


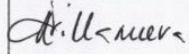
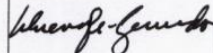

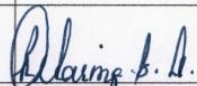

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-57-P01-WI08
	Effective Date:	06-30-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Hematology
	Document Title:	LUPUS ERYTHEMATOSUS (LE) PREPARATION

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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Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		07-06-2022
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		

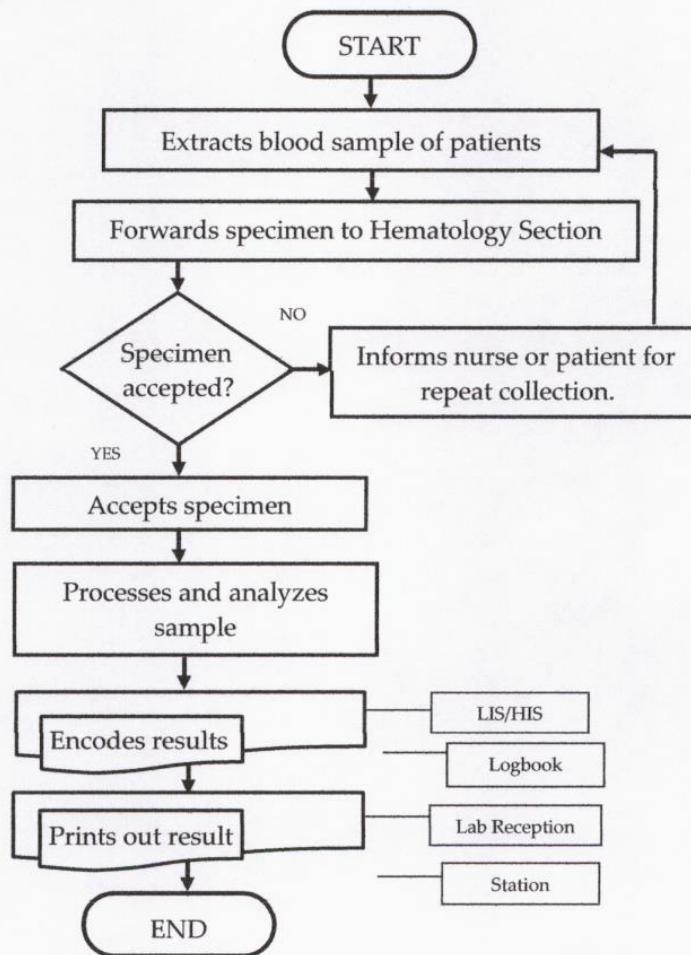



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FLOWCHART



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	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Hematology
	Document Title:	SEMEN ANALYSIS

PURPOSE:

To describe in detail how to process the Semen Analysis test correctly and always in the same manner. It is a test used to evaluate certain characteristics of a male's semen and the sperm contained therein.

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

GENERAL GUIDELINES:


1. All laboratory requests shall be entered into the computer BIZBOX HIS system following instructions as programmed.
2. The patient shall observed the following:
 - 2.1 Patient to be sexually abstinent for 2-7 days before the sample is collected. Allows for accurate representation of normal ejaculate.
 - 2.2 Specimen maybe collected at the laboratory collection room or maybe immediately brought in by the client right after collection outside the laboratory. If the client is on site, he shall notify the laboratory regarding the time for the sample to arrive. The sample shall arrive in the laboratory within 1 hour of collection for appropriate analysis. It is critical for the specimen to be examined while it is fresh. Sperm motility is the most affected by this time limitation, but the other values are not affected. It shall be indicated in the laboratory slip the time sample is collected and received.
 - 2.3 Semen specimens shall be collected in a clean glass or non-toxic plastic, dry, wide mouth container. The entire specimen is needed for analysis. (Analysis of ejaculate changes from initial secretions and the later secretions. Accuracy cannot be ensured if the entire sample is collected).

