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NHLS TYGERBERG BUSINESS UNIT:
SPECIMAN SAMPLING MANUAL 114
WELCOME TO TYGERBERG HOSPITAL

To all new doctors: Interns and Medical Officers

On behalf of the Management of Tygerberg Hospital, I wish to extend a very warm welcome to you, our new Interns and Medical Officers. It is of great significance to us, that you have chosen Tygerberg Hospital to further your medical careers.

Tygerberg Hospital is a large and complex organisation, with an establishment of approximately 4 476 staff members. The prospect of working here may seem daunting, but be assured that we will endeavour to make your stay pleasant and provide you with the necessary support.

If you require any assistance, please feel free to contact my office or anyone on the Management team.

Best wishes with your medical career. I trust this manual will be of use to you.

Dr DS Erasmus
Chief Executive Officer: Tygerberg Hospital
VISION, MISSION AND VALUES

Vision

Access to person-centred quality care

Mission

We undertake to provide equitable access to quality health services in partnership with the relevant stakeholders within a balanced and well-managed health system to the people of the Western Cape and beyond.

Values

• Innovation
• Caring
• Competence
• Accountability
• Integrity
• Responsiveness
• Respect
SENIOR MANAGERS

Chief Executive Officer
Dr DS Erasmus

Chief Operational Officer and Director Clinical Services
Dr PE Ciapparelli

Managers: Medical Services
Dr S Moeti
Dr AJA Müller
Dr G Marinus
Dr K Maart

Manager: Medical Services and Intern Curator
Dr R Mistry

Director: Finance
Mr MT Salie

Deputy Director: Administration
Mr PJ Wolfaardt

Senior Manager: Nursing Services
Mrs Francilene Baartman
NOTES:

- All patients must have letters of referral;
- Only the most difficult cases should be referred to a tertiary institution;
- Complicated cases are referred to secondary hospitals as per this map;
- Patients enter the health care system at the public clinic nearest their homes. Some clinics have 24 hr. service;
- Obstetrics, Gynaecology & Psychiatric services have their own system of referral. Consult local clinics for information.

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Colour/pattern code:
- Cool colours = GSH
- Warm colours = TBH

GSH

TBH
C South Passage (Outpatients)

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<td>Transit Lounge, Parking, Workshops</td>
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C North Passage (Outpatients)

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<td>Medical Records, Pharmacy, I.T., IMU</td>
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X-Block (Gene Louw)

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BACKGROUND INFORMATION

With only three medical schools in South Africa in 1956, concern existed that capacity for adequately training medical staff was insufficient. Proposals were made to establish a fourth medical school which, it was felt, would be best supported at Stellenbosch University.

Initially, Karl Bremer Hospital, on the border of Bellville and Parow, was used as the new school’s tertiary hospital for practical aspects of training. This small hospital was, however, hopelessly inadequate and, in 1963, work began on the new Tygerberg Hospital and associated dental hospital. The structure included faculty buildings, two nursing colleges, nurses’ and doctors’ residences, workshops, laundries, crèches, research facilities for animals, and parking for cars, all covering an area of 100 hectares. The hospital was officially opened in 1976.

Structural features
The main hospital building was designed with a floor area of some 224 843 m². This building is 300m long from east to west and 135m wide from north to south. It is 12 storeys high, with 340km of passages. The main building contains 53 lifts, each with a 30-passenger capacity. The main stores, the main kitchen and the central supply department (CSSD) are located at lower levels in a centrally situated block and are accessible from a vehicular off-loading and distribution centre.

Statistics
In 2016, 438 013 inpatients days with 78601 admissions and 363 857 outpatients visited Tygerberg Hospital, i.e. an average of 40 429 outpatients and 36 501 inpatients days per month and average of 5 521 admissions a month. The main kitchen prepares in excess of 4 200 meals per day.

Facilities
Tygerberg Hospital has been providing highly specialised health services locally and abroad for nearly 40 years and continues to strive for and contribute to healthcare in the Western Cape and South Africa as a whole.

Inpatient facilities
At present, 1 384 beds are in use, as per the Comprehensive Service Plan and adjustments made since the opening of Khayelitsha Hospital.

Facilities and resources are provided for numerous specialised services, which are important to lower levels of care, together with research and post-graduate training. Units have been carefully designed for these purposes. The total number of beds includes carefully situated special ward units for medical and surgical intensive care, organ transplantation, respiratory care, renal dialysis and metabolic studies.
The main operating facilities comprise 28 operation theatres, including 6 special investigation theatres, as well as 6 recovery areas. These facilities occupy a portion of a centrally positioned block within the main hospital building.

The Gene Louw Building was officially opened in 1986 and is linked to the hospital by an underground tunnel. It houses the Oncology Department and is involved in highly specialised treatment and care for oncology patients. There is provision in this building for 47 inpatients.

The provincial paedo-audiological centre, named the Carel du Toit Centre, for hearing-impaired children, functions in conjunction with the Ear, Nose and Throat Department. It is located on the premises of the hospital and compares favourably with the best in the world.

The Tygerberg Radiation Casualty Facility (TRCF) is a dedicated unit for the treatment of all radiation casualties in the Western Cape and surrounding provinces. (Koeberg Nuclear Power Station is situated 45km from the hospital.) The facility is fully equipped with an operating theatre, ward accommodation, an isolated sewerage system and radiation monitoring equipment. Tygerberg Hospital is the only hospital in the Western Cape that is equipped to handle nuclear accident casualties.

**Emergency facilities**

The Diana, Princess of Wales Trauma Unit has access routes that are independent of the patient entrances. Apart from its reception, examination and resuscitation areas, this unit has 28 observation beds, dedicated theatres and a 6-bed acute intensive care unit.

Also independently accessible is the maternity section, with 15 first-stage sections, 8 delivery rooms and 2 main operating theatres.

A heliport near the western ambulance deck provides access to emergency cases arriving by helicopter. This heliport has recently been updated and relocated south of the previous area.

**Outpatient facilities**

It was accepted at the outset that each department should have its own outpatient section situated on the same floor as the inpatient wards of that department. This is especially suited to consultation and training.

**Operating theatres**

The main outpatient theatre block consists of 14 theatre suites. There are specialised theatres for emergency surgery, endoscopy and imaging and minor procedures. The outpatient block also houses the Diagnostic Radiology Service for both inpatients and outpatients, as well as the National Health Laboratory Service (NHLS).
UNIQUE SERVICES AT TYGERBERG HOSPITAL
- Carel du Toit Centre for the Hearing-impaired
- Centre for Mental Health
- Clinical Nutrition and Vitaminology Service
- Clinical Retinal Laboratory
- Cochlear Implant Unit
- Complex Craniofacial Surgery Unit
- Complex Radiation and Oncological Therapy
- Metabolic Unit
- In-vitro Fertilisation
- Kidney Transplant Unit
- Human Genetics Unit
- Neonatal Intensive Care Unit
- Neuro-Psychiatry Unit
- Open Heart Surgery Unit
- Perinatal Mortality Unit
- Poison Information Centre
- Post-natal Stress Disorder Unit
- Specialised Pulmonary Function Laboratory
- Tuberculosis Clinical Work Unit
- TygerBear Social Work Unit
- Day Surgery Unit (02/2000)
- MRI
- Oncology
- Adult Burns Unit (the only one in the Western Cape)
- Hyperbaric Oxygen Facility
- PET Scanner

2020 STRATEGIC HEALTH PLAN
The Western Cape Department of Health is developing a new strategic plan for execution by 2020. It is based on the foundation laid by the 1995 Health Plan and the 2010 Comprehensive Service Plan.

The new plan has been necessitated by changes in demography, the burden of disease, advances in technology as well as the need to provide high quality, cost effective interventions within the limited resources available.

There is a quadruple burden of disease in the Western Cape that needs to be addressed. The four can be categorised as HIV/AIDS & tuberculosis; injuries; non-communicable diseases such as cardiovascular disease, mental illness etc. and women’s & childhood illness. A whole of society approach will also be necessary to adequately address these problems.

Seven guiding principles have been identified as a guide to the 2020 strategy:
1. Patient-centred quality of care
2. A move towards an outcomes-based approach
3. The retention of a Primary Health Care philosophy
4. Strengthening the District Health Services model
5. Equity
6. Affordability
7. Building strategic partnerships

Levels of care are based on the highest level of the medical practitioner who would be required to deliver the care:

Level 1: General practitioners/family physician/Medical Officer
Level 2: General specialist, e.g. physician, surgeon, paediatrician
Level 3: Subspecialist e.g. cardiologist, neurologist, haematologist

LABORATORY COST CONTROL MEASURES
Laboratory costs are among the biggest expenditure items at TBH. Hospital Notice 52/2009 provides detailed information on restrictions to save costs without compromising patient care. The control measures can be summarised as follows:

Adequate labelling of specimens and forms:
Patient name, folder number, location, doctor’s name, tests required.

Motivation by consultant:
Certain tests must be approved on the lab request form by a consultant, who must sign and print his/her PERSAL number in the block at bottom left.

The tests to be motivated by a consultant include:
- **Urea ordered from OPD** (except Renal Division). In-patients – use Creatinine instead.
- **FBC requested after initial screen.** Order only relevant components, e.g Hb & WCC. Do Ward Hb wherever possible instead of ordering from NHLS.
- **CRP** – do not repeat more than every 24 hours for neonates. Older children and adults consultant signature needed unless ordered from ICU.
- **Thyroid tests** – T4 tests will only be accepted if sent from Endocrine OPD or endocrinologist, Gynae endocrinology, Nuclear Medicine or Oncology. All other thyroid screen requests will result in TSH only being done.
- **Liver Function tests** – screen request will result in only Total/Conjugated Bilirubin, ALT, ALK Phos being done unless motivated by a consultant. LFTs not to be repeated more than twice weekly unless specific motivations provided.

Cardiac markers – Troponin T limited to patients with acute coronary syndrome.

HDA1C – Not to be repeated more frequently than 6 monthly.

Lipogram – to be done not less than 6 months after stroke or cardiac infarct and not repeated more often than 6 monthly.
Mg, Ca, P – limited to severe malnutrition, renal failure, hyperparathyroidism, malignancy investigations.

**Other restrictions:**
ARV, PMTCT testing – identify clearly if for ARV or PMTCT programmes (they are funded separately).

Urine MC&S – use “dipstix” or ward microscopy rather than send to NHLS.

