

SevernSide

Integrated Urgent Care

Greenway and Clevedon Treatment Centres Sample Safe SOP

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Introduction

The primary purpose of this SOP is to ensure that all samples are processed and delivered in a timely manner at bases where there are no drivers or overnight operations. This is to also eliminate any possibility of a sample being delayed or left behind at Greenway and Clevedon.

This SOP is only for when the base is due to shut and there are samples that need collecting/or it wasn't possible for them to be collected during working hours

Samples left in the safe will need to be collected in line with the timeframes set out in the Specimen Collection, Handling and Transportation SOP.

Location of the safes

Greenway's safe is located at the back of the surgery, next to base keys safe, you will only be able to access this safe via the back gates next door to the patient's car park, the code to access the back gates 24/7 is 2120#.

Clevedon's safe is located on the external wall next to the back door entrance. Codes are in the respective base set up documents and on Bitwarden.



Clevedon



Greenway

Please be aware the areas above may be dark at times. Please use the torches provided in the cars to light these areas.

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Host Responsibilities

Host will first document the sample in the sample book as per usual process, the only difference is that where the driver's sign, the host will write "In sample's safe" and the time they placed the sample in the safe.

The host will then let the SM/WACC know and give them the following information:

1. Case number
2. Patient initials
3. Time sample dropped in the safe
4. Type of Sample, Blood, Urine, Swab, etc

The safes will be checked as per the Host Daily/Weekly Checklist at the beginning and end of every shift to make sure no samples were left behind.

Shift Manager/WACC Responsibilities

If the safe is used during a shift this will be logged on the Shift Manager Report noting information points 1-4 above. The Shift Manager will arrange for the samples to be collected and delivered to the relevant lab. The Driver will confirm to the Shift Manager the time the samples were collected.

The samples will be delivered, and the driver will complete their visit log as per usual process. Please ask the Driver to confirm the delivery time and add to the Shift Manager Report.

If the Call is received by the WACCs, then this info will need to be passed onto the Shift Manager.

If there are samples requiring collection at the end of your shifts, it is very important to remember to hand over to the next SM/WACC taking over after you to prevent delays in patient care.

Driver Responsibilities

Once a driver has been requested to collect the sample from the safe, upon arrival they will call the SM/WACC and confirm the following information for the sample:

1. Case number
2. Patient initials
3. Time sample picked up
4. Type of Sample, Blood, Urine, Swab, etc

This sample drop will be logged onto their visits log as per our usual process, once the sample is delivered, the Driver will need to call the Shift Manager to confirm the sample has been handed over to the lab.

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Tables

Date	Version	Name	Comment
30.05.2024	DRAFT	Hesham El-Halabi	Document created
08.10.2024	1	Hesham El-Halabi	Document published as an appendix in the Specimen Collection, Handling and Transportation SOP