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- 2.4 Masturbation shall be the preferred method of collection. However, this method may not acceptable to some clients. Specifically manufactured condoms, which are free of spermicides may be available. Coitus interruptus is least acceptable because some of the initial ejaculate may be lost and the sample may be contaminated by vaginal secretions.
 - 2.5 If the sample is collected off site, it shall be transported at near body temperature to ensure accurate result (Note: keeping the collected sample collected inside the shirt and close to the body will help maintain the temperature). Instruct the client to avoid excessive heat or cold when transporting the specimen.
 - 2.6 An accurate history of prescription and recreational drugs, habits (such as regular hot tubs), injuries and infections is important.
 - 2.7 For evaluation of vasectomy, the client shall be instructed to ejaculate once or twice before the examination day.
3. Adhere to standard precautions. Provide adequate privacy for the collection of the specimen.
 4. The wearing of Personal Protective Equipment such as gloves, masks, goggles/face shield and gowns shall be observed in doing the procedure.
 5. Hand washing shall be performed before and after the procedure.
 6. Specimens collected shall be considered as biohazardous material.
 7. Semen Analysis results shall be released and observe the Releasing of Results Policy.
 8. Turn-around time for releasing Semen Analysis result is 3 hours. It may also depend on the liquefaction of the semen sample.

PROCEDURE:

1. The Medical Technologist examines the gross appearance of the sample noting the color, pH reaction, volume and the liquefaction on viscosity freshly ejaculated semen is a viscid, opaque, white coagulum. Normally the volume ranges from 1.5


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to 5 mL. Infertile males often have an increased volume with a diminished sperm count.

2. To evaluate the sperm motility, the Medical Technologist places a drop of seminal fluid. The Medical Technologist examines the specimen under high power objective to determine the percentage of motile spermatozoa. Normally more than 70% of spermatozoa show active motility within one hour of collection. In addition, the numbers of white and red blood cells are also noted.
3. The Medical Technologist puts into the pipette the well-mixed liquefied seminal fluid to 5 marks and dilute to 11 mark of the WBC pipette. The Medical Technologist loads the specimen into the pipette shaker to vigorously mix.
4. The Medical Technologist charges the specimen into a Neubauer hemacytometer chamber, allows it to settle for 2 minutes. Counts four large corner squares of the counting chamber and multiplies the figure obtained by 50,000 to obtain 60-150 million count per mL normal range from per mL are associated with infertility.
5. The Medical Technologist notes down the sperm morphology by percentage of normal and abnormal forms from the stained pull-apart smear.
6. The Medical Technologist notes all macroscopic and microscopic findings and encodes results in the system.
7. The Medical Technologist/Laboratory Clerk prints out results for outpatients at the reception area and results for admitted patients can be viewed and printed out by nurses to its respective stations.
8. Names and results of patient shall be recorded in the Hematology/Miscellaneous logbook.


