



All India Institute of Medical Sciences, Rajkot (Gujarat) Clinical Diagnostic Laboratory

1. **Introduction-** The laboratory staff is put on emergency duty in the IPD Laboratory to carry out urgent laboratory investigations during the non-working hours of the institute.
2. **The purpose-** of this document is to lay down instructions for clinical diagnostic Laboratory staff posted for emergency duty.
3. **Laboratory staff on Emergency duty-** The Laboratory staff will be put on emergency duty on a rotation basis. Laboratory technician on emergency duty is required to be present in the IPD laboratory at all times throughout the duty. In addition, one Senior Resident (SR) and one Junior Resident (JR) will be there on-call duty. The rosters for the same will be conveyed to all by the faculty-in-charge via email and displayed on the IPD clinical diagnostic laboratory notice board.
4. **Receipt of samples-** The list of samples to be received for emergency clinical diagnostic laboratory investigations for microbiology pathology and biochemistry is as per **Appendix A**. Any other sample sent to the laboratory during emergency hours may also be received and stored for routine processing as per the standard laboratory guidelines. In case of any doubt about the receipt/storage of sample during emergency hours Laboratory technicians on duty are advised to consult JR/SR on call/faculty-in-charge.
5. **Roles and responsibilities-**
 - 5.1 **Laboratory technician on duty-**
 - a) Will receive the emergency samples, both physically and on the HIS during his/her duty hours. Samples may be accepted/rejected based on the rejection criteria of the particular sample.
 - b) Must enter details of all specimens received during emergency duty in the Specimen Receipt Register.
 - c) Should perform the prescribed emergency tests in a timely manner, including stained slides and inoculation of appropriate media.
 - d) In case any doubtful results are obtained in the test, they have to inform the JR/SR on-call duty immediately.

- e) All positive cards/slides or other pertinent test results **must not** be discarded till they are checked by the faculty in charge on the next day. Proper instructions/handover regarding the same must be conveyed by the Laboratory technician on emergency duty to the laboratory staff on duty for the next day.
- f) Must maintain proper register records and result entries.
- g) Will report any unusual occurrence during emergency duty immediately to JR/SR/faculty.

5.2 Residents on call- It is the ultimate responsibility of the SR on call for the tests being carried out, their results, and the smooth functioning of the laboratory during emergency hours. The JR/ SR posted on call must respond to the information conveyed by the technician in a timely manner. They have to verify the results of investigations put up by the technician and also sign in the register against all results verified by them. Slides must be seen and results approved. In case of any doubt, JR/SR on call are advised to consult the faculty-in-charge.

6. Reporting of Laboratory results-

6.1 Approved results- of all laboratory investigations can be conveyed by the Laboratory technician on duty to wards/department if asked during emergency duty.

6.2 Emergency Investigations-

(a) Viral markers (HIV/HBV/HCV)- Rapid Immunochromatography test may be performed for patients to be taken up for emergency surgery. Results of tests can be conveyed by the Laboratory technician on duty to clinical residents if asked under intimation to SR on call and with a note that “**Rapid test results are to be confirmed by ELISA**”.

(b) Microbiology Investigations- Smears will be prepared and stained before calling the SR on call. In case of any doubt, instructions may be taken from the SR on call. **Results of all critical microbiology investigations received during emergency duty will be conveyed only by JR/SR on call/faculty-in-charge.**

7. Turnaround time- for rapid immunochromatography tests is 4 hours. For other microbiology investigations, it may vary depending on the investigation being asked for.

8. Code of Conduct- All Residents and Laboratory technicians posted on emergency duties are to maintain a polite and formal code of conduct at all times.

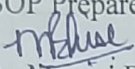
9. **Duty Report**- The laboratory technician on emergency duty will fill in the duty report in the register which will be also be signed by SR on-call duty. The duty register will be put up to the faculty-in-charge every day by 09.00 AM for perusal. The format of the duty report is as per **Appendix B**.

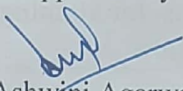
10. **Appendices-**

Appendix A- Emergency Investigations list of the Department of Microbiology, Pathology & Biochemistry

Appendix B- Format of Emergency Duty Report.

Dated:

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SOP approved by

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Appendix A

List of Specimens to be received for Emergency Microbiology Investigations

Sr. No.	Microbiology Investigations	Pathology Investigations	Biochemistry Investigations
1	Blood for Viral markers - HIV, HBsAg and HCV	Complete Blood Count (CBC)	Glucose
2	Rapid test for Malaria, Dengue and Chikungunya	Peripheral Smear for Malaria parasite (PS MP)	LFT with Enzymes
3	Cerebrospinal Fluid- for Staining, Microscopy and Culture	Bleeding Time & Clotting Time (BT CT)	RFT
4	Fluid Aspirate from sterile sites (Ascitic, Pleural, Pericardial, Synovial fluid etc.)- for Staining, Microscopy, and culture.	Blood Group (BG)	CK-MB
5	Throat swab for Diphtheria/ Pertussis- for Staining, microscopy and culture	CSF R/M	CRP
6	Stool from suspected Cholera for Staining, microscopy, and culture	Urine R/M	Electrolytes (Sodium Potassium, Chloride)
7	Gas gangrene specimen for Staining, microscopy, and culture		Serum Calcium (Total)
8	Amoebic Liver abscess for microscopy		
9	Samples collected intraoperatively		
10	Blood culture bottles for inoculation in an automated system		
11	KOH mount for microscopy and culture for suspected Mucormycosis		

Please note-

* Routine screening of viral markers (HIV/HBsAg/HCV) before surgery is not mandatory. However, in cases of emergency surgery where screening is considered essential by the clinician, samples will be received during emergency duty and the test will be performed by **Rapid Immunochromatography cards** only. The results of the test will be **confirmed by ELISA** the next day. Turn-around time for the rapid immunochromatography test is **4 hours** after sample receipt in the laboratory.

Appendix B

Format of Emergency Duty Report

1. Date: _____
2. Duty performed: From _____ AM/PM on _____ to _____ AM/PM on _____
3. Name of Laboratory Technician _____
4. Junior Resident on Call _____
5. Senior Resident on Call _____
6. Total number of samples received during emergency duty-

7. Important investigations received during duty-

S No	Name of Test	No. of Tests received	No. to tests found Positive	Remarks
(a)				
(b)				
(c)				
(d)				
(e)				

- a) Any unusual occurrence during the Emergency Duty-

- b) Anything else to report-

(Signature of Laboratory technician)

(Signature of SR-on-call)

(Signature of Faculty-in-charge)

(Signature of Head of the Department)