

The Queen Elizabeth Hospital



Lab User Handbook Summary

General Information

- **Location:** Ground floor of Queen Elizabeth Hospital, Barbados.
 - **Services:** Diagnostic testing for inpatients, outpatients, private practitioners, polyclinics, and regional institutions.
 - **Hours:**
 - **Routine Services:** Monday–Friday, 8:15 AM–4:30 PM.
 - **Emergency Services:** After hours, weekends, and holidays for key departments (e.g. Blood Bank, Haematology).
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Requesting Laboratory Services

- **Submission Requirements:**
 - **Written request only;** verbal requests accepted only to add tests to a previously submitted written request.
 - **Urgent tests** must be clearly marked and justified to avoid delays.
 - **Frozen sections** require 24-hour advance notice to Histopathology for elective case
 - **Private patients** must pay for tests before sample collection.
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Requisition Forms & Sample Labeling

- Use official forms only—**no handwritten notes or forms from other departments.**
- Must include:
 - Two identifiers (e.g. name and hospital/ID number)

- Doctor's name and signature
 - Clinical details and timing of drug intake (if relevant)
 - **Labeling**
 - Specimens must match the requisition form labels details exactly.
 - Incomplete, mismatched, or contaminated forms/specimens will be **rejected**.
 - **Histology, Cytology and Microbiology:**
 - Clearly label sample type or anatomical site
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Specimen Collection & Transport

- **Containers:** Use lab provided or approved containers.
 - **Transport Protocols:**
 - All specimens in **biohazard bags**, with forms in separate compartments.
 - **Exception:** AED samples should be placed in designated color-coded racks and delivered to the lab.
 - **Island-wide transport:**
 - Use leak-proof, insulated carriers with absorbent materials and ice packs as needed.
 - **Overseas samples:**
 - Packaged and shipped by lab staff following protocol.
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Accessing Results

- **Online:** Available online via **Schuynet** (authorization required from IT Department permission).
- **Printed results:** Collected from lab or sent to clinicians.
- **Privacy:** No telephone results given to unknown callers.

- **Private Practitioners:** must retrieve results through proper channels: fees may apply.
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Consultation & Support

- Contact lab consultants for test interpretation and clinical advice.
 - Reach specialists via QEH operator or direct extensions listed in the full handbook.
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Special Handling & Time-Sensitive Tests

- **Immediate Delivery Required For:**
 - Ammonia, cortisol, iron studies and other time-sensitive tests.
 - **Refer to Appendices For:**
 - Storage needs, transport rules, and turnaround times.
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Transfusion Reactions

- Follow protocol:
 - Complete required forms
 - Submit post-reaction samples
 - Return of blood bags
 - Document incident thoroughly