

Title: Trafford Biochemistry User Guide	Q Pulse Identifier: CB-TRAF-GEN-4
Version: 9	Copy No: electronic Q-pulse
Date of Issue: March 2021	Author: A Hashmi
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Department of Clinical Biochemistry

Trafford Biochemistry User Guide

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1 Location of Laboratory

The Trafford Pathology building is situated at the rear of Trafford General Hospital, off the main corridor, and is clearly signposted.

The Biochemistry department is situated on the ground floor of the Pathology building and the specimen reception is located by the entrance.

2 Telephone Numbers

Dr Eric Kilpatrick	0161 701 7590
Dr Timothy Morris	0161 276 4284
Lesley Douch, Secretary to Dr T Morris	0161 276 4839
Michelle Miller, Directorate Manager	0161 701 1201
Samantha Ekin, Deputy Directorate Manager	0161 701 1205
Alexandra Hashmi, Lead BMS	0161 746 2482
Urgent Enquiries	0161 746 2494
General Enquiries	0161 746 2480
Out of hours bleep	069
Main Pathology Reception	0161 746 2495

3 Laboratory Opening Hours

Monday to Friday 08:45 – 17:00

Saturday 08:45 – 12:30

Biomedical Scientist On-Call 07:00 – 08:45 and 17:00 – 20:00

(Bleep 069 through hospital switchboard 0161 748 4022)

4 Request Forms

Electronic requesting should be used using the ICE system.

Where this is not possible, a “Down-time” form should be used.

<https://intranet.mft.nhs.uk/content/hospitals-mcs/clinical-scientific-services/laboratory-medicine/using-our-services/requesting-tests-when-ice-is-not-available>

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The patient's full name, date of birth and District number must be clearly visible and legible on both request form and specimen. Date and time of collection should also be on the samples and request forms.

The requesters name and report destination must be clearly printed to allow reports to be returned to the appropriate location.

Specimens must be placed into the bag and sealed correctly. Please see the Division of Laboratory Medicine Sample Acceptance Policy for further details.

<https://mft.nhs.uk/the-trust/other-departments/laboratory-medicine/policies-and-guidelines/>

5 Collection and Transportation of specimens

The 'Monovette' blood collecting system, comprising a combined syringe/container and a needle with valve for multiple samples, is used. If difficulties are experienced, contact the phlebotomy department (0161 746 2448) or the laboratory.

Sharing of samples with other departments is not acceptable and will result in samples not being analysed for all tests.

Specimen carriers

Some areas of the hospital are served by porters who will carry samples to the laboratory but where this service is not available, it is essential that **anyone** carrying samples to the laboratory does so in accordance with the published laboratory guidelines DLM-H+S-INS-5 – "Model rules for Porters and Messengers". Specific laboratory containers are provided for the safe transport of specimens to the laboratory from within the hospital, so samples **must not be carried in the hand or in a pocket**.

Transport services will collect samples from Primary Care and other local hospitals on an appropriate basis.

All staff transporting specimens to the laboratory should follow the guidelines issued, which are available on request.

Labelling for Danger of Infection

All Pathology specimens and request forms **MUST** be transported in bags – one bag per patient. Specimen containers and transport bags must be securely sealed.

Each request form should include sufficient clinical information; e.g. possibility of Tuberculosis; to enable laboratory personnel to adopt additional safety precautions.

Patients who have developed a fever within 21 days of having returned from Africa or other countries where Lassa Fever or other Viral Haemorrhagic Fevers occur or who through their work may have had contact with any of these viruses should be discussed with the department in Pathology before the collection or transport of specimens to establish a need for any special containment.

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The majority of requests require no more than 4.9 ml. of blood. However, some tests may vary. For general enquiries please phone the laboratory.

6 Routine Service

Most routine assays are carried out daily. Results will usually be available on the day of request.

7 Urgent service

The majority of urgent samples will be analysed within one hour of receipt in the laboratory. This includes

- Renal, hepatic and bone profiles
- Glucose
- Magnesium
- CRP
- Paracetamol and Salicylate
- Lipase
- Blood gas analysis
- Quantitative Beta HCG in serum
- Creatinine-Phosphokinase
- CSF protein and glucose
- Lactate
- Troponin T

Other tests will be analysed as soon as possible, but may not be available at all times. The requesting of tests not on this list may result in delayed reporting of all results.

8 Out of Hours Service

The pathology laboratory is open for samples between 07:00 – 21:00 every week day and 07:00 – 20:00 Saturday and Sunday.

For tests required between 21:00 and 07:00 Monday - Friday / 20:00 and 07:00 Saturday – Sunday, please contact the Out-of-hours team through the hospital switchboard.

Samples will be analysed by Point-of-care devices, or transferred to the laboratory at the Oxford Rd Campus as appropriate

9 Clinical Advice

Clinical advice is available at all times.

Adult duty biochemist (based at Oxford Rd Campus) 'bleep' 4375 during normal hours

Out of normal hours, one of the Consultant staff is available via mobile number 07771 703383 or via the Trust switchboard.

Paediatric duty biochemist (based at Oxford Rd Campus) 0161 70 12255 during normal hours

Out of normal hours the paediatric consultant on call is available via the Trust switchboard (0161 276 1234)

Non-urgent enquiries can also be directed via email

Duty.Biochemist@mft.nhs.uk (if within the trust)

duty.paedbiochemist@mft.nhs.uk (if within the trust)

cmm-tr.DutyBiochemistEnquiries-CMFT@nhs.net

Note: please use nhs.net if your enquiry contains confidential patient identifiers and you are located outside MFT. Your enquiry will be forwarded to the most appropriate person

10 Investigations

For details of the individual tests, including specimen type, reference ranges and typical turnaround time, please see the A-Z of laboratory tests at

<https://mft.nhs.uk/the-trust/other-departments/laboratory-medicine/a-z-list-of-laboratory-tests/>