 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-57-P01-S08
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Hematology
	Document Title:	LUPUS ERYTHEMATOSUS (LE) PREPARATION

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

PURPOSE:

To describe in detail how to prepare and process the Lupus Erythematosus (LE) test correctly and always in the same manner. It is a screening procedure that is helpful in the diagnosis of Systemic Lupus Erythematosus (SLE) that is based on an in vitro immunologic reaction between the patient's auto-antibodies to nuclear antigens and damaged nuclei in the testing medium.

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 collects blood in a plain red top tube (5mL tube) properly labeled with complete patient's name and date of collection.
4. The Medical Technologist collects blood sample, filled to specified volume, no underfilling or overfilling and is inverted tip to tip 5 times gently for adequate mixing and to avoid hemolysis and destruction of chemical elements.
5. The Medical Technologist forwards properly the blood sample and patient's request to the Hematology Section. Medical Technologist then checks blood sample label, volume and clots prior to analysis. Not properly labeled sample is given back to the extractor for correct labeling. Insufficient volume and clotted sample is subject for repeat blood collection and the medical technologist, nurse in-charge or the patient will be informed immediately.
6. The 5 mL blood sample is allowed to clot (should not be agitated to prevent red cell hemolysis) and left at room temperature for 1 hour or 30 minutes at 37 C.

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7. The clot is removed and passed through a very fine copper wire screen and mashed by the use of a pestle.
8. The filtrate is then transferred to several capillary tubes or wintrobe hematocrit tubes.
9. The tubes are centrifuged for about 10 minutes at 1500-2000 rpm or until 3 distinct layers (buffycoat or the middle layer is then transferred to the slides, mixed and smeared. Smears are air-dried and stained using Wright's stain.
10. The slides are scanned microscopically with low and high power objectives to locate areas suggestive for the presence of LE cells. These areas are best examined with oil immersion objective.

Manner of Reporting: Positive for LE Cells or No LE Cells seen

11. The Medical Technologist notes microscopic findings in the request and encodes results in the system.
12. Positive LE Preparation results must be reported to the Attending Physician or Nurse immediately.
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. Names and results of patient shall be recorded in the Hematology/Miscellaneous logbook.
15. Turn-around time for releasing LE Preparation result is within 3 hours.


REFERENCE:

https://en.m.wikipedia.org/wiki/LE_cell


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APPROVAL:


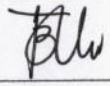

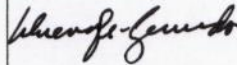

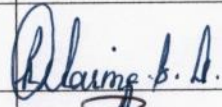

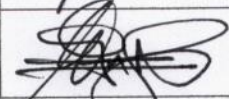
	Name/Title	Signature	Date
Prepared by:	REDABELLE DIONEIO-SEGOVIA, RMT Section Head, Hematology	<i>[Signature]</i>	07-06-2022
Verified:	TIFFANY B. VILLANUEVA-COO, RMT Laboratory Manager	<i>[Signature]</i>	7-6-2022
	MONICA B. VILLANUEVA, RMT, PhD Laboratory Manager	<i>[Signature]</i>	7-6-2022
	MELANIE ROSE B. ZERRUDO, MD, FPSP Chair, Department of Pathology	<i>[Signature]</i>	7-6-2022
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	07-06-2022
Recommending Approval:	ROSARIO D. ABARING, MAN, PhD Ancillary Division Officer	<i>[Signature]</i>	07-06-2022
	FREDERIC IVAN L. TING, MD OIC - Total Quality Division	<i>[Signature]</i>	7/8/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	9/11/22

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KEY TASKS	PERSON RESPONSIBLE
1. Encodes the request of the patient to BIZBOX system.	Laboratory Clerks and Nurses
2. Extracts blood sample from the patients.	Medical Technologist/Nurse
3. Checks sample label and volume prior to analysis.	
4. Disposes properly and safely biohazardous and infectious wastes and materials.	
5. Encodes the request in the system.	
6. Processes and analyzes samples.	
7. Releases and validates result thru BIZBOX System.	
8. Records result to Hematology logbooks.	
9. Endorses the patient's results to the patient or doctor.	Laboratory Clerks and Nurses

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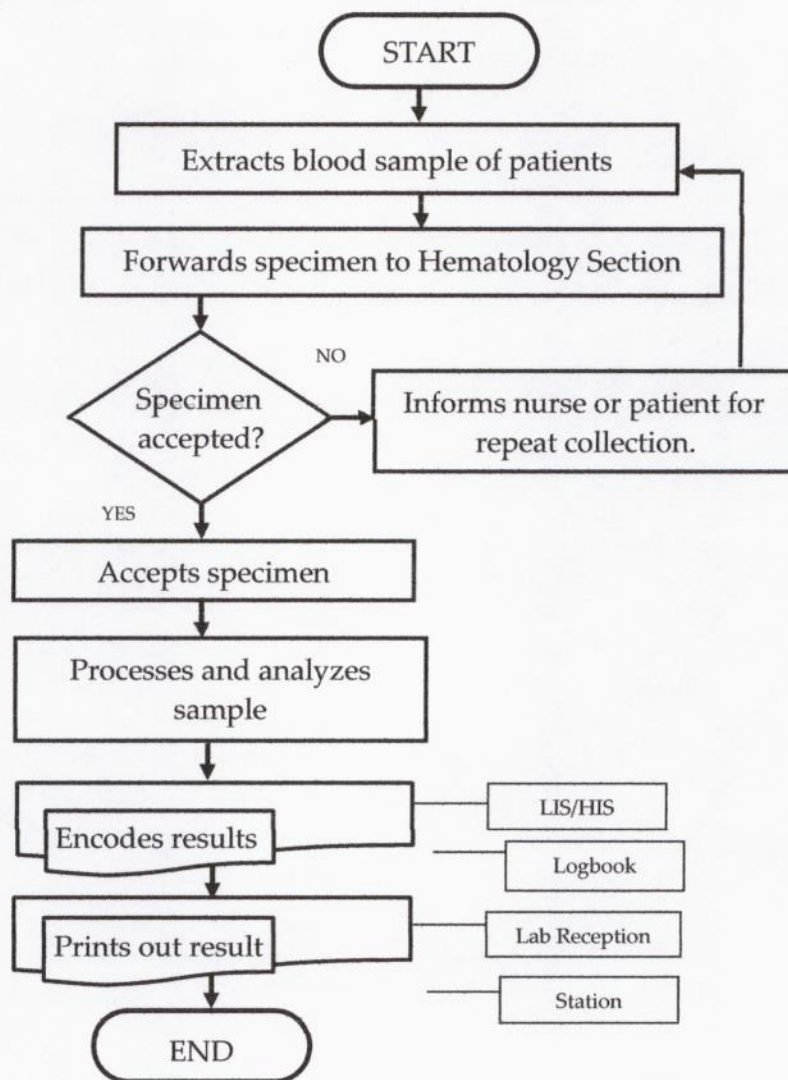



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

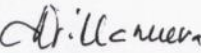
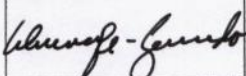

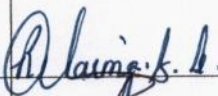

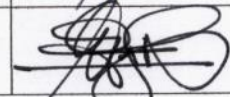
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FLOWCHART



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