**Requests that do not comply WILL BE REJECTED** found by the Gatekeeper. Contact her on **pager 0729** if required. She can also check if a test has been done recently at another hospital (thus avoiding unnecessary repeats).
PERSONNEL MATTERS

INTERNS’ REGISTRATION
As in the case of all Medical Personnel, Medical interns must be registered with
the Health Professions Council of South Africa (HPCSA). Proof of your
registration must be submitted to the Professional Personnel Office. Should you
fail to register as an Intern at HPCSA, your intern training will not be recognised.

Please note: Registration as an Intern is arranged in October/November in your
SI year and the onus is on you to register accordingly. Without said
documentation, your appointment cannot be processed neither will you allowed
to perform any clinical duties.

CERTIFICATES AND FORMS
The following certificates (which will be certified by Human Resource Officials),
must be completed and submitted to the Personnel Office on assumption of
duty:
- registration with the HPCSA as an Intern
- degree certificate

The Personnel Office will provide you with the following:
- personal information form
- commuted overtime contract and duty roster (obtainable at the
  respective departments)
- bank form for payment of your salary

Please note: Delegation of Powers - In terms of Section 34(2) (MEDICINES AND
RELATED SUBSTANCES CONTROL ACT 101 OF 1965), the Director-General may
in writing authorize any officer of the Department of Health to exercise or
perform in general or in a particular case or in cases of a particular nature, any
power, duty or function, conferred or imposed on the Director-General by or in
terms of this Act

NAME TAGS
A name tag must be obtained as soon as possible as all healthcare workers need
to be clearly identified when on duty. A form to this regard will be completed by
Human Resource Officials who will direct you to the Photocopy Room, A-Lower
level, to obtain said.

RUBBER STAMPS
All Interns will be provided with a rubber stamp, reflecting their name and
PERSAL number on it. This stamp should be used every time a doctor signs a
prescription and orders blood products or blood tests. Failure to use this stamp
may result in a request being declined.

Please note: Rubber stamps will be made available to you by the hospital but it
remains your responsibility to safeguard it. Replacement of a lost stamp will be
at your own expense.
RADIO PAGER/BLEEPERS
You will be assigned a radio pager/bleeper and you must accept responsibility for the device. Mrs Melisa February (ext. 5295), Chief Telkom operator, will explain the procedure on collection of the device. Please ensure that your radio pager/bleeper is fully charged at all times.

VACATION LEAVE
The annual leave accrual of 22 days is allocated to employees on the 1st of January of each year at the commencement of the new annual leave cycle. When appointed after the 1st of January, the PERSAL system will programmatically calculate a pro-rata annual leave entitlement for the remaining full calendar months of the cycle (1.83 days per month). Leave must be arranged with your immediate supervisor exclusively in a four-month rotation of 11 days each (not in the two-months Anaesthetics or Orthopaedic rotations). An official application form (Z1) (obtainable from the Personnel Office and/or within the departments) must be completed and submitted in advance to the relevant department. Please note that leave can be denied due to operational requirements.

Please note: If you take leave without the consent of the Head of Department, it could be changed to leave without pay (your commuted overtime will also be reduced for said period), disciplinary procedures can be imposed upon you, and/or your training term can be extended.

SICK LEAVE
36 working days in terms of a sick leave cycle spans over a period of 3 years. You must immediately (within 2 hours) notify your Head of Department/supervisor should you not be able to report for duty after commencement of the applicable workday. You may apply for sick leave for a maximum of 2 days without a medical certificate. Heads of Departments may at their discretion require the submission of a medical certificate in respect of any sick leave period (two days or less as well) should a pattern of sick leave abuse be detected. Medical certificates must be submitted as soon as you return to work.

NORMAL SICK LEAVE: 8-WEEK RULE
Please take note that in terms of the policy on the 8-week rule as contained in Circular H68/2005, a medical certificate is required on the third absence within an 8 week period, regardless of whether a medical certificate has been produced on the first, second, or both occasions.

COMMUTED OVERTIME
Commuted overtime will not be reduced during periods of family responsibility or sick leave in cases where officials are able to fulfil their commuted overtime contractual obligation (by swopping after hour duties with other medical staff within the specific month) or if they are not rostered to perform after hour duties on such dates.
ACCOMMODATION
Accommodation is available in the doctors’ quarters and can be arranged with Mrs Shirene Harris, Room 14, Administration Building.
PROTOCOLS

Sharp Injury Control
A complete protocol is available in every ward.

1. Wash the lesion thoroughly with soap and water.
2. Immediately notify the ward sister and your registrar/consultant of the injury.
3. Have blood drawn from the contact, if known (full 10ml clotted), and take it with you. The patient’s doctor is responsible for the drawing of the blood with informed consent.
4. Complete the “Sharps Injury Notification” form and take it and the blood with you.
5. Nursing and housekeeping staff must be in possession of a TH 100 referral form.
6. Report immediately to the Occupational Health Clinic at C8A West (weekdays 07:00-16:00) or F1 (after hours). Prophylaxis must be started within 1 to 2 hours (max. 24 hours).
7. You will receive counselling and your and your contact’s blood will be sent for HIV and Hepatitis B testing, and a decision on the necessity of retroviral prophylaxis (according to risk and contact HIV result) will be made.
8. An IOD 1st Medical Report must be filled in by the doctor who sees you. This form must be delivered to the IOD office in H6, Room 131, in Outpatients within 24 hours.
9. Sign the prophylaxis consent form if prophylaxis is necessary.
10. Report to Occupational Health for follow-up on the first working day after the injury.

Please contact Occupational Health (ext. 6173) or the Adult Paediatric Infectious Diseases consultant through the hospital exchange with regard to any problems.

Hepatitis B immunisation
Hepatitis B immunisation is available at Personnel Health for staff who work in high-risk areas. Heads of Department must motivate applications for immunisation. Immunoglobulin treatment is available to staff who have been exposed to Hepatitis B infection due to contact with infected blood or body fluid. Such persons may report to Personnel Health or the Personnel Clinic (8th floor west, ext. 6181).

HINTS FOR SUCCESSFUL PRACTICE

Speed service
All doctors who leave the hospital premises must inform the telephone exchange as well as the radio room where they can be found and the names of their replacements. Services may not be swopped without the consent of the responsible Head of Department or his or her nominee. Each department has its own accommodation arrangements.
**Emergencies**
An emergency requires immediate attention, whether it is your patient or not. See all patients allocated to you, regardless of medical fund, injury on duty, etc. You should not argue with patients about such matters.

Patients should not be turned away from admission areas. However, patients who arrive by ambulance may be turned away.

**Malpractice**
You should never refuse to see a patient. Arrange with a colleague to see the patient if you are unable to do so. You are advised to take out cover for professional liability in case of malpractice.

**Intravenous administering of liquids or blood by a nursing practitioner**
If a nursing practitioner is requested to administer liquids or blood intravenously, it is implied that the doctor has ascertained the ability of the nursing practitioner to do so and that the doctor bears full responsibility for any consequences.

**Equipment**
Moving equipment from one division/ward to another is not permitted. Treat all equipment with respect and care.

**Clinical Executive Officer on duty after hours**
The operator at the telephone exchange (021 938 4911/or dial 9 internally) will contact the Medical Superintendent on duty.

**Patient information**
Patient information is confidential and may only be discussed in the multi-professional team set-up. You are not permitted to speak to the press. You may contact the Public Relations Office at ext. 5454 or the Clinical Executive Officer on call.

**Media liaison**
You may under no circumstances address the media. If you are contacted by or wish to convey something to the media, please contact the Public Relations Office in the administration building, Room 9, ext 5454/5608.

**Theatre clothing**
Management is aware of the increasing tendency of doctors and medical students to wear theatre attire outside the theatre complex and even outside the hospital. This behaviour is in breach of infection control measures of the hospital. All personnel leaving the theatre complex must put on their normal clothing even if they merely visit a ward. Supervisors must please ensure that this instruction is adhered to.
Special instructions
Upon being appointed, all interns must become familiar with the special instructions and procedures laid down by the departments to which they belong.

File summary in wards (Clinical Assistants)
Complete your summaries within 14 days after the patient has been discharged. If you do not, and the file is sent to the Medical Reports Office without the summary, you will have to do the summary there.

File covers
Do not remove file covers from wards or clinics. The medical records section is willing to draw files for research purposes. Contact your Clinical Executive Officer concerning outpatients.

Black ink pens
Use only a black ink pen as writing in coloured ink is not visible on microfilm.

Medical Reports Office
The purpose of this office is to provide information on medical records on request to the South African Police Services (SAPS), patients, attorneys and the Road Accident Fund. It is crucial that full notes on the patient’s condition and treatment are recorded. Dates and times are very important. Completing the forms provided by the Medical Reports Office, and making statements to SAPS when necessary are also part of doctors’ duties.

Non-smoking policy
In accordance with the non-smoking policy of the Provincial Government of the Western Cape (PGWC), a designated smoking area within the building may be established solely at the discretion of the Head of Department.

Language of preference
English to be the language of preference in recordkeeping and ward rounds.
NURSING SERVICES

PROTOCOL: OBTAINING PERMISSION FOR MEDICAL INTERVENTIONS

1. A medical practitioner is responsible for obtaining informed permission from the patient.

2. The practitioner must ensure that the patient understands the extent and possible consequences of the intervention.

3. No nursing practitioner or student may obtain permission on behalf of a medical practitioner.

4. The nursing practitioner may only act as a witness and must be present when the medical practitioner has been obtained.

5. Permission must be obtained as soon as possible, after admission of the patient, from the relevant medical practitioner.

6. Permission and accepting possible risks must be confirmed voluntarily by the patient.

7. The person who grants permission must have the legal capacity to do so.

8. The responsibility of ensuring that lawful permission for an intervention does exists, rests with the person undertaking the intervention.

9. Although it is a medical practitioner’s duty to obtain permission, it is the nursing practitioner’s duty:
   - to bring it to his/her attention that permission should be obtained timeously
   - to avail himself/herself of that fact that the patient has been properly informed i.r.o. the procedure to be conducted
   - to act as a witness in the presence of the medical practitioner
   - on the day of the intervention, to check that the permission has been completed, before the premedication is administered
   - if permission has not been obtained timeously and any deviations or cancellations occur, immediately to inform the relevant medical practitioner and ward staff, the patient, the anaesthiologist and theatre staff
   - if any doubt exists i.r.o. the validity of the permission form, to discuss it with the relevant medical practitioner,
and if any problems are experienced, to contact the Medical Superintendant.

