

Date: May 25, 2011

To: All Physicians, All Nursing staff, Public Health, Infection Prevention & Control, Emergency Medical Services, Pharmacy Services, Respiratory Therapy, Diagnostic Imaging, Laboratory Managers and Directors

From: AHS Laboratory Services

Re: New Laboratory Policy - Acceptance of Laboratory Samples and Test Requests
****Revised – July 1, 2011 Implementation Date****

PLEASE POST OR DISTRIBUTE AS WIDELY AS APPROPRIATE

Key Messages:

- In response to the valuable feedback provided by our partners and colleagues, implementation of the new Acceptance of Laboratory Samples and Test Requests Policy will come into effect **July 1, 2011**.
- During the period of June 1 to July 1, 2011, the laboratory will be providing an adjustment period by alerting submitters to deviations from the new policy. No samples will be rejected based on the new policy until July 1, 2011.
- The new policy will apply to all clinical, non-clinical and environmental samples and test requests submitted to the laboratory.

Why this is important:

- AHS Laboratory Services has developed and is implementing a provincial policy for consistent practice of sample acceptance for the province. The new policy recognizes that the quality and accuracy of laboratory results can only be assured when samples and test requests meet specific criteria for collection, labeling and integrity.
- Samples and test requests with a defined major discrepancy/deficiency in required information will be rejected unless there is an approved exception as defined in the policy.
- Deficiency Resolution Forms from the Laboratory will be used to resolve any missing or discrepant information when required.
- A report that includes a statement identifying the deficiency and the action taken will be sent back to the requesting practitioner for all samples and/or test requests that do not meet acceptance criteria.

Action Required:

- Review the provincial Acceptance of Laboratory Samples and Test Requests criteria tables posted at <http://www.albertahealthservices.ca/3298.asp>
- Ensure all samples submitted to the Laboratory meet defined criteria

For additional questions contact:

Laboratory Client Services at 1-877-868-6848 or labclientservices@albertahealthservices.ca

This bulletin has been reviewed and approved by:
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