

Document No - Ref 195

Version Number – 2.0

PHLEBOTOMIST COLLECTION RUN

4	Click on View and select Collection Runs from the drop down.									
1.	P PowerChart Organiser for Clinical Practitioner, Train Nine Task Edit View Patient Record Notifications Navigation Help									
	Home Whiteboard 🙄 Links -									
	Home Patient List									
	Inbox Prd CareCompass									
	Disolav: La Discharge Dackberged									
	□ Inbox									
	Docum MPTL Maternity Whiteheard									
	Result Collection Runs									
	Rapid Response Services									
	Remin eCoach									
	Saved Toolbar									
2.	In the 'Search for Locations' field, type the ward i.e. ward 01 and then select from drop down that									
	Manage View									
	Search for Locations:									
	Manage View									
	Search for Locations:									
	RD8-GH Ward 01 (0)									
	RD8-GH Ward 02 (0)									
	RD8-GH Ward 03 (18)									
	You only need to do this once and it will remain this way every time you log on									
3.	Place a tick into the box for the ward you are on (Phlebotomy round you wish to view).									
	RD8-GH Ward 01 (0)									
	RD8-GH Ward 02 (0)									
4.	Ensure that you deselect the Swab, Urine and Other options on the right hand side from under Specimen Type									
	Swab									
	Swab									
	Urine									
	Other									
5	Click on the View Collections button located in the bottom right hand corner.									
5.	View Collections									
	The below screen will display all of the Collections within that location.									

		Collection Runs										(0) Full screen 🝈 First. 💐 17 minutes ago
		RD8-GH Ward 03 (18)									=-	Manage View
		MARSDEN, MARION Female 69 years	Bay 01 Bed 01	STEVENSON, PATRICIA Female 69 years	Bay 01 Bed 06	MCGUIRE, CHERYL Female 69 years	Bay 01 Bed 07	HUSAIN, AMANDA Female 69 years	Bay 01 Bed 08	CALLAND, JANET Female 69 years	Bay 01 Bed 10	Bay 01 Bed 01
		1 container	Record Collections	1 container	Record Collections	1 container	Record Collections	1 container	Record Collections	1 container	Record Collections	Bay 01 Bed 06 Bay 01 Bed 07
		Full blood count (FBC)	14/Peb/18 16:50 GMT	Full blood count (FBC)	14/Feb/18 17:06 GMT	Full blood count (FBC)	14/Peb/18 17:11 GMT	Full blood count (FBC)	14/Peb/18 16:52 GMT	Full blood count (FBC)	14/Feb/18 16:52 GMT	Bay 01 Bed 08 Bay 01 Bed 10
												8ay 01 Bed 11 Bay 01 Bed 13
												Bay 01 Bed 15 Bay 02 Bed 01
		TOMUTINSON TRACY	Bay 01 Barl 11	SPICEWICZ VALEDIE	Bay 01 Bed 13	GARONER BULLE	Bay 01 Barl 15	ACKROVD NICOLA	Bay 02 Bad 01	FEATHERSTONE KAUSER	Bay 02 Bed 03	Bay 02 860 01 Bay 02 86d 03
		Female 69 years	689 01 860 11	Female 69 years	Bay OT BED 13	Female 69 years	Bay of Bea 15	Female 69 years	Bay 02 Bes 01	Female 69 years	Bay 02 Bes 03	Bay 02 Bed 04 Bay 02 Bed 05
		1 container Full blood count (FBC)	14/Peb/18 17:82 GMT	Full blood count (FBC)	14/Feb/18 17:01 GMT	Full blood count (FBC)	14/Yeb/18 16:56 GMT	Full blood count (FBC)	Record Collectors	Full blood count (FBC)	14/Feb/18 16:55 GMT	8ay 02 8ed 06 Bay 02 8ed 09
												Bay 02 Bed 12 Bay 02 Bed 13
											=	Bay 02 Bed 14
												899 02 868 15
		MACKERILL, ELEANOR	Bay 02 Bed 04	MYLROIE, ANN	Bay 02 Bed 05	PETTY, JACQUELINE	Bay 02 Bed 06	FAWCETT, JULIE	Bay 02 Bed 09	MULLAN, SHETLA	Bay 02 Bed 12	
		Female 69 years 1 container	Record Collections	Female 69 years 1 container	Record Collections	Female 69 years 1 container	Record Collections	Female 69 years 1 container	Record Collections	Female 69 years 1 container	Record Collections	
		Full blood count (FBC)	14/Heb/18 17:00 GMT	Full blood count (FBC)	14/Feb/18 17:08 GMT	Full blood count (FBC)	14/Peb/18 16:55 GMT	Full blood count (FBC)	14/Peb/18 17:10 GMT	Full blood count (FBC)	14/Feb/18 17:00 GMT	
		HOWARD, JUNE	Bay 02 Bed 13	MCGOWAN, DEBORAH	Bay 02 Bed 14	HOSSANEE, RITA	Bay 02 Bed 15					
		1 container	Record Collections	1 container	Record Collections	1 container	Record Collections					1
		Full blood count (FBC)	14/heb/18 16:51 GMT	Full blood count (FBC)	14/Feb/18 17:07 GMT	Full blood count (FBC)	14/Meb/18 17:01 GMT					
	From	the Ma	nage \	liew ont	ion on	the riah	t hand	side se	elect th	he hav w	ou are	working in This
6.	From the Manage view option on the right hand side, select the bay you are working III. This											
-				patie	ent wil	I then be	e highli	ighted w	ith a b	lue line.		
	If you y	wish to r	eturn l	back to t	he Ma	nade Vi	ew sci	reen in s	ten 2	click on	the Ma	anage view button
	ii you i		otanni		:					onon on		anage new satisfi
					I	n the top	right	nand co	rner.			
				Clickor	Deec	and Calla	otiona	underth	a not	ant data	ile	
7				CIICK OF	Reco		cuons	under tr	ie pat	ent deta	lis.	
1.					STEV	ENSON, PAT	RICIA	Bay	01 Bed 0	6		
					Famal	a 60 years						
					i ciliai	e os years		_				
					1 cont	ainer		Reco	rd Collecti	ons		
						e	1 (55)	0 4 4 / T - L /4	0.47.06.01	47		
						Full blood o	Count (FBC	.) 14/FeD/1	18 17:06 Gr	41		
										_		
•					Colle	ection De	etails ۱	vindow o	displa	/S.		
8.	Scan t	ha natia	nt'e wr	hand	lf tha	ra is na i	econn	ar availa	hlo cl	ick I Inah	le to S	Scan in the bottom
	Scant	ne patie		istballu.			scarin		DIE, CI			
						left	hand	corner.				
	N I				1	1		4 .	4	41 E.		
0	New	window	displa	ys with t	ne col	lection ii	nforma	ation for	the pa	tient. Fir	stly yo	u need to print a
9.		la	bel Th	here are	2 wav	s to do t	this (b	oth land	VOLLO	n the sar	ne scr	een)
			оон. н г	1010 G10			41					0011):
			F	irstiy yol	i can o	CIICK ON	the pri	nter Icor	n nighi	igntea be	elow.	
	Secon	dlv. vou	can he	over ove	r the s	specime	n. clicł	on the	drop c	lown mei	nu to tl	he right hand side
		j , j				and colo	ot prip	t print le	shol			
					č	and sele	ct prin	t, print ia	abei.			
		Collection	1 Details								Bay 01 Bed 1	lo le
		MRN: 51	1262	KICIA	Fe	male 69 years (04/Jan/19 N: 3613367	949)	Location: RD8-GH W NHS No : 965-686-3	/ard 03 Bay 01 Be 7076	106	Record Collecti	
		Weight n	ot found							ount (FBC)	14/Feb/18 16:52 G	
		1	Reschedule 🛛 🍕	Not Collected				8 - 8	antice 11 minute(s)	ago		
			Full blood count	(FBC)					BB-18-0	000455		
			Lavender 4 m	ıL				14/Feb)	18 17:06 GMT	Collected		
										% Not Collected		
										Reset	na na da	
										Collection Meth	od UZ Bed u	13
										Modify Date/Ti	ne rd Collecti	ons
										Partial Collect	8 16:55 G	MT
										🍃 Print	• Prir	nt Label
												in includion
											Bay 02 Bed 1	2
										ount (EDC)	Record Collecti	ons Internet in the second sec
										ount (FBC)	хтл ей/16 17:00 GI	
			lection(c) remain	10					Sign	254		
		1 col	recuon(s) remainir	ig .					aign C	.::		
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Phlebotomist Collection Run Training Department

