

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Blood Sample Requests at Appleby Court	Doc No.	PCS008
Scope	Urgent and Community Services Clinicians and Personnel		
Purpose	This Standard Operating Procedure is designed to outline the steps required for ordering blood tests at Appleby Court.		
1	Intermediate Care clinician will identify a patient that requires blood tests.	Primary Care 24 Clinician	
2	The Intermediate Care clinician will complete a blood request form, ensuring that the patient's demographics and particular tests required are entered accurately and legibly.	Primary Care 24 Clinician	
3	The code 'APPL' should be added to the GP request details section.	Primary Care 24 Clinician	
4	The Intermediate Care clinician will also need to complete a Community Phlebotomy request form.	Primary Care 24 Clinician	
5	The phlebotomists will respond within 3 days for urgent requests or 7 days for non-urgent requests.	Information Only	
6	The results will go back directly to Appleby Court by paper. If a clinician requires results urgently this can be obtained by calling 0151 529 3242 .	Primary Care 24 Clinician	

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Title		Blood Sample Requests at Appleby Court		Doc. No.	PCS008
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			Director of Service Delivery		
Responsible Manager/Support			Head of Integrated Urgent Care		
Date Issued			27.04.2017		
Next Review Date			21.08.2022 (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	21.08.2019	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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