10. Validity of permission forms:
   - Permission forms must be valid, particularly after six months or after administration of anaesthetic.
   - For cases requiring more than one anaesthetic, e.g. burn wounds or plastic surgery, permission has to be obtained for each operation.
   - Informed permission has to be obtained for each operation, in other word one permission form does not cover multiple operations when the procedure requires anaesthesia.

11. Persons who are permitted to give permission, are referred to notice 38/2002 and 71/2002.
PROCEDURES

Dental services
Only inpatients of Tygerberg Hospital may be referred, at certain hours, to Dentistry. The file may be moved with the patient.

*Please note:* No outpatients are referred to Dentistry at the hospital’s expense. Such patients are free to make their own appointments.

Deaths
Refer to Tygerberg Hospital notice 81/2006.

CONSENT FORMS FOR OPERATIONS (a new consent form is in circulation – please see the most recent one)

Role of the doctor
The doctor is responsible to inform the patient fully, ignorance on the part of the patient being assumed. The doctor is the person best equipped to explain to the patient the nature and purpose of the operation and possible complications, and to ensure that the consent form is properly completed.

Role of the nursing practitioner
It is the duty of the nursing practitioner to check whether consent has been granted and to notify the doctor and anaesthetist without delay if the consent form has not been properly completed, or if the patient has crossed out anything on the form.

Role of the anaesthetist
If the anaesthetist notices that the consent form is incomplete, he or she must immediately bring this to the attention of the doctor and the nursing practitioner.

Persons older than 18
If of sound mind, persons over the age of 18 may give consent themselves. In the case of married couples, a spouse may refuse consent if the marriage partner’s reproductive capacity is involved unless the intervention is essential on medical grounds, or the parties are estranged.

Unconscious or incapacitated patients
If a doctor regards the intervention as an emergency measure, the Medical Superintendent’s consent must be obtained before an intervention at the hospital may be performed on unconscious or incapacitated patients. The consent form must be signed by the Clinical Executive Officer at the first possible opportunity.

Persons younger than 18 (please consult the new “child act” consent has different criteria whereby a minor can give consent)
Consent must be given by the parent or guardian of persons under the age of 18. Where parents refuse to give consent or the parents or guardians cannot be traced to grant consent for an elective procedure, ministerial consent must be obtained. The social worker allocated to the ward must arrange this. (See notice 81/2003.) If married, a woman may give consent herself (regardless of her age).

In an emergency, the Medical Superintendent may give consent after obtaining the opinion of the doctor in question if it is not possible to contact the parents/guardian.

**Please note:** The doctor must personally contact the Clinical Executive Officer and prove on clinical grounds that the procedure was an emergency measure, i.e. that the patient's life was in immediate danger or the patient might have suffered long-term damage or become disabled.

**Mentally ill patients**
Consent from patients who have been admitted because of psychiatric illness, even when involuntarily, should be managed in exactly the same way as other cases. As in other cases, the patient's ability to give informed consent for a procedure should be assessed.

Most psychiatric patients are able to give consent for routine procedures. If in doubt, the opinion of a psychiatrist may be sought and, if necessary, consent may then be obtained from the appropriate relative or guardian. If reasonable efforts to trace a relative or guardian prove unsuccessful, consent may be obtained from the Clinical Executive Officer of the provincial hospital where the patient has been admitted.

For emergency procedures, the same protocols apply as in the case of other patients.

**Expiry of consent**
For practical purposes, a valid consent form is regarded as having expired after 30 days or after the administration of a single anaesthesia. (This is not a legal requirement.)

**Consent for follow-up operations**
In cases that may require anaesthetics more than once, e.g. burn wounds or plastic surgery, consent must be obtained for each follow-up operation. If follow-up procedures are expected in the case of minor children from remote areas, consent for each procedure must be arranged in advance with the parents or guardians.

**MAKING BEDS AVAILABLE**
Each department manages its own beds. The Clinical Executive Officer does not admit or discharge patients. Medical staff responsible for the patient, as determined by the Head of Department, must make arrangements regarding the availability of a bed.
Emergency admissions receive preference. If a department’s beds are filled with emergency admissions, beds may be borrowed from other departments in the division, if available. Keep a theatre list for cold procedures, examinations or treatment.

**Admission of patients**

All staff are requested to note that:

1. bed status is electronically updated and bed utilisation can be checked immediately at all times by consulting the computer terminals.
2. a print-out of bed status is available at any time upon request from Registration (west side, ground floor).
3. the after-hours nursing manager has a terminal, as well as a printer.

If a bed is available, the doctor arranges admission of his/her patient to the ward concerned.

To check whether there is a bed available in his/her ward, department or division, a doctor may (a) contact the ward sister, (b) request a printout from Registration, (c) consult the bed statistics made available after 16:00 at the after-hours office (ext. 4056), (d) consult the bed managers during normal working hours (bleep 747 or 189).

When a vacant bed is found outside his or her ward, the doctor is expected to arrange at registrar level for the utilisation of such a bed. Such beds, if utilised, should be vacated before 10:00 the next morning.

If, after following the above procedures, the doctor has not found a vacant bed, the following protocol for full beds needs to be followed:

**Step 1:** Identify all patients for discharge and/or transfer to secondary hospitals of origin or post-acute beds in the Peninsula (Conradie Hospital). If the patient is in bed only because he or she is waiting for transport, liaise with patient transport. Self-sufficient patients other than minors are permitted to overnight at the Lower Ground Protea Court patients’ overnight facility. Appropriate patients (e.g. ambulant patients awaiting transport or medication) should be discharged to the transit lounge. Consider the step down facility for patients that can be transferred according to criteria.

**Step 2:** If enough beds are still unavailable, borrowing beds from other disciplines may be considered. The bed managers can be contacted during office hours and after hours. Nursing Services Manager on duty can be contacted to indicate where beds are available in other disciplines. The discipline concerned must be contacted to provide information about vacant beds and whether the available bed may be utilized. This process is between the medical staff. If permission is granted to borrow
the bed contact the unit manager(nursing) to arrange the occupancy of the bed as permitted by the discipline.

No further cold admissions may take place at this stage or transfers accepted from referring hospitals, clinics or doctors. However, this does not mean that the hospital is closed. No cases arriving at the hospital by ambulance or private transport must be turned away. The hospital is closed owing to over-utilisation only when all beds in all sections are full within reasonable limits.

Once vacant beds have been identified, the designated officer with authority to relinquish the beds grants consent to loan the bed for a specific period. Within the limits of fairness, the officer may not refuse to grant consent. The bed must, however, be vacated by the time specified when the bed is loaned.

Inform the Clinical Executive Officer of the discipline in question to ensure that sisters at referring hospitals are notified that referrals from referring entities will be channelled to them for a specific period.

**Step 3:**
If the borrowed bed cannot be vacated by the specified time, and no bed can be identified by returning to step 1, another discipline may be approached for a bed on loan.

**Step 4:**
If step 3 is unsuccessful, discharge all pre-operative cold cases. Theatre time that becomes available in this way can be used to operate on and move out emergency and semi-emergency cases.

All pre-booked cold admissions that are cancelled should be notified in good time where possible. Cold cases can be rescheduled in advance for procedures, even if it means long waiting lists. When bed utilisation decreases, waiting lists can be reduced by admitting more cold cases.

Doctors must follow the guidelines set out above strictly and should not contact the matron before having done their homework. Hospital management will deal with complaints about transgressions of the above procedures.
HEALTH CARE IS COSTLY

WASTAGE IS MORE COSTLY

Working more cost effectively = More patients saved !!
GENERAL INFORMATION

Air-conditioning
All windows need to remain closed to ensure an effective air-conditioning system.

Fines
Fines will be imposed for the following:
- in any other area,
- on yellow lines,
- across more than one parking space
- in such a way as to obstruct traffic flow
- the parking of other vehicles
- to prevent the removal of other vehicles
- in violation of any rules issued by the Clinical Executive Officer.

The Security offices contact details are 021 938 5165 / 5178 / 6077 for any enquiries.

Doctors who have on-site accommodation are required to park their cars within the designated doctors parking area at the doctors' quarters.

Telephones/kiosks
There are no telephone kiosks available at the hospital.

Postal and banking facilities
These facilities are situated south of the main hospital building.

Please note: Official envelopes may not be used for personal mail even if you use a stamp.

Cafeteria
The cafeteria is situated at the lower level of the administration block and may be reached through the linking corridors that lead to the university.
ANNEXURE A
HOUSE RULES

To ensure that your stay at Tygerberg Hospital is memorable and pleasant, it is important that you observe the following rules. They apply to all premises leased on the grounds of Tygerberg Hospital. It is suggested that you read them before you sign the lease agreement.

1. ON ARRIVAL
   (a) Report to the office of the Housekeeper. The Housekeeper is stationed at Protea Court. In need, request assistance from the Security regarding directions.
   (b) Acknowledge receipt of your room / flat key (log-book to be signed).
   (c) Ensure that equipment in the leased premises is in working order and that all items on the inventory list are checked before you acknowledge receipt thereof.

2. PERSONAL BELONGINGS
   (a) Insuring personal belongings is your own responsibility.
   (b) It is strongly recommended that personal items be clearly marked.

3. ELECTRICAL MATTERS
   (a) Use of the following electrical items is permitted subject to approval of each item:
      - kettles
      - hair dryers
      - asbestos or fan heaters
      - television sets and radios
      - microwave ovens
      - two-plate stoves
      - small refrigerators
      - toasters
   (b) Only three-point plugs are allowed and no more than three (3) power sources may be used simultaneously.
   (c) The following items are not allowed on the leased premises
      - washing machines
      - tumble dryers
      - open flame heaters
      - electric frying pans
      - satellite dishes
      - internet links

4. OCCUPATION OF THE LEASED PREMISES
   (a) The leased premises must be used for accommodation only
   (b) Subletting of the property is prohibited.
   (c) The premises must be kept neat and tidy at all times.
   (d) The PGWC cannot accept responsibility for theft of property or other losses.
(e) Tenants should ensure that their rooms/flats are locked whenever they are not physically occupying the same.
(f) Tenants are responsible for the cleaning of their rooms/flats. Refuse bins must be emptied in the garbage containers provided.
(g) Only press-stick may be used to fix photographs and pictures to walls.
(h) Under no circumstances may Western Cape Government furniture be damaged or removed from the leased premises.
(i) To prevent wind damage, it is suggested that window latches and locks be closed when tenants leave their rooms flats. Negligence may result in you being held accountable for damages.
(j) No alteration of any kind may be made to the property.
(k) The Western Cape Government / Management of Tygerberg Hospital or any representative they appoint may inspect the leased premises at any reasonable time.
(l) Any substance abuse or other unacceptable behaviour will result in disciplinary action and a request to the tenant to vacate the leased premises.
(m) No item or product / substance that can cause damage or endanger the safety of other tenants, personnel or the public may be kept or stored in the leased premises.
(n) This lease agreement entitles the tenant to occupy only the room / flat specified. Under no circumstances may the rooms or flats of other tenants be occupied or visited without their express permission.
(o) For inventory control as well as health and safety reasons, the leased premises will be inspected once a month.
(p) No alcohol may be brought into or consumed in the residence.
(q) No pets are allowed on Tygerberg Hospital premises.

