NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)

POLICY AND PROCEDURE

SUBJECT: PATHOLOGY/MEDICAL LABORATORY SERVICES

NUMBER: NN-LB-02

ORIGINAL DATE: 06/06/89

REVIEW/REVISE DATE: 08/15/90, 09/25/91, 08/10/94, 04/23/98, 10/03/01, 10/07/04, 9/6/07, 8/19/10, 1/16/14

APPROVAL Cody L. Phinney, Agency Director

I. PURPOSE

To provide and delineate procedures for access to and quality controls of the pathology and other medical laboratory services available at or through NNAMHS.

II. POLICY

To establish and maintain pathology and medical laboratory services under the auspices of the medical staff to meet the needs of its consumers and staff within the limits of its capability.

III. REFERENCES

1. Laboratory Policy and Procedure Manual.
2. Laboratory Safety Manual.
3. State Licensure Standards for Laboratories.
4. NNAMHS Policy and Procedure NN-IC-01 AIDS/HIV.
5. 1. 42 C.F.R. 482.27 - Condition of participation: Laboratory Services.

IV. DEFINITION

Pathology and medical laboratory services provided at NNAMHS shall include but not be necessarily limited to examinations and/or testing in hematology, chemistry, microbiology, clinical microscopy, serology, cytology, toxicology, and electro-cardiology in order to meet the clinical needs of consumers as determined by the medical staff.

V. PROCEDURE

A. Direction:

1. The Pathology and Medical Laboratory services are under the supervision and direction of a qualified general physician member of NNAMHS staff. Duties include but are not necessarily limited to:

   a Maintain knowledge and experience in pathology and laboratory services as applied within the scope of the capabilities of NNAMHS

   b Provide administrative supervision and advice and consult with the technical staff and the medical staff.

   c Approve the performance of any special procedures.

   d Assist in obtaining professional consultation for procedures referred to outside sources.

   e Inform the medical staff regarding effective utilization of pathology and medical laboratory services.

   f Participation in NNAMHS Performance Program as pertains to pathology and medical laboratory services.

   g Be readily available, in person or by phone, for consultation to the medical staff and technical staff.

2. A consulting pathologist certified in anatomic and clinical pathology shall be retained to provide overall direction for the NNAMHS supervising general physician in the operation. These services shall provide:
   - a Periodic site visit to the NNAMHS laboratory preferably each month.
   - b A written report of the findings on these visits. These reports to include comments concerning quality control review proficiency testing, technical education for laboratory personnel, and involvement in quality assurance activities.
   - c Active involvement in technologist continuing education.
   - d Provide consultation to members of the medical staff as may be indicated.
   - e Provide assistance and advice, which may be necessary to improve the overall quality, effectiveness, and efficiency of the laboratory.

B. Staffing:

1. The laboratory is staffed with a qualified Laboratory Medical Technologist, MT ASCP who maintains a Supervisory license from the State of Nevada. Additional support staff may be added from time to time as needed. Training and experience of laboratory personnel shall be documented and will show:
   - a Individuals are competent to perform work assignments as determined by evaluating training, educational background, and experience.
   - b Quality control and maintenance are acceptable.
   - c Policies and procedures are maintained and followed.
   - d Turnaround time of the work product is acceptable.
   - e A quality assurance program is implemented and maintained.
   - f Safety rules and regulations and infection control procedures are in place and followed.

C. Requests, Reports, and Records:

1. Laboratory test procedures must have a written physician's order. The requisition may be completed by a staff nurse and will contain the following information:

   a Identification of the consumer (name and birth date).

   b Area.

   c Consumer's hospital identification number.

   d Name of physician ordering the test procedure.

   e Name of the test procedure ordered.

   f Date and time specimen collected.

2. Test result reports will:

   a Show date, time, and signature of the individual responsible for doing the test.

   b Be readily available to the ordering clinician and posted in the chart within one working day whenever possible. Telephone reports are available on weekends and holidays.

   c Identify clearly any specimens received, which are unsatisfactory.

   d Have normal values on the report to facilitate comparison by the physician.

   e Have duplicate copies of results, copies to be preserved for retrieval for a minimum of two (2) years in the Laboratory.

3. Critical or panic values on all tests require immediate notification to the physician or his designee by phone or in writing. During working hours, the technologist shall call the ordering provider, or if unavailable give the results to a nurse or AA who will see that they are given to a designated provider.

4. Written procedures are available from the laboratory for describing proper collection, special preparation of consumers, special precautions, and storage and preservation of collected specimens.

D. Quality Control/Quality Assurance:

1. In addition to participation in the NNAMHS Quality Assurance program, the laboratory service shall perform quality controls by:

   a Checking, maintaining, recording, and reporting upon compliance with its procedures for collection, consumer preparation, precautions, and storage, preservation, collection, and transportation of specimens.

   b Maintaining and preserving equipment records documenting, inspections, calibrations, and internal and external maintenance.

   c Maintaining and updating written protocol and procedures for each test performed in the laboratory.

2. Proficiency testing, both internal and external, shall be performed and documented.

   a Control specimens with an assayed value of a pre-established acceptable range shall be run at least once daily on any day that a procedure is done upon a consumer specimen. The results will be documented and retained for retrieval.

   b The laboratory shall participate in an external proficiency test program such as College of American Pathology (CAP) EXCEL (External Comparative Evaluation of Laboratories) Programs. Reports of such external proficiency testing must be retained for review by the consulting pathologist, the State of Nevada Bureau of Health Standards and Joint Commission.

E. Reference laboratory availability and use:

1. All testing not performed in the NNAMHS laboratory will be sent to the contract laboratory or a reference laboratory. The NNAMHS laboratory will collect the specimens and submit them to the outside laboratory. The results will be sent to the NNAMHS laboratory. The NNAMHS laboratory will see they are delivered appropriately.

2. If it is determined that a tissue sample must be taken, the NNAMHS laboratory will obtain the appropriate fixative. The tissue will be sent to the pathologist for macroscopic and microscopic examination. If the specimen is unsuitable for either macroscopic or microscopic examination, then only the appropriate examination will be performed, for example pap smears. Macroscopic or microscopic examination won't be arbitrarily omitted. There must be a consultation between the physician collecting the specimen and the pathologist prior to either examination being omitted.

F. Emergency Laboratory Services:

1. If an emergency arises requiring laboratory testing to be done on a consumer after regular working hours, weekends, or on holidays, the Nursing Supervisor or Charge Nurse will either call the outside reference laboratory and arrange to transport the consumer for the required testing or to request a technician to come to NNAMHS to obtain the required specimens.
2. Results of testing sent to outside laboratory for performance are available to the physician by phone or fax.

G. Safety and Sanitation:

1. Adequate working space, lighting, ventilation, equipment, and personnel shall be provided for the proper and efficient processing of specimens.
2. Laboratory personnel will follow all safety, fire prevention, and infection control procedures.