Health and Safety Guidelines

0.0   Purpose and Scope

The purpose of this procedure is to outline how to electronically order blood tests using the DART OCM system

1.0   Background Information

Dart OCM is used to electronically order blood tests for Biochemistry, Haematology, Serology and Immunology only. Each stage of the order process is tracked, including when the order was placed, when the sample was collected, when the sample was received in lab and when the result was reported. Results can also be accessed directly.

Instead of completing a laboratory request form, the order details are contained on a label. The printed barcode label contains the following:

- Patients Hospital Number
- Patients DOB
- Lab Number
- Lab Number Barcode
- Requesting Consultant
- Requesting ward
- Test Code
- Bottle Type required

2.0   Responsibilities

- It is the responsibility of staff ordering blood tests to carry out their duties in accordance with this documented procedure.
- It is the responsibility of the ward manager to ensure that these procedures are adhered to.

3.0   Procedure Sections

- How to log onto Dart
- How to change your password
- How to request blood tests
- How to view status of request
- How to view and print results
- How to search for a patient
- Demand management
- FAQ

4.0 Log into Dart

Go to http://wrlabscan/Dartocm or double click desktop icon. Select your location from the drop down list and enter your username & password.

5.0 How to change your password

- Select **Configuration** from left hand column
- Select **Change Password**
- Enter old password
- Enter new password
- Confirm new password
- Click **OK**

6.0 How to order blood tests

- Select **New Request** from panel on left hand side and then click on either, **Blood Sciences, Immunology** or **Serology**
- Enter patients **Hospital Number** and press <Return> or "Auto Fill" button
- Check details are correct
- If necessary amend **Requestor Location** and/ or **Requestor**
- Select tests from screen or search for other tests using "**Add Tests**"
- Press **Save & Process**
- When prompted with *"Are you taking the sample now?"* Select from 1 of 3 options

   1: Yes
- Click specimen collected
- The correct number of labels are printed immediately at the local barcode printer.
- The system is programmed to print the appropriate number of labels required for each request/ test type
- Match the correct label with the appropriate coloured tube and label the sample i.e. grey label must be place on grey bottle
- Place printed directly over manufacturers label – do not wrap the printed label around bottle – see below
- Forward to laboratory
- Do not send request form

### 2: No. Add to Phlebotomy List –

- The sample will be obtained during routine phlebotomy rounds

3: Out Patient. Print appointment form –

- A request form is printed locally and handed to the patient. On returning to Phlebotomy OPD4 the form is scanned, labels printed and sample obtained.

7.0 How to view status of request

- Select **Reception** from panel on left hand side
- Use filters to select date range and requesting location
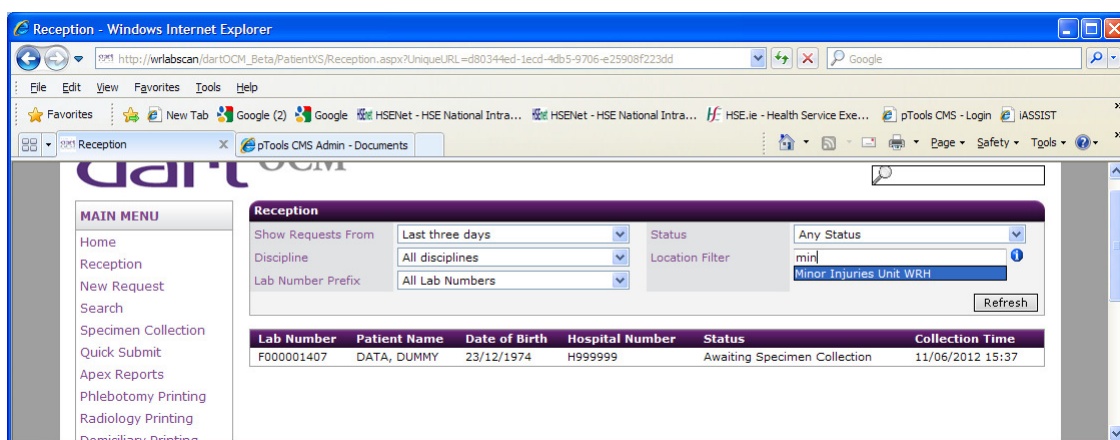
Status of order

- **Awaiting Specimen Collection** – test requested but not collected/ labels not printed
- **Specimen Collected** – specimen collected – note date & time of collection
- **Order Accepted** – Sample received by Laboratory System and order acknowledged
- **Submitted to LIMS** - Sample received by Laboratory System but not yet acknowledged.
- **Results available** – Tests resulted – click to view
- **Cancelled** – order cancelled by user
- **Rejected** – Order rejected by lab system due to name mismatch, DOB mismatch, etc. Under investigation by laboratory
- **Submitted by Doctor** – Order placed on Phlebotomy Inpatient List

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8.0 How to view results

- Go to Reception
- Identify patient/ request
- Click on patient when the status of request is at **Results Available**
- To print click on **Print Report**

9.0 How to search for a patient

- Select **Search** from panel on left hand side of screen
- Enter "A" number in Hospital Number and click Search Patients
- Select patient
- The upper list contains all requests on this patient – click to view
- The lower list contains results on this patient – click to view

10.0   Demand management

The system will alert users if a test has already been requested on the patient within a defined time window. If resulted, the user can view the results and decide to proceed or cancel the duplicate test.

There are other restriction on the requesting of tests e.g. user cannot request a PSA on a female patient, Amino Acids cannot be requested on children older than age 10yrs

There are additional prompts which advise and offer guidance on test requirements
e.g. if requesting an Anti-Insulin Antibody screen, the user will be advised that

"***The specimen for this test must be frozen upon receipt in the laboratory. Please transport to the laboratory immediately.***"

11.0   FAQ

Q: Can I print an extra label ?
A: Yes – either click on the label image or when viewing request click button *Print Extra label*

Q: The printer is jammed – what should I do.?
A: Carefully remove jamb/ obstruction. Reload paper and press feed on front panel of printer. Do not use scalpels/ pens to remove paper jambs.

Q: Can I edit an order ?
A: : Once a labels has been printed i.e. sample obtained the order cannot be amended on Dart OCM. The laboratory should be contacted directly.

Q: Can I add additional tests once the sample has been obtained?
A: Contact the lab directly

Q: Can I see who placed an order?
A: With the full order details on the screen select **Request Audit** from the panel on the left hand side of screen

Q: I requested a FBC & LFT but only forwarded a clotted sample to lab
A: Only LFT will be processed & reported.

Q: My patient has bad veins and I cannot obtain a sample
A: Select *Reject Request* (top right hand corner) and enter reason for rejection when prompted.

Q: Can I make a Phlebotomy in-patient round test request on Friday for Saturday, Sunday & Bank Holiday Monday

A: Make the request as normal. In **clinical details,** enter what day/ date the sample should be obtained. e.g. Monday 12/12/2012 and place on Phlebotomy Queue.

Q: **Can I see who reviewed results**
A: Yes **-** when reviewing a result - click on **Result Audit** from left hand panel. This indicates who viewed results and when

Q: Can I see results from last year
A: Only tests requested on the system can be viewed from DartOCM. All other results are available from ward enquiry.