

LAB RESPONSIBILITY CHECKLIST

| Frequency | Task | Suggested Position Responsible | Individual Responsible | Mgr Check |
|---------------------------|--|---------------------------------------|-------------------------------|------------------|
| 2 weeks prior to lab draw | Take inventory of lab supplies needed for next draw and fax order form to RenaLab | Unit Secretary | | |
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| 1 week prior to lab draw | Check to make sure that lab supplies needed for next draw have arrived. If not, call RenaLab Client Services (800) 898-8508. | Unit Secretary | | |
| 1 week prior to lab draw | Review existing lab orders and ICD9 codes in RenaLab Direct for any needed changes. | Unit Secretary | | |
| 1 week prior to lab draw | Make changes identified above in RenaLab Direct. | Unit Secretary | | |
| 1 week prior to lab draw | Print barcode labels for upcoming draw by date and give to staff responsible for labeling. | Unit Secretary | | |
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| Thursday before lab draw | Pre-label tubes and place them in ziplock bags for each patient and sort bags by shift. | Reuse Tech / Patient Care Tech | | |
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| Lab Draw Day | Check to make sure that, if needed, any last minute changes have been made in computer and tubes have been relabeled with new barcodes to reflect those changes. | Unit Secretary | | |
| Lab Draw Day | Print Specimen Collection Log and put it in the lab processing area. | Unit Secretary | | |
| Lab Draw Day | Put ziplock bags containing extra labels in designated area for staff to retrieve. | Patient Care Techs | | |
| Lab Draw Day | Draw tubes by "dry stick" method, red tops and/or SST tubes first. Mix all tubes by inverting several times immediately after drawing. | Patient Care Tech | | |
| Lab Draw Day | Once samples are drawn, place tubes in racks located in the patient care area. | Patient Care Tech | | |
| Lab Draw Day | Take racks of samples to the lab processing area and put SST tubes in centrifuge to spin at 3000-3500 rpms for 20 minutes. | Person assigned to lab processing | | |

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| Lab Draw Day | Put other tubes into sponge insert, keeping them in order by patient and check them off on specimen collection list as this is done. Put sponge inserts containing tubes into refrigerator. | Person assigned to lab processing duty | | |
| Lab Draw Day | When SSTs have finished spinning, remove them from centrifuge and check for proper barrier separation. If good separation, place SSTs into sponge insert with other tubes, checking them off on specimen collection list as this is done. | Person assigned to lab processing duty | | |
| Lab Draw Day | Store all sponge inserts in the refrigerator until ready for shipping. One hour prior to scheduled Fed-Ex pick-up, place foams into shipping box(es) along with 2 icepacks, tape the box(es) closed, put shipping label on top of each box and place in designated Fed Ex pickup location. Put a copy of specimen collection list in the last box containing specimens from that day's draw. Make sure that there is accountability for every tube on the list. If not drawn, write that on the log & when it needs to be redrawn. Give a completed log to Unit Secretary, along with the top copy of the shipping label containing tracking number. | Person assigned to lab processing duty | | |
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| Day after Lab Draw Day | Review specimen collection log to see what tests were not drawn and need to be cancelled and reordered. Make those changes in RenaLab Direct and file Specimen Collection Log. Also file the top copy of shipping label containing tracking number. (These can be discarded after results have come back.) | Unit Secretary | | |
| Day after Lab Draw Day | Enter KT/V treatment data into RenaLab Direct correctly - weight in kg, U/F in liters, and time in minutes. | Unit Secretary / PCT / Dietitian | | |
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| One and two days after lab draw | Check laser printer for reports. Give any Alert Reports to Charge RN or Facility Mgr. File individual patient reports in charts. Print additional types of reports as desired. Call Client Services for help as needed. (800) 898-8508. | Unit Secretary | | |