



Bureau of Corrections

HEALTH AND WELFARE SERVICES LABORATORY EXAMINATIONS WORK INSTRUCTION

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REVISION HISTORY AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	Supt. Roberto R. Rabo

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1. PURPOSE

To maintain standard work instruction on laboratory examinations at the New Bilibid Prison and other OPPF Hospitals/Infirmaries.

2. SCOPE

This work instruction ranges activity on laboratory examinations done and available at the NBP and other OPPF Hospitals and infirmaries.

3. DEFINITION OF TERMS AND ACRONYMS

3.1. TERMS

Med. Tech. Aide/technician	<ul style="list-style-type: none"> One who assists Med. Tech. on errands.
Blood Typing	<ul style="list-style-type: none"> A blood examination to determine patient's blood Serotype.
Cross Matching	<ul style="list-style-type: none"> An examination done to determine compatibility between donor and recipient. This is done prior to blood transfusion.
Pathologist	<ul style="list-style-type: none"> A physician who interprets and diagnoses the changes caused by disease in tissues and body fluids.
Medical Technologist	<ul style="list-style-type: none"> An allied health professional that analyses and tests body fluids and tissues.
Histopathology	<ul style="list-style-type: none"> Refers to the microscopic examination of tissue in order to study the manifestations of disease.

3.2. ACRONYMS

Med. Tech.	<ul style="list-style-type: none"> Medical Technologist
Lab.	<ul style="list-style-type: none"> Laboratory
NOD	<ul style="list-style-type: none"> Nurse on Duty
BT	<ul style="list-style-type: none"> Blood Transfusion
CBC	<ul style="list-style-type: none"> Complete Blood Count
FA	<ul style="list-style-type: none"> Fecalysis
UA	<ul style="list-style-type: none"> Urinalysis
NOD	<ul style="list-style-type: none"> Nurse on Duty
FNAC	<ul style="list-style-type: none"> Fine Needle Aspiration Cytology



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4. PROCEDURE DETAILS

Item No.	Activities	Responsibility	Interface
1	<p>Receives request for laboratory examinations</p> <p>1.1. NOD submits request for laboratory examinations to the laboratory section. If a sample is required, it will be submitted together with the request.</p> <p>1.2. Med. Tech. receives request and sample, and record to laboratory logbook.</p> <p>1.3. Med. Tech. is responsible to acquire blood requested to different blood banks.</p>	<ul style="list-style-type: none"> • Med.Tech. • Ward NOD 	Request for laboratory examination
2	<p>Blood Extractions</p> <p>2.1. Med. Tech. explains procedure to patient.</p> <p>2.2. Blood extraction is done aseptically. Places blood to test tubes and labelled properly.</p> <p>2.3. Other samples for lab. examinations are also properly labelled.</p>	<ul style="list-style-type: none"> • Med. Tech. 	
3	<p>Microscopic Examination</p> <p>3.1. All samples undergo microscopic examinations.</p> <p>3.2. Med. Tech. examines samples accurately.</p> <p>3.3. Med. Tech. calibrates equipment properly for accurate readings.</p>	<ul style="list-style-type: none"> • Med.Tech 	
4	<p>Blood Transfusion</p> <p>4.1. NOD submits filled-up Request for BT form as well as request for blood typing and cross matching.</p> <p>4.2. If blood for transfusion is available, blood typing and cross matching will be performed by Med. Tech.</p>	<ul style="list-style-type: none"> • NOD • Med.Tech 	Request for BT Form



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Item No.	Activities	Responsibility	Interface
5	<p>4.3. Once blood is ready for transfusion, Med. Tech. Aide will forward blood to NOD in charge of the patient.</p> <p>4.4. NOD receives blood and affix signature on laboratory logbook.</p> <p>Laboratory Results</p> <p>5.1. Once results are determined, it will be printed correctly.</p> <p>5.2. All results are recorded at laboratory logbook.</p>	<ul style="list-style-type: none"> Med.Tech Aide 	
	<p>6</p> <p>Releasing of Laboratory Results</p> <p>6.1. Med. Tech. aide distributes results to respective Ward NOD.</p> <p>6.2. Ward NOD affixes signature to laboratory logbook upon receiving the results.</p>	<ul style="list-style-type: none"> Med.Tech Aide 	Laboratory Examination Results
7	<p>Fine-Needle Aspiration Cytology (FNAC)</p> <p>7.1. Med. Tech. receives request form for FNAC from NOD. Request will be recorded at lab. logbook.</p> <p>7.2. Med. Tech will inform NOD on the schedule of FNAC which will correspond to the schedule date of duty of the Pathologist.</p> <p>7.3. On the day of the procedure, patient will be called to the laboratory section for information and instructions.</p> <p>7.4. After the procedure, patient will be send back to ward.</p> <p>7.5. NOD will be notified when result will be released.</p> <p>7.6. Med. Tech. Aide will</p>	<p>Pathologist Med.Tech. Med. Tech. Aide NOD</p>	<p>FNAC Request Form</p> <p>FNAC Result</p>



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Item No.	Activities	Responsibility	Interface
8	<p>forwarded to NOD, let NOD affix signature to the lab. logbook.</p> <p>Request for Histopathological Examination</p> <p>8.1. Med. Tech. receives request for histopathological examination together with tissue specimen properly labelled.</p> <p>8.2. Specimen will be handled properly.</p> <p>8.3. Specimen will be examined by Pathologist.</p> <p>8.4. Med. Tech. or Med. Tech. Aide will forward result to NOD once available and will let her affix signature to lab. logbook.</p>	<p>Pathologist Med. Tech. Med. Tech Aide NOD</p>	<p>Histopathological Examination Form</p> <p>Histopathological Examination Result</p>