

## CLYDE BIOCHEMISTRY DEPARTMENT

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### MEMORANDUM

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To: All wards / clinics RAH, IRH, VoL  
From: Dr Iain Jones, Consultant Clinical Biochemist  
Date: 20/11/18

#### **RE: Sending samples requested in Trakcare to laboratories**

There have been multiple issues recently where sample analysis has been delayed due to samples for Clyde Biochemistry and Haematology being put in the same clear sample bag as samples going to laboratories elsewhere in NHSGGC, or being put in the large bag of microbiology samples instead of being sent to the laboratory. In some cases delay has resulted in the sample not being able to be analysed.

Blood samples being sent on a patient to Biochemistry and Haematology can be put in the same clear sample bag. Samples going to other locations (eg addressed to QEUH or RAH in the top right corner of the form) must be put in their own individual clear sample bags. Each individual patient's samples must be in their own clear sample bag. It is suggested that urine / faeces samples are kept in their own separate bag as they have been known to leak.

Biochemistry and haematology samples should then be podded to the lab or left out for collection by porters. If a Biochemistry test is marked “\*LABILE\*” please send it urgently to the lab.

Please discuss with your local lab if you are unclear what to do with a sample. Please see overleaf for illustrative pictures.

Iain Jones  
Clinical Lead Biochemistry (Clyde)

The optimal way to fold the Trakcare form is shown on the left, with the “Address” of lab showing and no patient details showing. The way of folding on the right is also acceptable, but does leave the patient details on the form exposed. Please do not fold forms in such a way the lab it is to go to is not visible:



Optimal



Acceptable

Blood samples for an individual patient for the same laboratory, or Biochemistry and Haematology on the same site can be sent together:



Can send in same clear sample bag



Can send in same clear sample bag

Samples for different sites must be in separate sample bags:



Must be in separate sample bags