10.	The below Print Labels screen will display as below. Select the printer from the list that displays and then click Print (this should be the label printer that is attached to the WOW). Ensure the								
	label printer attached the the WOW is on as they go into sleep mode.								
	S JE VERSORy, PA IKALLA Female 89 years (64/Jan/1949) Locations R08-60 Ward (01 Bay 01 Bed 06 MMIN: 113.02 FBN: 301387 NetS No.: 965-665-7076 Weight not found Veripht not found Veripht not found								
	Till Reachedula Print Labels 12 montel(s) app Full blood can #0-3-000495 ■ Exerviders as cant								
	☑ Select All ☑ Full blood count (FBC) 88-16-000495 ☑ Lavender 4 mL								
	Scan or select your printing device. Printer Name Description								
	ourmypecmenaeli Zera								
	Set as default tabel printer. Print Cancel								
	1 collection(s) remaining Sign Gose								
	Place the label onto the bottle so it sits over the existing label and the barcode is uppermost. It								
11.	must be stuck on straight so that it can be read in the laboratory.								
	If the label doesn't stick properly or becomes damaged it can be reprinted using the above process as many times as required before the sample is marked as collected and signed.								
	To mark a complete a Collected have a over the encourse alight on the drep down menu to the								
12.	right hand side and select Collected. Ensure all collected samples are marked as collected.								
	Full blood count (FBC) BB-18-0000455 Lavender 4 mL 14/Feb/18 17:06 GMT T Colected								
	Not Collected								
13.	Black tick denotes the sample has been marked as collected. Click on Sign to save details and close the window								
14.	If there are multiple samples to collect and you don't manage to collect them all then you must mark them as such by choosing 5 ^{Not Collected} or choosing this option from the drop down								
	(The first option allows you to multi select for Not Collected, the second option only marks								
	individual specimens).								
15.	Select the reason why from the dropdown list.								
	Reason								
	No wristband								
	Nurse Collect Miss Patient refused Patient unavailable								
	System Miss Unable to draw								
10	Click on Sign and Close to go back to the ward view.								
16.	Pofresh the page								
17.	Patient will have disappeared from the list.								