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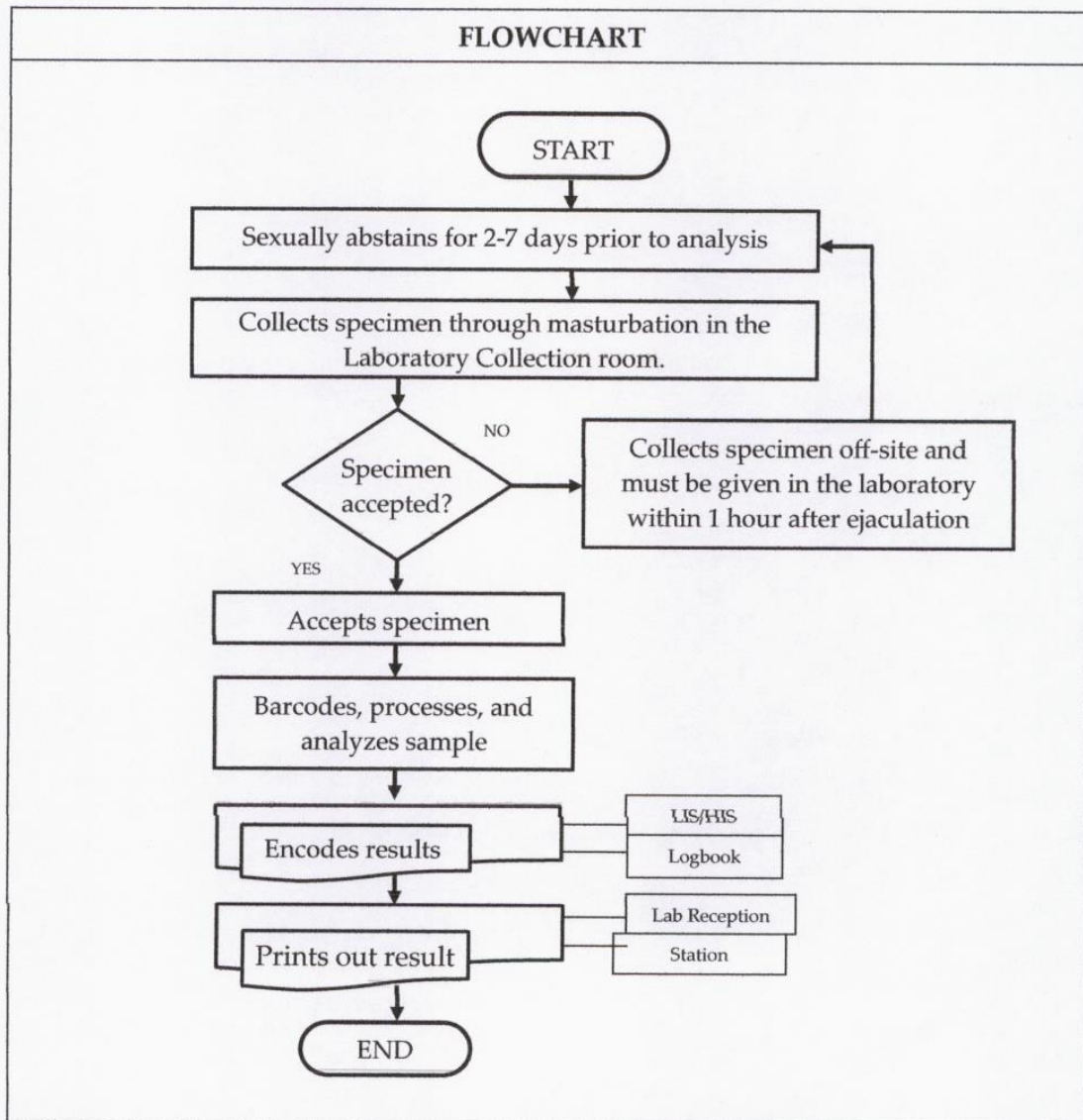
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

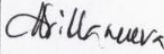
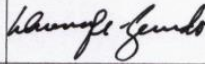


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	Document Type:	Work Instruction
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	Department/Section:	Hematology
	Document Title:	SEMEN ANALYSIS

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. Provides adequate privacy for the collection of the specimen.	
4. Ensures sample is acceptable for testing.	
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.	Laboratory Clerks and Nurses
9. Endorses the patient's results to the patient or doctor.	

