



POLICY AND PROCEDURE	
SUBJECT/TITLE:	Centrifuging Blood Samples After Hours
APPLICABILITY:	Disease Intervention Specialist (DIS), Director of Nursing (DON), Laboratory Personnel
CONTACT PERSON & DIVISION:	Diane Thompson, RN, MSN Nursing
ORIGINAL DATE ADOPTED:	07/01/2014
LATEST EFFECTIVE DATE:	10/25/2022
REVIEW FREQUENCY:	Every five (5) years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	200-12-P

A. PURPOSE

The intent of this document is to describe the standards for spinning down blood samples after clinic hours. Adherence to this standard will:

1. Foster staff understanding of procedure for spinning down blood samples after hours.
2. Improve staff efficiency and service.
3. Preserve the sample.

B. POLICY

Only nursing staff that has been trained to spin-down blood samples are permitted to process them after clinic hours. At a minimum, the following staff will be trained:

Disease Intervention Specialist (DIS), Nursing Disease Intervention Specialist (RN-DIS), Director of Nursing (DON), Laboratory Personnel

C. BACKGROUND

N/A.

D. GLOSSARY OF TERMS

N/A.

E. PROCEDURES & STANDARD OPERATING GUIDELINES

Personal Protective Equipment (PPE) includes gloves and shield or other eye protection.

1. Place collection tube in appropriately sized hole: purple topped-white spacer, red or gold top black spacer and oversized tubes in hole with no spacing tube.
 - a. Equalize the load with a balance tube that is of the same or approximate volume and size (place opposite where the collection tube sits).
2. Close lid.
3. Check LED display on the front (left side) – should be set at 5 min. If it is not hit the P1 button.
4. Hit start.
5. Allow centrifuge to come to a complete stop, do not attempt to open centrifuge while it is still spinning. Once completed it will open automatically.



6. After spinning, place labeled specimen in a rack and place in the refrigerator with paperwork (note specimen should remain in an upright position after spinning).
7. Clinician will inform the laboratory staff either verbally (in person or via phone) or by text message either before the specimen is collected or as soon as the specimen is centrifuged and refrigerated.
8. After hour specimens will be run the next business day or at a mutually agreed upon time between the person collecting the specimen and the laboratory personnel.
9. The following detail is considered an appropriate label for after-hour specimens:
 - a. Name of individual
 - b. Date AND time of blood draw

F. CITATIONS & REFERENCES

N/A.

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Brianna Rante, Disease Intervention Specialist
2. Diane Thompson, Director of Nursing
3. Heather MacDonald, Laboratory Technician
4. Jon Elias, MD, Medical Director
5. Christina Henning, Lab Director

H. APPENDICIES & ATTACHMENTS

N/A

I. REFERENCE FORMS

N/A.

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes
06/04/2018		Brianna Rante	N/A
10/25/2022		Christina Henning	Minor changes based on device upgrade

K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.