


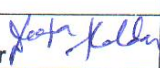

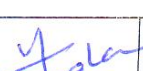


Annexure 4

Vardhman Mahavir Medical College & Safdarjung Hospital	Clinical Biochemistry Unit & NEB Biochemistry lab	
	Document Name	Policy on Turn Around Time
	Document Number	SJH/BIOCHEM LAB/CBU & NEB/POLICY/TAT/04

Document Name:	Policy on Turn Around Time
Document No.:	SJH / BIOCHEM LAB / CBU & NEB / POLICY TAT / 04
No. of Pages:	4
Date Created:	17 / 9 / 2020
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Prepared By:	Designation: ASSOCIATE PROFESSOR Name: DR. DEEPA HALDAR Signature: 
Reviewed By:	Designation: ASSOCIATE PROFESSOR Name: DR. VIBHA UPPAL Signature: 
Approved by :	Designation: DIRECTOR PROF Name: DR ANITA RANI Signature: 

Issue No.: 01	Issue Date:	Amendment No:	Amendment Date:	CONTROLLED DOCUMENT
Prepared by: Dr. Deepa Halder 	Reviewed by: Dr. Vibha Uppal 	Approved by: Dr. Anita Rani 	Page 1 of 4	

Vardhman Mahavir Medical College & Safdarjung Hospital	Clinical Biochemistry Unit & NEB Biochemistry lab	
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1. PURPOSE: Turnaround time is defined as the usual amount of time between the time a specimen is received within the laboratory and the result is available. The purpose of this policy is to establish timely generation of patient reports.

2. SCOPE: This policy is applicable to all the samples received by the laboratory.

3. RESPONSIBILITY: All the laboratory staff

4. POLICY:

4.1. For samples collected in the Clinical Biochemistry Unit (Fasting & PP Glucose and Lipid Profile)

(Turn Around Time = 1 day)

- 4.1.1. Samples collection starts at 8:30 AM and continues till 11:30 AM.
- 4.1.2. Samples are processed, analysed and reported the very same day.
- 4.1.3. Blood glucose reports are dispatched to the respective OPDs next day at 9 AM.
- 4.1.4. For Lipid Profile reports, patients come to collect their own reports at the report dispatch counter in the lab (Room no. 414).

4.2. For samples collected in Central Collection Centre (OPD Patients)

(Turn Around Time = 1 day)

- 4.2.1. First lot of samples are brought from the central collection centre at 10:30 AM and the last lot of samples are brought at 12:30 PM.
- 4.2.2. Samples are processed, analysed and reported on the same day.
- 4.2.3. Reports are dispatched to the respective OPDs next day at 9 AM.

4.3. For samples collected in the wards (IPD Patients)

(Turn Around Time = 7 hrs.)

- 4.3.1. Samples are received from 09:00 AM to 11:30 AM at the sample receiving counter in Clinical Biochemistry Unit.
- 4.3.2. Samples are processed, analysed and reported on the same day.
- 4.3.3. Reports are dispatched on the same day at 4:00 PM to the respective wards.

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4.4. For samples collected in the ICUs

(Turn Around Time = 6 hrs.)

- 4.4.1. Samples are received from 09:00 AM to 11:30 AM at the sample receiving counter in Clinical Biochemistry Unit.
- 4.4.2. Samples are processed, analysed and reported on the same day.
- 4.4.3. Reports are dispatched on the same day maximum by 3:00 PM to the respective ICUs.

4.5. For samples collected in SSB (Both OPD and IPD Patients)

(Turn Around Time for IPD = 7 hrs.

Turn Around Time for OPD = 1 day

Turn Around Time = 6 hrs.)

- 4.5.1. Samples collection starts at 9:00 AM till 11:30 AM.
- 4.5.2. Samples are processed, analysed and reported on the same day.
- 4.5.3. ICU reports are dispatched on the same day maximum by 3 PM.
- 4.5.3. Ward reports are dispatched on the same day at 4 PM.
- 4.5.4. OPD reports are dispatched next day at 9 AM.

4.6. For samples received in NEB

(Turn Around Time for NEB wards and ERs = 3 hrs.



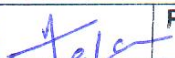
Turn Around Time for other wards = 6 hrs.)

- 4.6.1. Samples are received round the clock from casualty wards, ICUs and triage area and from 11:30 AM onwards from other wards.
- 4.6.2. Samples are processed, analysed and reported within 2-2.5 hrs.
- 4.6.3. Reports are dispatched within 3 hrs. to the casualty wards, ICUs and triage area and within 6 hours to the general wards.

4.7. For samples marked Urgent (CBU & NEB)

(Turn Around Time – 2.5 hrs.)

Samples which are marked very urgent or requested on phone by the doctor on duty for urgent notification are analysed in STAT mode and reported and notified on call within 2.5 hours.

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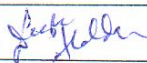


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5. REFERENCE DOCUMENTS & RECORDS

S. No.	References	
1.	Pre accreditation entry level standards for hospitals (First Ed.)	AAC.5.
2.	ISO 15189:2012	Clause 5.9
3.	Quality Manual	SJH/BIOCHEM LAB/CBU & NEB/ Manuals/QM/01
4.	TAT Register – general ward	SJH/BIOCHEM LAB/CBU/REG/TAT-IPD/14
5.	TAT Register – general ward	SJH/BIOCHEM LAB/NEB/REG/37A
6.	TAT Register – ICU	SJH/BIOCHEM LAB/CBU/REG/TAT-ICU/15
7.	TAT Register – NEB	SJH/BIOCHEM LAB/NEB/REG/37B
8.	TAT Register – Urgent samples	SJH/BIOCHEM LAB/CBU/REG/TAT- URGENT/31
9.	TAT Register –STAT samples	SJH/BIOCHEM LAB/NEB/REG/38

6. REVISION HISTORY

Revision: 00

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