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	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	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 ½ 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:

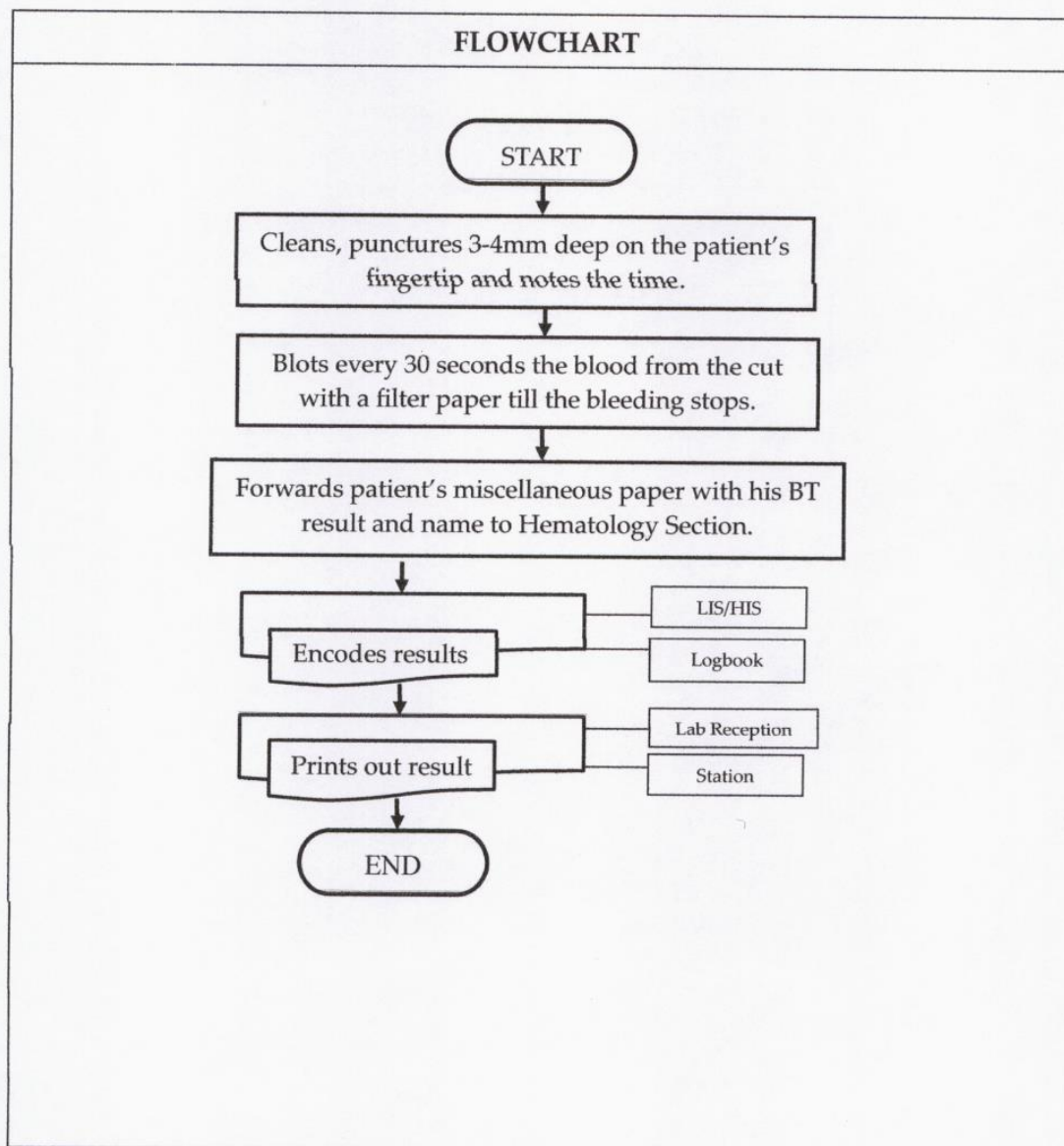
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KEY TASKS	PERSON RESPONSIBLE
1. Encodes the request of the patient to BIZBOX system.	Laboratory Clerks and Nurses
2. Instructs patient for sample preparation.	Medical Technologist/Nurse
3. Ensures sample is acceptable for testing.	
4. Disposes properly 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.	
9. Endorses the patient's results to the patient or doctor.	Laboratory Clerks and Nurses

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