5. LINEN / WASHING
   (a) Tenants are to provide their own linen, bedding, towels and curtains.
   (b) Washing facilities are available.
   (c) No hospital linen may be used.

6. BATHROOMS AND TOILETS
   (a) Bathrooms and toilets are cleaned daily by contracted staff.
   (b) Tenants must ensure that these areas are left in a clean and neat condition after they have been used.

7. PUBLIC TELEPHONES
   There are no public telephones located within the residence.

8. VISITORS (GUESTS)
   (a) Visitors are allowed on the leased premises only if accompanied by the tenant.
   (b) Visitors will not be allowed to overnight.
9. PARKING
   (a) Tenants and visitors must park in designated parking areas only.
   (b) Tenants may apply for undercover parking, which is subject to a monthly fee. Details can be obtained from the Housekeeper.

10. SWIMMING POOL
    Tenants do not have access to this facility.

11. ON DEPARTURE
    (a) An inventory of all the equipment and items on the leased premises is required on departure. All losses / breakages must be reported to the Housekeeper at extensions 4180/4108/5688 who will take the necessary action.
    (b) Tenants must leave their forwarding addresses and telephone numbers with the Housekeeper to enable further communication if necessary, and to ensure that mail can be directed to them after their departure.
    (c) On departure please hand the keys back to the housekeeper

UNDER NO CIRCUMSTANCES MAY THESE RULES BE REMOVED FROM THE LEASED PREMISES.
LEASE AGREEMENT
Entered into by and between

The Provincial Government of the Western Cape – Tygerberg Hospital
(hereafter referred to as the LANDLORD) at Private Bag X3, Tygerberg, 7505
(address)

AND

(Full name and surname of Tenant (hereafter referred to as the TENANT)

(Identity Number or Passport number (if the latter includes an expiry date)]

Description of leased “PREMISES” at Tygerberg Hospital: ________________

(Please complete alternate contact details)

Physical address: ___________________________________________________________

Postal address: ___________________________________________________________

Telephone No.: ___________________________________________________________
(Cell, home, work, etc)

E-mail address: ___________________________________________________________

TERMS AND CONDITIONS

1. DURATION

1.1 This lease shall commence on ________ (day) ________ (month) ________ (year) and shall lapse on the ________ (day)
________ (month) ________ (year). This agreement therefore
terminates on the ________ (day) ________ (month) ________ (year), unless
an earlier date is agreed to.

2. RENTAL

1. The rental for the PREMISES shall be R ____________ (subject to
periodic adjustments) per month.

2. The rental will be recovered from the TENANT’S salary/paid to the
Accounts Section at the Hospital Administration on or before the
first day of every week/month (delete what is not appropriate)
should the TENANT be employed by Tygerberg Hospital. Direct
advance payments MUST be made in advance by those TENANTS
NOT employed by Tygerberg Hospital

3. The TENANT shall pay to the LANDLORD a deposit to the amount
of R ____________ upon the signing of this lease agreement and
receipt of the keys to the leased PREMISES. Under no circumstances shall the TENANT be allowed to offset the last months’ rental against the deposit paid.

4. The LANDLORD shall be entitled to increase the rental at any time on receipt of notification of a rental increase as approved by the Head: Health.

3. USE OF PREMISES

The unit shall only be occupied by the TENANT. The LANDLORD reserves the right to have TENANTS share a unit.

The TENANT shall have the right of reasonable use, having regard to the rights of all other lessees and/or other occupiers of the LANDLORD, of the common areas, toilets and other conveniences and facilities provided by the LANDLORD. The TENANT shall use the PREMISES only for residential purposes.

The TENANT shall not be entitled to sub-let the PREMISES or cede any of its right hereunder.

The TENANT shall not be entitled to alter or add to the PREMISES any installations therein contained without prior written consent of the LANDLORD.

The TENANT shall not affix objects to the PREMISES by means of nails, screws or otherwise without the written consent of the LANDLORD. The TENANT shall not be entitled to change the locks to any doors to the PREMISES or in respect of the furnishings/equipment therein.

4. SERVICES

4.1 Inclusive Rental

The rental includes the TENANT’S right to use of the furnishings/equipment and services hereinafter provided for, save to the extent that this agreement expressly provides for the payment of additional charges therefore.

4.2 Furnishings/Equipment

4.2.1 The TENANT shall be entitled to use the furnishings/equipment situated on the PREMISES and detailed on “Annexure A” hereto, for the duration of this agreement.

4.2.2 Ownership of the furnishings/equipment used by the TENANT in terms of 4.2.1 shall at all times remain vested in the LANDLORD.

4.2.3 The TENANT shall use the said furnishings/equipment with such care as to ensure that it remains at all times in good order and repair, fair wear and tear only expected, and shall at the termination hereof return such furnishings/equipment to the LANDLORD in like good order and condition, fair wear and tear only expected.
4.3 **Telephone**

4.3.1 If the PREMISES are supplied with a telephone extension, the TENANT will be required to pay the full rental and usage fee as charged by Telkom. The TENANT also acknowledges that this service can be removed at any time.

4.3.2 All outgoing calls made by the TENANT on the PREMISES shall be charged by the LANDLORD to the TENANT.

4.3.3 The TENANT shall not be entitled to install or otherwise use direct telephone or other communication systems from the PREMISES other than via a cell phone.

4.3.4 If the TENANT fails to pay any amount due to the LANDLORD in respect of telephone charges, rental or any other amount in terms hereof, the LANDLORD shall be entitled to refuse the TENANT the use of the telephone services herein provided for.

5. **LIMITATION OF LIABILITY**

The TENANT shall:

5.1.1 have no claim of any nature whatsoever against the LANDLORD for any loss, damage or injury which it may directly or indirectly suffer (except where caused through the gross negligence of the LANDLORD) by reason of any latent or patent defect in the PREMISES or any damage or destruction to the PREMISES, furnishing and/or equipment; theft from the PREMISES; and, defect or disrepair of the PREMISES and/or the furnishings/equipment.

5.1.2 not be entitled to withhold or defer payment of any amounts due in terms hereof.

5.1.3 under no circumstances have any claims against the LANDLORD for consequential loss, however caused.

6. **Breach**

6.1 If the TENANT fails to make a payment of any amount due in terms hereof or commits any other breach of this agreement and does not remedy the latter mentioned breach within 3 (THREE) days of being asked to do so, then the LANDLORD shall be entitled to terminate this agreement, eject the TENANT from the PREMISES and retake possession of the furnishings/equipment used by the TENANT in terms hereof. If the TENANT disputes the LANDLORD’S right to terminate this agreement and remains in occupation then the LANDLORD shall be entitled to continue to receive payment of the rental and other amounts due in terms hereof without prejudice to its contention that this agreement has been terminated.

6.2 The TENANT shall pay interest on all amounts overdue in terms of the lease at overdraft rate as determined by the Head: Health. The interest shall be calculated from the due date of such amount to the actual date of payment thereof.
7 WHOLE AGREEMENT

This agreement constitutes the whole agreement between the parties and no variation hereto shall be of any force or effect unless reduced to writing and signing by the LANDLORD and the TENANT. No consensual termination of this agreement shall be of any force of effect unless reduced to writing and signed by the LANDLORD and the TENANT.

8. NON-WAIVER

No relaxation or indulgence which any of the parties may afford to the other/s shall in any way prejudice or be deemed to be a waiver of the rights of the indulgent party and shall not preclude or stop the indulgent party from exercising all or any of its rights hereunder and, in particular but without limiting or derogatory from the a foregoing, any cancellation hereof or accrued right of cancellation hereof.

9. JURISDICTION

The TENANT consents to the jurisdiction of the Magistrate’s Court or otherwise competent jurisdiction in respect of any action or proceeding which may be brought against it by the LANDLORD; provided that the LANDLORD shall be entitles to bring proceeding which would, but for the aforesaid, fall outside the jurisdiction of the Magistrate’s Court.

It will be the responsibility of the TENANT to adhere to the House Rules contained in “Annexure A” attached to this lease agreement. A breach of any of the conditions outlined in either of these documents (i.e. this lease agreement or the House Rules) WILL RENDER THIS AGREEMENT NULL AND VOID. The TENANT also acknowledges that the House Rules may be amended by the LANDLORD when considered necessary.

THUS DONE AND SIGNED AT _______________________________(PLACE)

THIS DAY OF ___ (DAY) _____________ (MONTH) ___________ (YEAR)

FULL NAME & SIGNATURE OF TENANT:

________________________________________________

WITNESSES (NAME & SIGNATURE):

1. ________________________________________________

2. ________________________________________________
ANNEXURE B
PARKING

Security
Although a level of security is provided on site, Tygerberg Hospital accepts no responsibility for damage to, or loss, or theft from vehicles when driven or parked on site, or for theft of a vehicle.

PARKING AT OWN RISK

General
Staff and official visitors must park only in the clearly defined and marked parking spaces. Failure to do so will result in warnings or fines being issued.

All members of staff wishing to park within the hospital grounds are required to apply for a parking permit in advance of using any of the designated parking areas. Applications will only be accepted once a hospital notice / internal circular is issued advising staff to apply Parking permits entitle staff to use an available space but do not guarantee that one will be available.

Staff must park in the spaces that are provided regardless of convenience or distance from working location. Cars that are parked in areas other than clearly defined parking spaces will be subject to parking enforcement measures.

Warning stickers / fines
Staff are liable to receive a warning sticker if they:
- park in a non-designated area, including patient parking areas or on yellow/red lines, grass verges, loading/restricted bays, or such a way as to block fire exits, etc.
- fail to display a valid permit/disc for the car park/area they are parked within
- take up more than one clearly defined parking space.

