



Extended Access Training Guides

Support: mbpcc.extendedaccess@nhs.net

Consulting Guide (HCA Nurse) Offline Test Requesting

Introduction

The default consulting mode is to use remote consultation. As an HCA, nurse or phlebotomist it is likely the majority of your appointments will involve collecting and submitting pathology samples for testing. Remote consultation cannot be used to do pathology test requesting as the integration with TQuest does not work. Please follow the guide below for patients that required pathology tests.

Registering patients

Before you can request pathology tests, you must first ensure the patient is registered on the MBPCC EMIS system and that their information is fully up to date. If the patient is already registered then please ensure you check their details are up to date, including telephone numbers and registered GP practice details. Please refer to the Registration Management guide for help with this.

Offline test requesting

Unfortunately for go-live we have not been able to finalise the online test requesting solution that will allow use of TQuest. It is therefore necessary to use the offline test requesting process with some EMIS protocols that will assist with printing request forms and labels.

Identifying which tests are required

The tests that the practice require should be within a consultation on their EMIS system which you can access via the shared record. See the guide Shared Record Viewing if you are not familiar with how to do this. Once in the shared record, go to the consultations view. You should be able to find the most recent entry for a blood test. You will need to note down the tests as these will not be visible on the screen once you continue.

Generating the request using Offline Test Requesting

Create a new consultation and choose Test Request, Offline Test Request.

You will need to work through the pages of the template ticking all of the tests that are required. If there are any tests that you cannot find on the template then see later in this guide about how to include them. It is important that we record the tests for audit purposes.



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Once you have ticked all the relevant tests, click OK.

EDITESTPATIENT, Eight ()

Born 12-Mar-1972 (48y) Gender Male
NHS No. 999 999 9530

Template Runner

Pages: Biochemistry (cont.) Haematology Haemat (cont.) Histology / Cytology Immunology Microbiology Serology

Common Biochemistry Test Requests

<input type="checkbox"/> Test request : Urea and electrolytes	25-Sep-2020	
<input type="checkbox"/> Test request : Electrolytes	25-Sep-2020	
<input type="checkbox"/> Test request : Creatinine	No previous entry	
<input type="checkbox"/> Test request : Creatinine clearance test	No previous entry	
<input type="checkbox"/> Test request : Renal profile	No previous entry	
<input type="checkbox"/> Test request : C-reactive Protein	No previous entry	
<input type="checkbox"/> Test request : Serum calcium	No previous entry	
<input type="checkbox"/> Test request : Serum urate level	No previous entry	

Diabetic and Cardiac test Request

<input type="checkbox"/> Test request : Blood Glucose	25-Sep-2020	
<input type="checkbox"/> Test request : Glucose Tolerance Test	No previous entry	
<input type="checkbox"/> Test request : Haemoglobin A1c	No previous entry	
<input type="checkbox"/> Test request : Creatine Kinase	No previous entry	
<input type="checkbox"/> Test request : N terminal pro-brain natriuretic peptide level	No previous entry	

Liver and Proteins Test Requests

<input type="checkbox"/> Test request : Liver Function Tests	No previous entry	
<input type="checkbox"/> Test request : Amylase	No previous entry	
<input type="checkbox"/> Test request : AST - aspartate transam.(SGOT)	No previous entry	
<input type="checkbox"/> Test request : Gamma-glutamyl Transferase	No previous entry	
<input type="checkbox"/> Test request : Plasma total protein	No previous entry	
<input type="checkbox"/> Test request : Serum albumin	No previous entry	

Lipid Test Requests

<input type="checkbox"/> Test request : Fasting blood lipids	No previous entry	
<input type="checkbox"/> Test request : Lipids	No previous entry	
<input type="checkbox"/> Test request : Serum HDL cholesterol level	No previous entry	
<input type="checkbox"/> Test request : Serum triglycerides	No previous entry	

OK Cancel

Test Requests

EDITESTPATIENT, Eight ()

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Gender Male

Sample Type

Venous blood specimen

Venous blood specimen - Request Details

Edit Request Delete Request

Biochemistry - Venous blood specimen -

- Test request : Renal profile
- Test request : Blood Glucose
- Test request : Liver Function Tests

Haemat (cont.) - Venous blood specimen -

- Test request : Red Cell Folate
- Test request : Serum Ferritin
- Test request : Serum iron level
- Test request : Vitamin B12

Haematology - Venous blood specimen

- Test request : Full Blood Count

Urgent Fasted Inoculation Risk

Clinical Details

Sample Taken Sample Later 26-Sep-2020 Assign to User/Team

Note for Care Record (no task created)

Print Request Form(s)

Print Summarised View OK Cancel

It's very important that you set the correct options on this page as this is not what is used to generate the paper request form.

You do **NOT** need to complete fasting and clinical details here.

Select Note for Care Record and ensure that the Print Request Form box is **NOT** ticked.

Click OK.



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You will return to your consultation which will now contain the offline test request details.

Clinical details and other relevant information

Add a Comment section to your consultation. We have setup Quick Codes in EMIS to support you with this section.

