

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Blood Ordering Book for Intermediate Care Patients	Doc No.	PCS005
Scope	Urgent and Community Services Clinicians and Personnel		
Purpose	To ensure blood results are logged independently of the request form to ensure follow-up. This is required as paper copies are not always received and therefore patient investigations may not be reviewed.		
1	Requested blood tests should be entered into the 'Blood Ordering' book by the clinician requesting the test i.e. Intermediate Care clinician or nursing personnel.	Primary Care 24 Clinician / Intermediate Care Nursing Personnel	
2	The requested test should be entered into the 'Blood Ordering' book for the date that the blood is required to be taken.	Primary Care 24 Clinician	
3	The patient's name should be entered into the first column in the 'Blood Ordering' book.	Primary Care 24 Clinician	
4	ALL required tests should be listed separately in the second column.	Primary Care 24 Clinician	
5	Once blood results have been reviewed (when received), the clinician reviewing the results will place a tick in the third column of the 'Blood Ordering' book to confirm review. The clinician can cross check the date of collection on the lab report with the date in the 'Blood Collection' book.	Primary Care 24 Clinician	
6	If after the results have been reviewed a repeat blood test is required, the request should be entered on to the date required in the 'Blood Ordering' book by the Intermediate Care clinician or nursing personnel.	Primary Care 24 Clinician / Intermediate Care Nursing Personnel	
7		Primary Care 24 Clinician /	

	If it appears that blood results have not been reviewed or paper copies have not been received, clinical staff should request for the results to be chased up.	Intermediate Care Nursing Personnel
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Title	Blood Ordering Book for Intermediate Care Patients		Doc. No.	PCS005
Version	V2			
Supersedes	New			
Approving Managers/Committee	Head of Integrated Urgent Care			
Date Ratified	27.04.2017			
Department of Originator	Urgent & Community Services			
Responsible Executive Director	Executive Director of Service Delivery			
Responsible Manager/Support	Head of Integrated Urgent Care			
Date Issued	27.04.2017			
Next Review Date	August 2022 (or when there is a change in procedure)			
Target Audience	Intermediate Care Service			
Version	Date	Control Reason	Accountable Person for this Version	
1	27.04.2017	New	Clinical Lead, Primary & Community Services	
2	20.08.2019	Reviewed	Clinical Lead, Urgent & Community Services	
Reference documents		Electronic Locations	Locations for Hard Copies	
		Primary Care 24 Intranet / Corporate Policies/ Current SOPS/	Standard Operating Procedures File in the Call Centre.	
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