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	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Hematology
	Document Title:	BLEEDING TIME - DUKE'S METHOD (BT)

PURPOSE:

To describe in detail how to process the Bleeding Time test correctly and always in the same manner. It is a screening test for detecting disorders of platelet function and Von Willebrand's disease, to evaluate the vascular and platelet factors associated with hemostasis and frequently performed on pre-operative patients to ensure adequate hemostasis.

SCOPE:


Applies to all Hematology Section Staff of Laboratory Department of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

Medical Technologists (Medical Laboratory Scientists), Pathologists, Medical Doctors, Nurses, Medical Trainees, Laboratory Clerks

PROCEDURE:

1. Hand washing shall be performed before and after the procedure.
2. The wearing of Personal Protective Equipment such as gloves, masks, goggles/face shield and gowns shall be observed in doing the procedure.
3. The Medical Technologist cleans the puncture site with an antiseptic and pricks a 3-4mm deep on the fingertip with a special needle or lancet.
4. The Medical Technologist notes the time, first drop of blood appears.
5. The Medical Technologist removes the drop of blood with the filter paper at 30 seconds intervals, being careful not to touch the skin.
6. The end point is reached when no more blood appears in the filter paper.
7. If moderately prolonged, the twentieth drop will be $\frac{1}{2}$ the size of the first.
8. If markedly prolonged, the twentieth drop will be as large as the first drop.
9. Avoid pressure on the puncture sites while doing the procedure as this cause error in the bleeding time. Normal value: 1-3 minutes.
10. The Medical Technologist forwards properly the patient's request with the results and his name initials to the Hematology Section for encoding. In the HCLAB LIS

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system, the Medical Technologist enters user ID and password to display the main menu. Click Specimen Check-in icon and enter Patient Identification (PID) number (located at the bottom or back part of the request) or click Find Patient Order icon and enter patient's complete name to search for the PID.

Enter PID – Date – List – Check – Accept

11. Encoding is done before validation. Results are auto-transferred in the HCLAB LIS then released in the BIZBOX HIS system
12. For patients with pink form or with temporary request, names are logged into a list. An ID number is assigned and written on the patient's request.
13. The Medical Technologist/Laboratory Clerk prints out and releases results to outpatients at the reception area upon presentation of the Official Receipt (OR) and results for admitted patients are can be viewed and printed out by nurses to its respective stations.
14. Critical BT results must be reported to the Attending Physician or Nurse immediately.
15. Names and results of patient shall be recorded in the Hematology logbook.
16. Turn-around time for releasing BT result is within 30 minutes.

REFERENCE:

Hematology Handbook for Medical Technologists/Shirley I. Fabian-Cruzada, MSPH, RMT/Philippines

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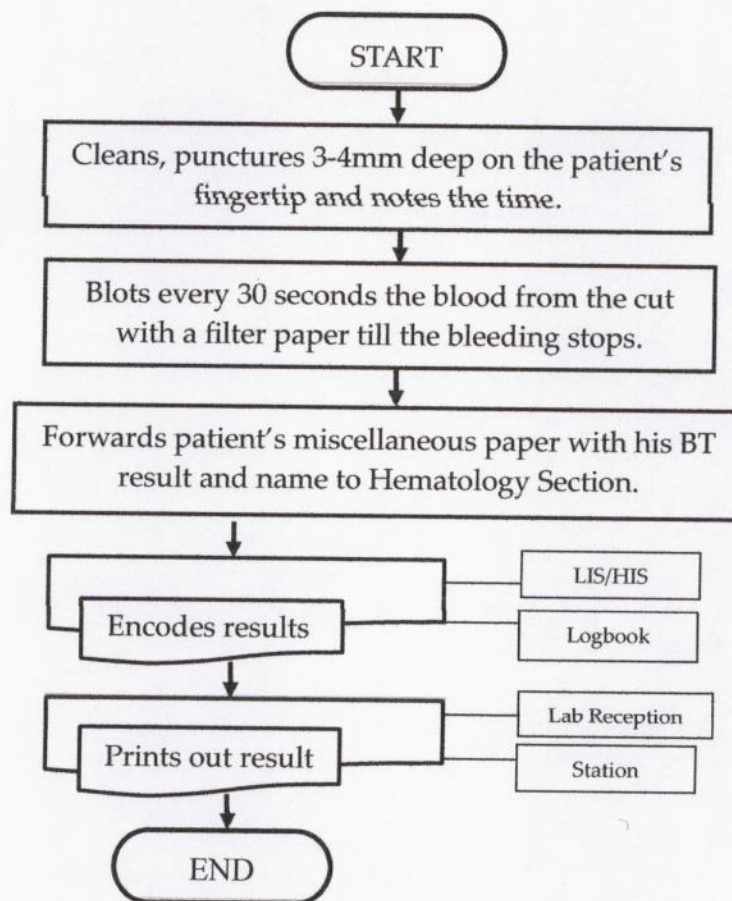



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FLOWCHART




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KEY TASKS	PERSON RESPONSIBLE
1. Encodes the request of the patient to BIZBOX system.	Laboratory Clerks and Nurses
2. Instructs patient for sample preparation.	Medical Technologist/Nurse
3. Ensures sample is acceptable for testing.	
4. Disposes properly and safely biohazardous and infectious wastes and materials.	
5. Ensures laboratory equipment is clean, functional and calibrated.	
6. Processes and analyzes samples. Reports result with significant findings.	
7. Releases and validates result thru BIZBOX System.	
8. Records result to Hematology logbooks.	Laboratory Clerks and Nurses
9. Endorses the patient's results to the patient or doctor.	

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