 Department of Health Government of Nunavut		NURSING POLICY, PROCEDURE AND PROTOCOLS	
		Community Health Nursing	
TITLE:		SECTION:	POLICY NUMBER:
Acknowledgement of Diagnostic Test Results		Diagnostics	08-005-00
EFFECTIVE DATE:	REVIEW DUE:	REPLACES NUMBER:	NUMBER OF PAGES:
July 21, 2021	July 2023	08-005-00 and 08-005-01	2
APPLIES TO:			
Health Care Provider			

1. BACKGROUND:

Diagnostic tests provide essential information about client health. Diagnostic tests results can be received by fax, email or verbally.

While Community Health Nurses (CHNs) are responsible to acknowledge and follow up the results of tests that they have ordered, the Supervisor of Health Programs (SCHP) or delegate in health centres where services are suspended is accountable for health care delivery in the health centre they supervise. As such, they are the initial reviewers of test results and must take this opportunity to provide direction as necessary and to ensure that follow up is occurring in a timely way.

This process ensures that the SCHP is aware of any potential for high-risk situations and can provide appropriate oversight.

2. POLICY:

2.1 The Department of Health (Health) requires acknowledgement of all results of diagnostic tests performed on clients.

2.2 The SCHP or delegate is the first reviewer of all diagnostic tests.

3. PRINCIPLES:

3.1 The health care provider (HCP) ordering or receiving order for any test(s) is responsible for reviewing and following up the diagnostic test results.

3.2 The SCHP or delegate is accountable for the overall health care delivery in their community.

4. DEFINITIONS:

Diagnostic tests: Refers to blood and body fluid tests, Pap smears, imaging tests or any other tests ordered by a clinician.

Health Care Provider: Refers to Community Health Nurses, Public Health Nurses, Licensed Practical Nurses, Nurse Practitioners, Registered Psychiatric Nurses, Home Care Nurses, Physicians, Advanced Care Paramedics, and Primary Care Paramedics.

5. PROCEDURE:

5.1 When the diagnostic test report is first received in the health centre, the office support staff (receptionist, clerk interpreter or records clerk) or HCP will stamp the date that the report was received.

5.2 The SCHP or delegate is responsible to ensure to maintain a verified manual specimen and result tracking process, please refer to policy 08-005-02 Laboratory Specimen/Result Tracking

Policy.

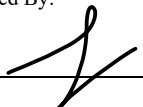
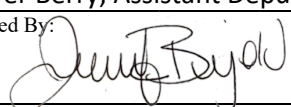
- 5.3 All reports of diagnostic testing will be placed in an area designated by the SCHP or delegate for review.
- 5.4 The SCHP or delegate will initial all reports with the date reviewed and provide written comments for any follow-up that may be required, for example, "Please book urgent appointment", "Please follow up with Community Physician" etc.
- 5.5 The SCHP will note the initials of the ordering clinician or delegate prior to distributing.
- 5.6 The SCHP will distribute the test results to the ordering or delegated HCP.
- 5.7 The ordering or delegated HCP will initial and date each test report when received, reviewed and provide brief written commentary regarding follow-up, e.g., "Follow-up booked", "referred to physician" etc. Additionally, all follow-up interventions must be documented in the client's record.
- 5.8 As soon as possible, the office support staff will file all hard copy results of diagnostic testing in the medical record under the appropriate section.
- 5.9 All verbally reported test results will be documented in the clients' medical record and the HCP will read back to the individual reporting the results to verify accuracy. The entry must also include the name of the person reporting the results, their reporting location (e.g., reporting lab) and their professional designation.
- 5.10 The clinician/HCP receiving the verbal test results will contact the on call, site physician or Nurse Practitioner (NP) to report any critical or significantly abnormal diagnostic test results.
- 5.11 All communications or attempts to communicate with the physician/NP shall be documented in the client's medical record. Documentation will include date and time contacted, name of physician/NP, reason for notification, physician/NP response and action taken and/or orders received.

6. RELATED POLICIES:

08-005-02 LAB SPECIMEN TRACKING

08-006-00 FOLLOW-UP OF ABNORMAL DIAGNOSTIC TEST RESULTS

08-006-01 GUIDELINES FOR FOLLOWING UP ABNORMAL RESULTS

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