haem – elective
•Chem – elec/emerg
•Micro – elec/emerg
Why take specimen?
•Clinical reasons?
•Emergency or Elective?
•Time of day?
Specimen taken
Request form completed
Laboratory notified
•Cytology – 5222
•Haem – GRH 5242; CGH 4058
•Chem – GRH 5232 (Out of hours, call Switchboard)
•Micro - 5074 (Out of hours, call Switchboard)
Laboratory notifies Speci Reception
•CGH – 3021
•GRH – 5286
Cut off point for elective specimens to Cytology or Haematology is 2.00pm
Phone Switchboard to arrange transport
Out of hours – urgent micro and/or chem speci from CGH to GRH
Phone Porters
DO NOT USE AIR TUBE
Switchboard phones Portering management to decide on transport options
3 options:
•Bus/Bus runner
•Taxi
•"Freewheelers"
Depends on time of day, availability, cost
Hand speci to porter – tell them it is urgent
In hours
Porter takes speci to speci reception – tells them it is urgent
Reception calls appropriate lab or puts speci in urgent pod on bus
Lab collects speci
If 4.45pm bus, reception phones ahead to other reception
Out of hours
CGH
Porter takes Micro and or Chem speci to A+E and puts it into transport pod
Speci transported to GRH
Micro or Chem Path Lab collects speci
One of 3 options:
•Bus/Bus runner
•Taxi
•"Freewheelers"
GRH
Porter takes speci to speci reception
Lab collects speci