

ACCURATE REQUESTING ON TRAKCARE

Select patient from ward patient list – **Not floorplan**

Click on - **NEW REQUEST TAB**

Select blood tests required

To add additional tests onto the list – Press & hold CTL key to make further selections

Any tests that are not visible on the TrakCare list – look in the 'ITEM' search box

ALWAYS TICK THE BOX – SPECIMEN COLLECTED - OR FORMS WILL NOT PRINT



Only leave blank if collecting samples at later date

Any tests not fulfilled will be automatically removed from TrakCare within 7 days

Add all orders to list – click on – **ADD TO LIST**
View all orders listed (you have the opportunity to amend requests here)

Complete information required, giving reasons for requests
You will be required to input your password when your list is complete

Request forms will be printed
Take printed forms & unlabelled sample tubes to beside

Confirm patients identification by checking full name, CHI number & DoB with details on wristband.
Label sample bottle – REMEMBER - Samples for transfusion must be handwritten
Send form and sample (when required) to the laboratory

THE 5 DEADLY SINS OF TRANSFUSION SAMPLING



NEVER take a sample from a ward patient who is not wearing an identification band

NEVER label a blood sample from the request form. Check the patient's name DoB & CHI from the identification band

NEVER label or sign samples taken by someone else

NEVER label samples away from the patient

NEVER pre-label sample bottles



Remember - a transfusion sampling error can kill your patient