If there were any tests needed that weren't on the template then type OTR and hit return. This will enter code Test Request. Type the names of any further tests needed on the same line as this code.

Hit return to start a new comment line.

If the patient has fasted, type FBS and hit return. This will enter the code Fasting sample.

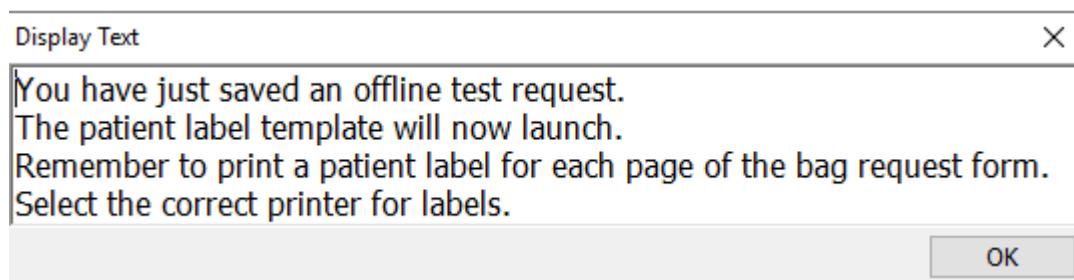
Hit return to start a new comment line.

If you need to enter clinical history or other information then type BST and hit return. This will enter the code Blood sample taken. Type the clinical history that needs to be included as free text on the same line as this code.

Enter any other information you feel is relevant to your consultation and then click Save.

Printing a test request form and bottle labels

The patient details and tube labels are controlled by a protocol that runs automatically when you save the consultation. Follow the prompts on screen.

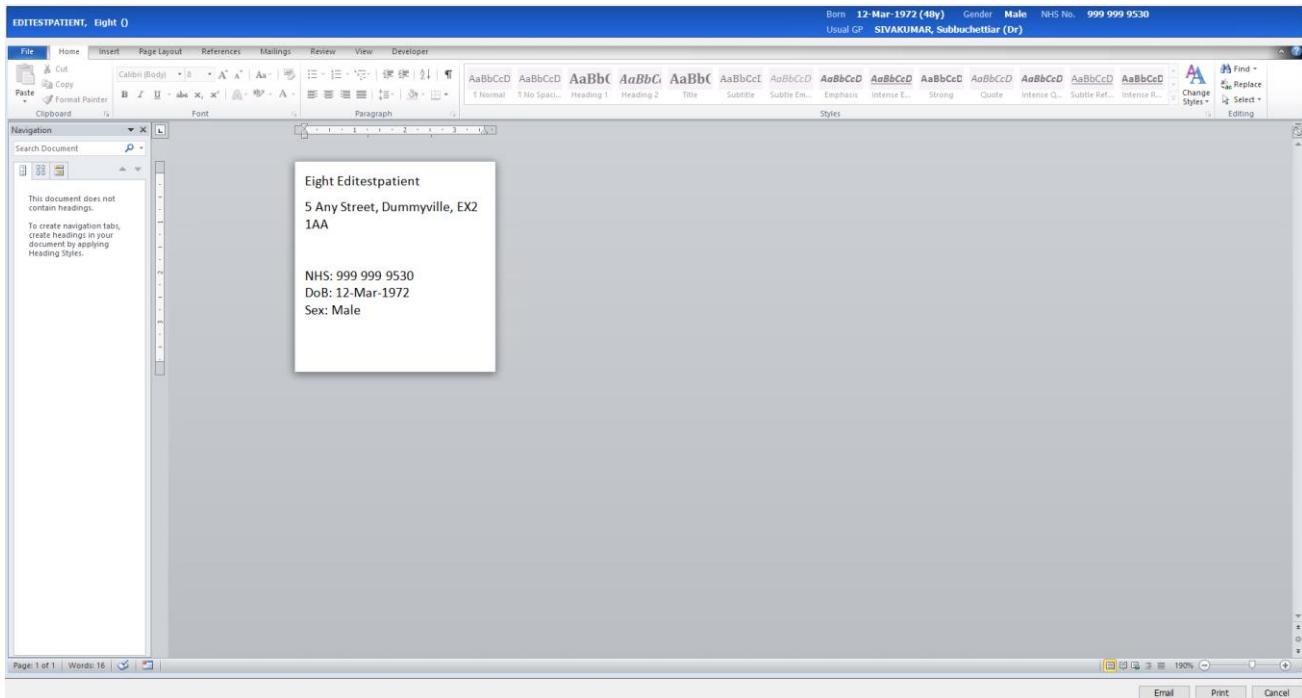


Click OK to continue.