Warning stickers are issued by site security. They remain active from the date of the offence for a period of 12 months.

Any person who receives 3 warnings and or fines within a 12month period will have his/her parking privileges revoked.

Blue badge holders (disabled persons)
To ensure that all roadways are accessible at all times, the hospital does not allow any vehicle to be parked on yellow/red lines or other non-designated areas. Specific parking spaces are provided for disabled persons as close as possible to the entrances to the hospital. Able-bodied persons are not to use these parking bays.

Staff who has a disability that directly affects their mobility will be issued on application with a blue parking disc.
However, they must apply for such a disc and pay the prescribed monthly fee. Where necessary, the Occupational Therapy Division will be called upon to make an assessment of individual needs before a permit is issued.

**Issue of permits**
Application forms for parking discs are available from the Security Office on Ground floor, E-Passage, during office hours.

Parking permits / discs are issued every two years. Information and publicity regarding reissue days will be forwarded per internal circular in advance. Special reissue sessions will be held for night staff to ensure that all employees have an opportunity to collect their permits. Interns need to apply for their parking upon their appointment and will be allocated parking upon availability.

**Please note:**
- Any permits that cannot be collected during the reissue sessions must be collected from the Security Office on Ground Floor, E-Passage during office hours.
- New permits will not be issued unless old permits are returned.
- Permits must be collected personally. Staff members are required to present their hospital ID cards when collecting their permits.
- Collection of the parking disc / permit signifies acceptance of the full terms of this parking policy.

**Responsibility of permit holder**
Once the permit is issued, it is the responsibility of the permit holder to ensure the following:
- a valid permit is displayed
- all details recorded on the permit are correct and, in particular, vehicle registration numbers are correct at all times
- the permit is clearly displayed on the windscreen of the vehicle
- the full permit is not obscured and is clearly visible at all times

Failure to display a valid permit in the above manner, regardless of reason, will be subject to parking violation measures.

**Change of vehicle**
Should a member of staff change his / her vehicle or the registration number of the vehicle, a change of vehicle form must be completed and returned to the Security Office. A replacement permit will be issued confirming the new details. The old parking permit must be returned in exchange for the replacement permit.

**Photocopies or forged permits**
Photocopied or forged parking permits are strictly prohibited. The use of fraudulent permits are seen in a serious light. Disciplinary action may be taken against staff members who are found to have photocopied or forged a permit.
Lost permit
It is the responsibility of the permit holder to ensure that the permit is kept safe. Should a permit be lost, an administration fee may be charged (depending on circumstances) for the issue of a replacement permit.

Permit allocation
Parking permits are issued to staff that are eligible to park in the designated staff areas of the car parks. Allocation of permits is monitored to ensure parking spaces are effectively utilised.

Staff who live on site are also expected to apply for a parking permit and will be charged the monthly fee.

Long-term contract staff are expected to apply (and pay) for a parking permit. The number of permits issued is limited.

Yellow permits
As of August 2010, the charge for issuing a parking permit is R6.00 per month. The charge will, however, be reviewed on a regular basis.

Current permit holders
All current permit holders are required to apply for a new permit by 31 December 2017.

Access
An intern will be granted access to the wards and Doctors Quarters (if applicable) via a scanner, once a staff number has been issued.
Point 1 contains a brief guide to the Intern rotating in Anaesthesiology and Critical Care.

From point 2 onwards, guidelines for preparing patients for theatre are provided to Interns in various (surgical) disciplines. The department is in the process of revising these guidelines for improving between department communication, patient safety, and cost effectiveness. Any revisions will be publicised during 2018.

1. Interns working in Anaesthesiology and Critical Care

1.1. According to the Health Professions Council of South Africa, all practitioners must rotate through Anaesthesiology for 2 months. The purpose of compulsory anaesthetic rotation is to attain skills in basic anaesthesia techniques, gain practical experience in anaesthesia and to recognise patients at risk.

1.2. You are welcomed into the Department, considered an important component of the anaesthesia team, and will be rostered and function as part of the team.

1.3. You should report to the Anaesthesiology Department, R2, TBH on the working day before you start your Anaesthesiology block between 13h00 and 15h30 to pick up your list and roster allocation.

1.4. On elective lists, you are expected to report to theatre at or before 07:15. You will evaluate the patients preoperatively, report your evaluations to the registrar or consultant on the list the previous day.

1.5. In theatre, you will be actively involved in both delivering and being taught safe anaesthesia.

1.6. You will also perform emergency duties in the department.

1.7. It must be emphasised that the administration of anaesthesia by an intern must take place under the direct supervision of suitably qualified registered practitioner.

1.8. Your active and disciplined participation, as certified by the supervising doctor, is necessary for the Head of Department to sign the Health Professions Council’s documents.

2. General guidance to interns with respect to preoperative preparation of patients requiring anaesthesia or sedation.

2.1. A thorough history and clinical evaluation, as set out below, is mandatory.
2.2. Common illnesses that impact anaesthesia must be actively considered. These include Hypertension, Diabetes, Ischaemic heart disease, Aortic stenosis, Cardiac failure, COAD, Asthma, Pulmonary tuberculosis, Gastroesophageal reflux disease, Certain occult infections, Anaemia, Renal disease Peripheral vascular disease and Stroke or TIA, Fluid and electrolyte problems.

2.3. Exclusion of these do not require a battery of special investigations but a thorough history, clinical investigation, and estimation of haemoglobin concentration preoperatively.

2.4. If you are unsure, please contact the anaesthetist on the list or the Department of Anaesthesiology and Critical Care for advice.

3. History of candidates for surgery must include:

3.1. All previous illnesses.
3.2. History of respiratory problems.
3.3. History of cardiovascular problems.
3.4. All known allergies.
3.5. Family related illnesses (e.g. porphyria, muscle conditions. Malignant hyperthermia)
3.6. Previous surgery, with details of anaesthesia-related or other complications.
3.7. Exercise capacity according to NYHA classification.
3.8. Social habits such as smoking, alcohol, recreational drugs.
3.9. All acute and chronic medication.

4. General examination must consider:

4.1. Body length and mass (BMI).
4.2. Basic observations.
4.3. Jaundice, anaemia, clubbing, cyanosis, oedema, lymphadenopathy.
4.4. Evidence of Airway abnormalities?
4.5. Evidence of Respiratory problems?
4.6. Evidence of Cardiovascular problems?
4.7. Evidence of Neurological problems?
4.8. Evidence of Abdominal or urogenital problems

5. Special examinations

5.1. The ordering of special examinations is the responsibility of the intern responsible for the patient.
5.2. Haemoglobin concentration must be performed preoperatively in all patients. Haemoglobin below 8 g/dl is usually unacceptable for routine surgical patients. If you are unsure, please contact the anaesthetist on the list about the case.
5.3. Estimation of blood urea, creatinine, albumin and glucose must be performed in all patients older than 60 years.
5.4. ECG is performed on all patients older than 45 years.
5.5. All other special examinations must have a valid clinical indication.
5.6. The clinical examination and all results of special examinations must be available by 13H00 in the ward on the day before the operation. If the necessary particulars are not available, it may be impossible to evaluate the patient properly and therefore explain to the patient and accept the patient for anaesthesia.

5.7. If you are unsure, please contact the anaesthetist on the list or the Department of Anaesthesiology and Critical Care for advice.

6. **General TBH rules for booking on operating lists**

6.1. Bookings must reach the R2 theatre offices by 13H00 the previous day. Bookings for Monday must be handed in on Fridays by 13H00. Late bookings and changes to lists are not accepted, unless directly arranged with the anaesthetist concerned or the medical superintendent responsible for theatres.

6.2. Longer procedures must be placed at the beginning and shorter procedures at the end of the list.

7. **Particular anaesthetic considerations**

7.1. **ASA Nil per os rules or “Minimum fasting periods”**

<table>
<thead>
<tr>
<th>Rule</th>
<th>Fasting Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1.1. Clear liquids*</td>
<td>2 hours</td>
</tr>
<tr>
<td>7.1.2. Breast milk</td>
<td>4 hours</td>
</tr>
<tr>
<td>7.1.3. Infant formula</td>
<td>6 hours</td>
</tr>
<tr>
<td>7.1.4. Non-human milk</td>
<td>6 hours</td>
</tr>
<tr>
<td>7.1.5. Light meal#</td>
<td>6 hours</td>
</tr>
<tr>
<td>7.1.6. Fat/meat:</td>
<td>8 hours</td>
</tr>
</tbody>
</table>

*Clear liquids = fruit juice without pulp, carbonated drinks, black tea or coffee. No alcohol!
#Light meal = liquid & toast; fatty meal may take longer!

7.2. **Children** should not be deprived of food for long periods and should, where possible, be booked first on a surgical list. Oral glucose containing clear fluids should be administered to all children until 2 hours preoperatively.

7.3. **Premedication in children.** Anxiolytics should not be prescribed in children less than 1 year of age, children with respiratory compromise or with diminished levels of consciousness. If required and the above criteria are fulfilled, midazolam 0.5 mg/kg up to a maximum dose of 7.5 mg is appropriate.

7.4. **Acute upper respiratory tract infections in the previous 6 weeks influence the anaesthetic technique and safety of anaesthesia, particularly in children.**

7.4.1. Postpone purely elective surgery in children for four to six weeks after lower respiratory tract infections, in those less than 1-2 years of age, and those with a history of asthma.

7.4.2. Elective surgery may continue 2 weeks following a URTI in which the child is clinically well.
7.4.3. Elective surgery may continue following seasonal rhinitis with a clear discharge, and without constitutional symptoms.

7.5. Diabetics taking oral medication or insulin could become hypoglycaemic if deprived of food before an operation. Cover a food deprivation period with intravenous glucose and consult Anaesthesiology concerning treatment.

7.6. Aspirin, statins, beta blockers, and most chronic medication should not be stopped preoperatively and taken with a small mouthful of water early on the morning of surgery.

7.7. Drugs that may require preoperative cessation include oral antidiabetic agents in patients scheduled for major surgery, aspirin in patients having neurosurgery and eye surgery, oral anticoagulants, clopidogrel, and ACE inhibitors.

7.8. Informed consent should be taken preoperatively.

7.9. Children for MRI or CT scan require consent to be taken and before arrival at the scanner.

7.10. Cross matching
7.10.1. Find out from the attending surgeon or anaesthesiologist involved whether blood needs to be ordered beforehand.
7.10.2. Packed erythrocytes (RBC’s) are usually used.
7.10.3. If in doubt, group and screen is a safe and cheaper option.

8. Preoperative referral to Anaesthesiology

8.1. Should the patients general condition warrant it or the extent and nature of the surgery may cause special problems, the Department of Anaesthesiology and Critical Care should be sent a concise referral at least 48 hours (2 working days) before the planned operation. This will give Anaesthesiology staff members opportunity to evaluate the patient and suggest special examinations or treatments.

8.2. It is important to accurately specify the date of the planned surgery on the referral form. Failure to do so means that the Department of Anaesthesiology and Critical Care will not know to whom the referral should be allocated. Different anaesthesiologists accept different risks. Giving an incorrect date risks getting another anaesthesiology team who may not accept the patient for surgery.

8.3. If there is no fixed date, please then send a referral to the consultant on call for the day, as early in the day as possible to ensure speedy consultation.

8.4. It is imperative to book ICU beds as early as possible to avoid cancellation. Discuss with the surgical registrar or anaesthesiologists if this is needed.
9. How to diminish the risks of surgery being postponed?

9.1. Ensure the patient has been properly evaluated, and/or
9.2. Ensuring the theatre list arrives on time in R2, and/or
9.3. Ensure ICU/PACU beds are booked timeously, and/or
9.4. Avoid booking too many patients on a particular operation session. While a certain amount of overbooking is accepted due to logistical problems, it is unfair to both patients, anaesthetic and surgical staff to overbook lists, and/or
9.5. Ensuring that group and screen has been sent the day before.
9.6. Ensuring timeous referral to Anaesthesiology and Critical Care with the correct operating date.
9.7. -If in doubt, speak to us, we’re there to support patients and doctors alike.
DEPARTMENT OF FAMILY MEDICINE, PRIMARY CARE AND MENTAL HEALTH

This rotation is organised by Family Medicine and Primary Care

Head of Division: Prof Bob Mash
7TH Floor, Clinical Building, Room 7085, Faculty of Medicine and Health Sciences
Telephone: 021-938 9170
E-mail: rm@sun.ac.za

Intern Curator: Dr M Pather
7TH Floor, Clinical Building, Room 7075, Faculty of Medicine and Health Sciences
Telephone: 021 938 9171
Cell: 0842799927
Fax: 021-938 9153
E-mail: mpather@sun.ac.za

Administration of intern rotation: Ms Freda Valentine
7TH Floor, Clinical Building, Room 7078, Faculty of Medicine and Health Sciences
Telephone: 021 938 9449
Fax: 021 938 9153
Email: fjv@sun.ac.za

Psychiatry
Executive head: Prof S Seedat
2nd floor, Clinical building, Faculty of Medicine and Health Sciences
Telephone: 021 938 9227
Email: sseedat@sun.ac.za
PA: Janette Jordaan 021 938 9658

Stikland Hospital
Old Paarl Road, Bellville
Dr Inge Smith
Email: ingesmit@sun.ac.za
Telephone: 021 940 7269

The Family Medicine component of the rotation uses a number of community and hospital-based teaching sites.

Community Health Services
Site B Khayelitsha Community Health Centre
Facility manager: Mr D Binza 021-360 5207 (w)
Email: Dawid.Binza@westerncape.gov.za
Family Physician: Dr S Mathee: 0844910728
Email: Shahied.Mathee@westerncape.gov.za
Family Physician Dr Jan Kunene: 021 3605251
Email: dr.kunene@gmail.com
**Nolungile Community Health Centre (Site C)**  
Facility Manager: Ms Gail Viani 021 387 0230  
Email: Gail.Viani@westerncape.gov.za  
Family Physician: Dr J Kumari : 072 588 6298  
Email: kumarij1010@gmail.com

**Delft Community Health Centre**  
Facility Manager: Mr Jaco van Heerden 021 954 2235 / 7  
Email: Jaco.vanHeerden@westerncape.gov.za  
Family Physician: Dr Sheron Forgus: 0733579690  
Email: Sheron.Forgus@westerncape.gov.za

**Bishop Lavis Community Health Centre**  
Facility Manager: Sr Carelse: 021 9346050  
Family Physician: Dr Wiaan Bedeker: 0722479507  
Email: Wiaan.Bederker@westerncape.gov.za

**Symphony Way Community Health Centre**  
Family Physician: Dr Dusica Stapar: 0823531220  
Email: Dusica.Stapar@westerncape.gov.za

**Michael Mapongwana Community Health Centre**  
Family Physician: Dr Germarie Fouche: 0722698220  
Email: germarieferreira@gmail.com

**District Hospitals**  
Eerste River District Hospital  
Family Physician: Dr Steve Swartz: 0828559411  
Email: Steve.Swartz@westerncape.gov.za
Introduction
The learning outcomes for this rotation are defined in detail by the HPCSA and can be summarized as follows:

- To manage undifferentiated conditions in primary care, provide chronic care and be exposed to aspects of palliative and forensic medicine
- To manage typical conditions seen in a district hospital
- To manage common mental health problems in primary care and community psychiatry
- To manage acute psychiatric emergencies in primary care and hospital
- To have opportunities for collaboration with other primary health care workers such as nurses and allied health professionals.
- To integrate the experience, knowledge and skills gained in all other domains.

The 4-months of this rotation will be spent as follows:

- 1-month at a district hospital
- 1-month in an acute psychiatry ward
- 2-months in a community health centre
- 2-sessions per week in a community psychiatry clinic

District Health Services
During your rotation in family medicine you will no longer be working in a level 2/3 hospital but in level 1 hospitals / primary care.

These services are organized by a different division within the Department of Health.
Community health centre
The intern will work under the supervision of the Family Physician and participate in all the activities of the CHC from 08h00-16h30

- Consulting patients with undifferentiated acute and chronic illnesses
- Providing emergency care
- Participating in the after-hour work (Interns at Nolungile must do their overtime at KDH)

Prescriptions must comply with the Essential Drug List for Primary Care and the Provincial Catalogue which are available in the health centre.

Investigations permissible are listed on the request form for the Metro District Health Services / National Health Laboratory Service.

District Hospital
The intern will work under the supervision of the Family Physician and will work in the following areas:

- ARV Clinic
- Admission ward
- Medical and surgical out-patients including relevant procedures
- After-hour duties in the hospital

Psychiatry
The rotation in psychiatry is organized by the Department of Psychiatry and they will introduce your exposure to the psychiatric hospital and community psychiatry at the introductory meeting. Their contact details are given above.

Transport
Dr Kurt Maart is responsible for assisting with transport requirements. Milage can be claimed for use of your own car during working hours – for example going to the community psychiatry clinic. Milage is claimed from Tygerberg Hospital as your base station and not from home. Please use the claim form that is in your introductory pack.

Assessment
The HPCSA logbook for Family Medicine / Primary Care and Mental Health (pages 46&47) must be completed during the rotation. Please look at this with your supervisor to guide what additional experience you need. Please complete the evaluation of your clinical skills with your supervisors. Please show your supervisor the list of suggested topics to discuss.
At the end of the rotation complete your assessment of the rotation (Form 139, Section I).

Please bring the logbook with you to the first monthly meeting in Family Medicine. Then bring your logbook and both completed copies of pages 46 & 47 from your internship logbook at the end of rotation interview.
During this rotation you are asked to request leave only during your attachment to the community health centre. **Inform your Family Physician supervisor first and then submit to Nicole – You may NOT overlap leave at the same CHC.**

**Overtime**
At the end of each month you should complete the form “**Verification of Commuted Overtime**” and once this is signed by your site supervisor you can hand it in to the Tygerberg HR Office.

**Monthly meeting – Every second Thursday of the month at 15:30**

**CHANGE OVER TO NEW SITE THE FIRST DAY OF THE MONTH**
DIVISION OF FORENSIC MEDICINE

Consultants: Dr JJ Dempers, Dr S Afonso, Dr D Anthony

For any medico-legal queries, feel free to consult this Division.

Call: 021 938 9325/ 021 938 9516 or 71 9325/71 9516

Death notification form (DHA-1663)
This is only completed by clinicians in cases of natural death and stillbirth. In unnatural deaths, the forensic pathologist who performed the autopsy will complete the form. Complete the death notification form as soon as possible after death and definitely before you leave the hospital. Use only capital letters and a black pen. Please avoid abbreviations, and make sure that the underlying cause of death is recorded in the lowest completed line in Part 1 of the “Medical cause of death” section. Do not indicate mechanisms of death, like hypoxia, anemia or shock as underlying conditions.

Seal the last page of the form, and staple to the other pages.

Please note:
- Sections A and D may be completed by the ward staff, and section B and G must be completed by the clinician. However, the doctor is ultimately responsible for the information completed on the whole form. Section G1 is intended for patients more than one week old, and section G2 for stillbirths and children under 7 days old.
- If a diagnostic autopsy is requested from Anatomical Pathology, only sections A, B and D are completed, with the necessary request forms (see “Anatomical Pathology” in the Specimen Sampling Manual at the back of this booklet). All of these forms must accompany the body to the mortuary.
- In the case of a stillbirth, the DHA-1663 may be completed by a registered nurse.
- If a person dies from unnatural causes, the form for referral to Forensic Pathology (FPS100) must be completed, and must accompany the body to the Forensic Pathology Services Laboratory. Since the autopsy cannot be performed until the forms are completed, it is of the utmost importance that the treating clinician completes the form as soon as possible to avoid distress to the family. This form must be completed by a senior clinician that was involved in the treatment of the patient. The DHA-1663 will be completed by a member of Forensic Pathology after the autopsy is completed.

Procedure-related deaths
According to Section 56 of the Health Professions Act, (Act 56 of 1974),

“the death of a person undergoing, or as a result of, a procedure of a therapeutic, diagnostic or palliative nature, or of which any aspect of such a
procedure has been a contributory cause, shall not be deemed to be a death from natural causes”.

If a death can in any way be related to a procedure, it is prudent to discuss the case with the forensic pathologist on call. When referring the case, Form GW7/24 must be completed as soon as possible by the surgeon, anaesthetist and nurse involved, and must be sent with the body and folder to the Forensic Pathology Service.

'Dead on arrival'
Confirm that the patient is dead and complete the Dead on Arrival form. Please attend to these patients immediately because ambulances must be made available for other service duties and should not be held up unnecessarily.

Please note: The Dead on Arrival form is not the same as the Death Notification form (DHA-1663). Before the DHA-1663 can be completed, the circumstances surrounding the death must be ascertained from ambulance personnel and family members of the deceased. If the patient has been treated at Tygerberg Hospital before, and the clinical appearance, history and hospital notes are in accordance with the circumstances of the death, the DHA-1663 may be completed. The information used in this process should be recorded briefly in the hospital folder.

Classification of unnatural deaths
These cases should be referred to Forensic Pathology Service:

Deaths due to the application of an external force and the complications thereof:
- Any physical, chemical or thermal injury
- Injury caused by nature e.g. dog bite, bee sting anaphylaxis
- Complications of injury e.g. tetanus or rabies after dog bite; gas gangrene or necrotising fasciitis after gunshot wound, stab wound
- Pneumonia or pulmonary embolism resulting from traumatic injury

Procedure-related deaths:
A procedure-related death is the death of a person undergoing, or as a result of, a procedure of a therapeutic, diagnostic or palliative nature, or of which any aspect of such a procedure has been a contributory cause. This definition is not limited to the 24-hour period after the procedure and may include less radical surgical procedures such as tooth extractions, cardiac catheterisation or bronchoscopy.

Sudden, unexpected deaths
- Sudden death in adults without any obvious cause
- So-called cot deaths (Sudden Infant Death Syndrome).
Acts of omission or commission

- any death, including deaths that would otherwise be classified as “natural”, where it is suspected that the death was due to negligent care by medical staff or any other person.

Good note keeping practice

Medical and allied health staff members are reminded of their responsibility and duty to make “clear, objective, contemporaneous, tamper-proof and original” notes of all aspects of their medical practice.

The HPCSA recommends\(^1\) that all notes be annotated with a signature, name in print, as well as the HPCSA number of the health care practitioner. In hospital practice, the Medical Protection Society also recommends your pager or phone number.\(^2\)

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\(^1\) HPCSA, *Guidelines on the Keeping of Patient Records* (2008),
\(^2\) Medical Records in South Africa: An MPS Guide
DEPARTMENT OF GYNAECOLOGY AND OBSTETRICS

Academic Head: Prof H Botha (phone extension: 4661)
General Specialist Head: Prof GS Gebhardt (x4638)
Intern Coordinator: Dr L De Waard
Duty and leave rosters: Dr J Butt and L de Waard (x4749)

Dear colleague; welcome to our department.

Documentation regarding your responsibilities will be supplied by Mr Aaron Jordan, the departmental clerk (x4432) when you join the department. The duty rosters, information and protocols will be supplied electronically before you join the department. Please send your contact details (cell phone and email address) to Dr J Butt (jbutt@sun.ac.za) at least one month before you start with your rotation. Your group’s representative must liaise with Dr Butt regarding all roster-related issues- any problems must be sorted out amongst the group first.

Working (office) hours are from 07:30-16:00 and all clinics and ward rounds start strictly at 07:30. Information on the after-hours duties and academic ward rounds that must be attended will be supplied when you start. Call rosters are structured so that you do not work more than 24 hours at a time.

Leave requests must be sorted out before you start your rotation. The available slots and leave rules are available from Mr Aaron Jordan (x4432) and are filled on a first-come basis. You can already book your slots in the beginning of the year.

Please note that attendance at the following weekly meetings is compulsory:

- Mondays, 16:00. Departmental Morbidity and Mortality meeting in Ward F3
- Thursdays 13:00. Perinatal Morbidity and Mortality meeting in Ward F3
- Every second Tuesday of the month at 07:15. Monthly meeting with the intern coordinator.

Attendance of the postgraduate meeting on Fridays at 14:15 in the Genetics Seminar Room, 2nd floor, Medical School is voluntary.

The departmental duty rosters, policies and protocols are available at www.obstyger.co.za. Our protocols are also available on the EMGuidance app. A training schedule for ESMOE (essential steps in the management of obstetric emergencies) will be provided on the first day of your rotation. ESMOE content is also uploaded on EMGuidance. Attendance is compulsory and must be verified in your HPCSA logbook.
Welcome to the Department of Medicine.

The department's intern supervisors are Dr C Bouwens (bleeper 0840 / mobile 083 310 1106) and the Head of General Medicine is Dr Neshaad Schrueder (x5732 / mobile 084 582 4552). You are welcome to discuss with them any problems you may have. Additional information on the department is provided in the registrar guide, which is available from the departmental secretary.

During your rotation in Medicine, you may be allocated to work in one of the firms, A5 (High Care) and/or be assigned to do the Emergency Unit (C1DW)/Relief slot. Although the work is demanding it is very rewarding and if you participate actively you will derive great benefit from your experience.

Academic obligations
Interns who show initiative, participate actively in academic discussions and are present at academic meetings will greatly enhance their final assessment. As a member of an academic department, you are expected to attend the following meetings.

- Thursdays, 14:00 - General Medicine Academic meeting - A10 seminar room.
- Thursday, 15:30 - Departmental Academic meeting – 3rd floor, Clinical building, Department of Medicine.
- Friday, 7h30 - Cardiology ECG meeting - Cardiology department, middle of OPD corridor on the 8th floor.

Operational Meetings
- Mondays 8h00: Business meeting at the Medical School, compulsory for all members of the department. Interns are expected to report briefly at the meeting on all mortalities that occurred the previous week. (Please ensure that the designated mortality forms are completed. The use of designated M&M forms is obligatory).
- Fridays at 12h00: General Internal Medicine divisional meeting at Human Resource Development centre, 11th floor, Tygerberg Hospital. All operational issues and troubleshooting will be done at this meeting. Your feedback is vital to improving the working environment and patient care within the division.

Leave arrangements
Leave is granted according to a leave schedule, which is available from the departmental secretary. There are only 2 slots available at any given time therefore leave arrangements should be discussed long in advance to prevent
disappointment. Submit leave forms to Mrs Horn. Any special circumstances, feel free to discuss it with Dr Schrueder. Also see the hospital’s leave policy regarding sick leave etc.

Statistics
Weekly statistics on each medical firm are handed in every Thursday to the departmental secretary. Statistics must be handed in before 12:00. Statistics forms are available at the departmental office.

Patient care
Your duties in respect of general patient care include the following:

1. **Evaluation and admission of patients** to CIDW, general wards and the High Care ward (A5 west) as well as the daily follow-up care of these patients - always under supervision of a registrar or consultant. You are responsible for making admission notes as well as keeping follow-up notes. From time to time you may have to assume greater responsibility in the ward should your registrar not be available.

2. **Students** will work under your supervision and you will have to ensure that the overall standard of patient evaluation, patient care and the ward work of the students are satisfactory. Furthermore, you are expected to assist with student’s supervision/training where you encounter students. Remember, they will look up to you as a role model, so always keep your conduct professional.

3. **On-call duties**: Each medical firm is on call one weekday per week and on average 5 weekends per 3-month block. On your weekday call the shift will be divided between the 2 sides of the firm. When your side is on you will be working in F1. During working hours (08h00-16h00) each firm is responsible for their own ward patients. Therefore, make sure your phone is on and you are available if the ward sister is looking for you. After-hours the side of the firm that is not in CIDW, provides cold cover for the general wards. Additional telephonic cover must be provided by the registrar responsible for the patient. Therefore, emergency numbers (home/cell) should be provided to the Sister-in-charge of the ward. A weekend call entails 24-hour duty in F1, which may be on a Friday, Saturday or Sunday, as per call roster. Weekends only one side of the firm is on call, so you will also be required to cover the wards.

4. **Discharging patients**: You will be assisting with writing discharge summaries. Make sure these are a true reflection of the patient’s problems and hospital plan.
   - Rather include too much information than too little.
   - Have your registrar/consultant check the discharge letter to ensure you documented the critical issues.
   - When arranging follow-up appointment, do not automatically default to giving MOPD follow-up appointments. We only want to see those patients again where a specialist will still need to give input in the future. Straight forward problems like COPD can be followed up by the Day Hospitals. Check with your registrar where people need to follow up.
5. **Discharge planning:** There is always extreme pressure to get patients out of bed as soon as possible. One way of achieving this, is discharge planning. Here are some tips:

- Complete the prescription the previous day. Most of the time you can pre-empt what you are going to discharge the patient on, so even if the pharmacy is closed after 14h00, you can still do the prescription so that the ward sisters can sent it off at 07h00 and don't have to wait until 11h00 when you have finished with your round. By 11h00 the pharmacy is also busy with MOPD prescriptions, so they are slower with discharges.
- Try and not reinvent the wheel: Do not re-write chronic medication if it has not changed. It will be less work for the pharmacy, will save money and if the patient does not have to wait for meds, he will be out of here quicker.
- Write the discharge note the previous afternoon. If nothing has changed, you can hand it to the ward sister at 9h00 on the round, instead of only writing it at 11h00 when your round is done.
- Pre-empt social problems. If it is a 70-year-old lady who used to stay alone and now had suffered a stroke, refer her to the social worker on Day 1, so that we can start working on a plan in advance.
- Talk to the families. Linked to the above, keep clear communication with the families, so they can plan in advance to care for terminal patients. Get a phone number on admission and write it on the cover of the folder, 2 days later you always struggle to get hold of them.

6. **Discharge/Transit lounge:** Location at J-Ground next to the general reception area. Equipped with comfortable recliner and a television for patients to watch. Both male and female toilet close by (5 meters). Staffed by a Home Base Carer (HBC).

- Purpose: for patients to wait on their medication and families after discharge, so that the beds can be cleared and new patients admitted. This is very important since CIDW is always full.
- Patients must be medically stable, mobile and able to care for themselves.
- Only local patients can access the facility since the transit lounge closes after-hours, and transport to peripheral areas is not reliable. If someone is from afar they need to wait in ward for transport. But still inform the bed manager of them so that they can assist in arranging transport.
- Once the doctor has completed the discharge letter and prescriptions, he/she informs the ward-sister that the patient is suitable for the Discharge Lounge and hand her all the paperwork. Then the sister can phone the number (x6583) and arrange transfer of the patient. Easiest will probably be that one of the staff nurses take the patients down.

7. **Chronic Care Patients** add to the pressure on acute beds and the quick turn-around time in the medical wards since patients has nowhere to go.
Therefore, firstly realize – family must also take responsibility. Speak to the family. Do not just accept the social worker needs to make a plan. Persuade family to take responsibility for their own people; to make a plan amongst themselves and assist with the care of their family member at home.

At present the centres available for chronic care are Conradie Care, Booth Memorial and Western Cape Rehab. The different facilities have different services available and different requirements. Some have physiotherapy, others don’t etc. but most of them require that the patient be stable since they have no doctor on site, not be on any IV medication and have limited period for which they admit patients. Therefore, it is probably easiest to contact the social worker and use her as a liaison to decide which facility will be most appropriate and to facilitate the transfer. Use the Social Worker of your specific ward. But if you struggle, contact Ms Dhansay – 938 4164/5873 – Dhansay@westerncape.gov.za

To assist them in their job, make sure:
- Identify appropriate patients early – on admission already.
- Get the social worker involved early – day 1 if appropriate.
- Make sure treatment that will influence placement, like IV antibiotics, physiotherapy etc. is initiated timeously so that it does not delay discharge.
- Make sure discharge medication is ordered in time. Usually the patients need to go to these centres with 1 month’s medication on them.

Cost-effective medicine: Practising cost-effective medicine without compromising quality cannot be overemphasised. Always think twice before requesting tests. Less is often more.
- For example: Do not do an FBC when all you need is a platelet count.
- Do not do a U+E when all you need is potassium.
- Do not repeat tests done at other hospitals unless necessary.
- Switch from IVI to oral antibiotic treatment soonest possible.
- Students should also be supervised in this regard.
- Discuss all blood transfusions with your registrars and order non-urgent transfusions during office-hours. The blood bank charges extra for specimens processed outside 08h00 and 18h00.

You can get a password to get onto the www.disa website where all hospital results throughout the province (not only TBH results) can be accessed. This can save time and money, because you will be able to see if patients had previous TB sputums etc. Please contact secretary to Dr N Schrueder at x5731 to get the forms and help you apply for access.
A5 High Care: Job description for those doing calls in A5

**Daily patient care:**
1. Examine all new patients thoroughly. They may have been referred by a physician, but you are now assuming responsibility for their care, so you need to be in control of what is wrong with them.
2. Examine your patients the day you are on call. The person going off would have done it, but for the next 24 hours they are your responsibility.
3. Make sure all patients have nursing orders etc. diet, fluids, Hgt, nurse instructions. etc including the patients discharged to the wards.
4. Write a plan for the patient for the day eg. wean O2, mobilize, refer.
5. Check and enter all lab. results on the result sheet. Check all the preceding results of the patients on computer to see if any culture results have become available.

**Ward functioning:**
1. The post-call morning - do round at 6 am, examine all the patients and get results ready for ward round. Do blood gasses where necessary, plus other appropriate bloods.
2. On day of call - do the ward work (eg. referrals, radiology etc).
3. Go see the patients on the list for High Care and prioritize them. Remember ICU gets preference.
4. Fill in the Apache scores. Worst values in the first 24 hours.

**When discharging patients from A5:**
1. Complete a comprehensive discharge summary.
2. Phone to check for beds in the wards: D10, D9, D8, A8E. If no beds available phone bed manager or bleep her if no answer. A5 High Care has preference over C1DW when there are limited beds available in the wards, because we need to clear our beds so that we can accept new patients from C1DW. If you do not get help from the Bed Manager, phone your consultant for assistance.
3. Phone the registrars whose patients are discharged and let them know which ward they are going to. If the patient was admitted directly to ICU look when the pt arrived (ambulance sheet) and check on C1DW roster who was on call that day - inform that registrar that it is his patient and which ward they are going to.

**Additional things to make your and everybody’s life easy:**
1. It’s a clever idea to write the basics on the “clinical notes forms” for the next day in the evening, e.g. diagnosis, medication, what day their lines are etc. Also write your blood forms. It saves time for your morning round.
2. Check the blue file to see that there’s enough forms and the blood trolley for stock (blood tubes, syringes, blood culture bottles etc) for the night. Do this before nursing handover at 19:00 because the store room key gets locked away at night.
3. Do the blood gases at around 07:00 to be ready for the technologist coming on at 07:30. The technologist does rounds in A9 at 06:00 in the morning so the gasses will just lie there.
4. On the consultant round make sure which patients are for intubation

**Job description when working in C1DW team**

Morning ward round starts at 08h00, ensuring there is a plan for each patient. You may also be rostered for the afternoon shift (16h00-23h00), then hand-over round starts promptly at 16h00.

**Thereafter the F1 intern assists in the ward work, making sure:**

- The plan is instituted - make sure investigations happen. If the patient is supposed to get a CT scan, make sure he is on the list etc.
- Follow-up results. If the result is significant - institute treatment. If you are unsure about what to do about the new results, discuss it with the MO/registrar/F1 consultant.
- If results do not show anything we going to treat at TBH, transfer patient back to the secondary hospital.
- Discharge patients who do not need to be in hospital anymore.
- Help to see new patients once the ward work is done.
- Assist in supervising students with procedures.
- Assist with “siftings” (all patients presenting to “siftings” or walking into F1 from the street). If it is a straight forward thing you can sort out and discharge - do so. If you unsure - ask the C1DW registrar / consultant.
- Liaise with the nursing staff to facilitate the finding of beds and movement of patients out of C1DW.
DEPARTMENT OF MEDICAL IMAGING AND CLINICAL ONCOLOGY

DIVISION OF RADIODIAGNOSIS
Head: Prof Richard Pitcher

Background:
The Division of Radiodiagnosis is fully digitized, through the use of both a picture archiving and communication system (PACS) and a radiology information system (RIS). The Division is therefore filmless and paperless. Imaging requests are entered electronically, and images (with attached reports) can be viewed on workstations throughout the hospital.

X-Ray examinations may only be requested by doctors.

To use the digital imaging system, doctors require training, and to be registered on the system. Individual log-in with a user-name and password is required.

To register as a user:
1. Open the Internet Explorer on any TBH computer.
2. Select RIS REGISTRATION from favourites or alternatively enter the following address into the address bar: http://tbhris.pgwc.gov.za/ris/rispage.htm

By clicking the links from this page you can:
1. ACCESS TRAINING for use of the RIS (recommended first step)
2. COMPLETE A REGISTRATION FORM as a PACS/RIS user
3. Get details of the SUPPORT you can expect as a user of PACS/RIS

Electronic imaging requests must provide comprehensive clinical information. This includes the past medical history, a clear presenting problem, examination findings, the results of special investigations, a clear clinical question and an indication of the urgency of the investigation.

After completing the electronic request for an emergency investigation, doctors are required to phone the duty radiologist in the relevant modality, for authorisation of the study. Contact details are provided below. Please note: Urgent requests that are not discussed with the duty radiologist, will not be approved on the system.

If, for any reason, the radiologist on duty in any modality cannot be contacted for arrangement of an urgent examination, the on-call radiologist can be contacted through the Tygerberg Hospital exchange (ext.6666).

All requests for special imaging investigations (ultrasound, fluoroscopy, CT, MRI, vascular/interventional) are subject to approval by duty radiologists in the respective imaging modalities. Duty radiologists have the prerogative to cancel
requests deemed inappropriate or those with inadequate clinical details. If an examination is deemed inappropriate, the duty radiologist will phone the referring clinician's contact number (as reflected on the RIS). Should the referring clinician not be contactable for whatever reason, a note will be attached to the electronic request, requiring a response from the referring clinician within 8 hours, *failing which the examination will be cancelled*. Doctors can view the status of all their requests on the system. When registering to use the system, doctors will receive training in this aspect.

**General enquiries**

*08:00 -16:00 weekdays:*
C4B X-Ray Unit appointments: ext. 5913
Reception: ext. 5900
Assistant Director Radiography: ext. 5918
Chief radiographer: ext. 5149 or speed dial options 3206/3207

*After 16:00 and over weekends:*
C1A X-Ray and Mobile Unit Radiographers: ext. 5233 / 5378
Radiologists: ext. 5868

**Referral of patients**

*Plain film radiography*

**Non-urgent**

**In-patients**

Complete the electronic request form on the Physician Utility, selecting priority P2 and the appropriate resource. The Division of Radiodiagnosis will send for the patient.

**Out-patients:**

**General:**

Complete the electronic request form on the Physician Utility and then send the patient to X-Ray Reception on 4<sup>th</sup> Floor (H4 East).

**Orthopaedics:**

Complete the electronic request form on the Physician Utility and then send the patient to X-Ray Reception on 6<sup>th</sup> Floor

**Paediatrics**

All paediatric examinations (in- and out- patients), with the exception of orthopaedic cases are done on 1<sup>st</sup> floor.
**Urgent**

**In-patients**

Complete the electronic request form on the Physician Utility, selecting priority P1 and the appropriate resource. The Division of Radiodiagnosis will send for the patient.

**Out-patients:**

**General:**

Complete the electronic request form on the Physician Utility, selecting priority P1 and the appropriate resource. Send the patient to 4th Floor X-Ray Reception (H4 East).

**Orthopaedics:**

Complete the electronic request form on the Physician Utility, selecting priority P1 and the appropriate resource and then send the patient to X-Ray Reception on 6th Floor.

**Emergency services (F1 and CID)**

Complete the electronic request form on the Physician Utility, selecting priority P1 and the appropriate resource. For all special investigations (ultrasound, fluoroscopy, CT, MRI, angiography/intervention), the request should be discussed with the duty radiologist (ext. 5868). The Division of Radiodiagnosis will send for the patient.

**Trauma patients**

Complete the electronic request form on the Physician Utility, selecting priority P1 and the appropriate resource. All special examinations (as above) should be discussed with the duty radiologist (ext. 5868). The Division of Radiodiagnosis will send for the patient.

**All special examinations (ultrasound, fluoroscopy, CT, MRI, vascular/interventional)**

**Non-urgent**

**Outpatients**

Complete the electronic request form on the Physician Utility and select priority P3. The patient should then be sent to the 4th Floor Radiology Department Reception (H4 East) to be given the time and date of the appointment and any instructions in preparation for the examination.
**Inpatients**

Complete the electronic request form on the Physician Utility, selecting priority P2. The Division of Radiodiagnosis will communicate with the ward, with regard to the date and time of the appointment and any preparation instructions.

**Urgent**

All urgent special investigations must be requested electronically, selecting priority P1 and then discussed telephonically with the duty radiologist in the respective modality.

**Normal hours 08:00–16:00:**

Contact the duty radiologist at the imaging modality required:

- **Fluoroscopy:** ext. 5928
- **Ultrasound:** ext. 5095
- **CT:** ext. 4768, 5931
- **MRI:** ext. 5415
- **Vascular/intervention:** ext. 6446, 5924

**After hours: 16:00–08h00:**

Contact the radiologist on duty at ext. 5868, or through exchange at ext. 6666.

- