

STANDARD OPERATING PROCEDURE PATHOLOGY RESULTS

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VALIDITY – All local SOPS should be accessed via the Trust intranet

CHANGE RECORD

Version	Date	Change details
1.0	27/05/22	New SOP. Approved at Clinical Network (Primary Care) 27-May-22.
1.1	23/06/2023	Reviewed. Section 5 removed. Approved at Primary Care Clinical Network (23 June 2023).

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1. INTRODUCTION

Blood and Urine tests are routinely carried out in GP Practices to diagnose and manage clinical conditions. It is important that the results are filed away and followed up appropriately to avoid unnecessary delays in treatment and patient care.

2. SCOPE

This SOP will be used across all Primary Care Services within Humber Teaching NHS Foundation Trust. It applies to all permanent, temporary, locum, P2P, and salaried clinicians working within a Humber Teaching NHS Foundation Trust GP Practice.

3. DUTIES AND RESPONSIBILITIES

The Primary Care Clinical Network Group Forum will develop, approve, implement, and review the effectiveness of this SOP.

The Clinical Leads, Practice Managers, and Service Manager will ensure dissemination and implementation of this SOP. They will also escalate any concerns to the GP Lead for Primary Care and to the Primary Care Clinical Network Group.

4. PROCEDURES

- In an ideal situation the clinician requesting the pathology tests should be filing away and actioning the results, but this may not be possible due to whole host of reasons (annual leave, sickness, results coming in on a non-working day, and results not matched to correct clinician on S1 etc). In these situations, the Practice needs to ensure that these results are viewed and actioned in a timely manner by the most appropriate clinician on the day.
- When filing away results- appropriate Read Codes should be added to the records at the same time e.g. for newly diagnosed pre-diabetes, newly diagnosed CKD, newly diagnosed subclinical hypothyroidism etc.
- When filing away results; previous results for the same parameters should be acknowledged to determine if it needs further action.
- If test results need further action; this needs communicating to the patient in the most appropriate manner (text message, task to reception, booking in appointments etc).
- The clinician needs to ensure that the administrative staff are aware of the urgency of any follow up appointments or if tests need repeating again (e.g. same day appointment, appointment within 48 hours, same week appointment etc).
- Ideally all pathology results should be filed away by the end of the working day. If there are workload pressures on the day then normal results may be left till the next working day to be filed away but all abnormal results should at least have been viewed by a clinician before leaving work.