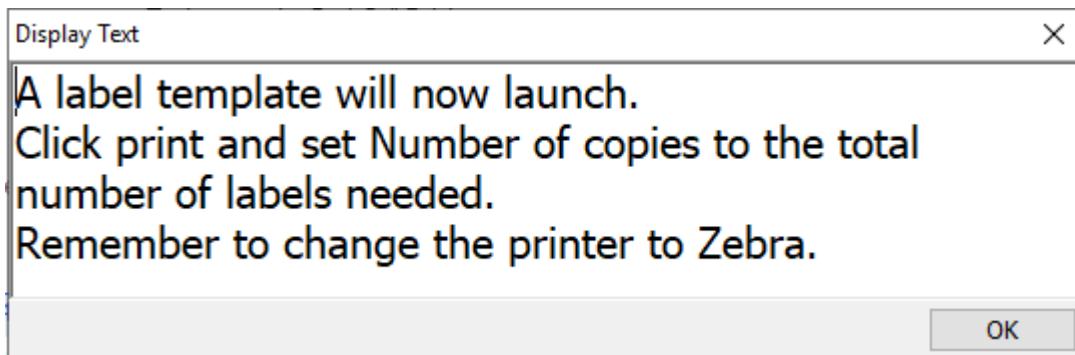
When the patient label template loads, ensure there is a telephone number included. This may be required if the lab or out of hours need to contact the patient about any urgent abnormal results. You can write a telephone number on the label once it is printed if necessary.



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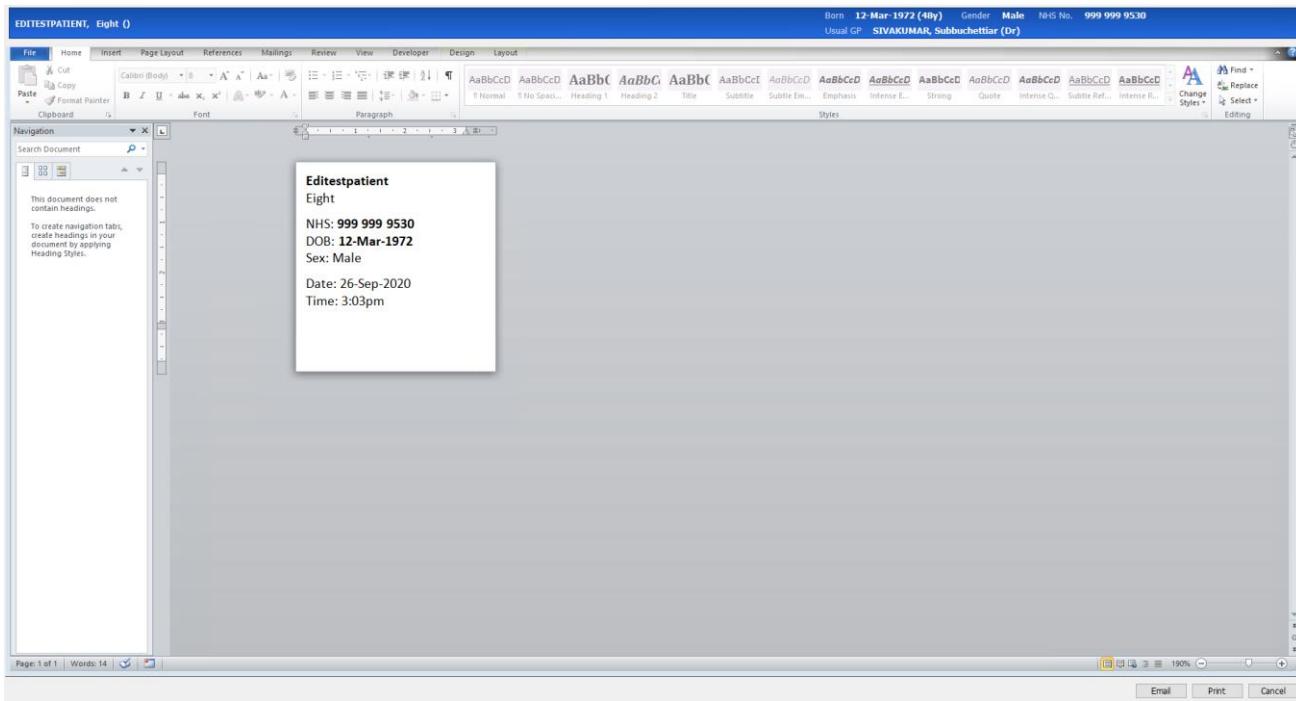
Click Print and ensure you select a printer that will print labels.



Click OK to continue.



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Click print and ensure you choose a label printer. These will usually be called Zebra or something similar. Change the Number of copies to the number of blood tubes you require.

Place a label on each blood tube. You do not need a label for the bag.

What to tell the patient

All results will be sent back to the patient's usual practice using the normal pathology reporting systems. You should advise the patient to contact their practice in 7-10 days in order to find out their test results.

Cervical Smear Tests

You should consult the shared record and Open Exeter to confirm the patient is due for a smear test. Laboratories may reject samples for any patients that are not due for a test.

Create a new consultation. Enter the usual information regarding cervix visualisation etc. Type CST and hit enter. This will enter the code *CA cervix – screening done* which triggers a protocol to run.

Once you have entered everything, save your consultation. The labels are controlled by a protocol that runs automatically when you save the consultation. Four labels will be printed: a smear taken label, two patient labels and a registered practice label.

When the template loads, click Print and choose the Zebra printer.

Ensure you write your NMC pin code on the smear taker label.



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Raise your request on Open Exeter in the normal manner. Affix the labels to the smear request form and pot as appropriate.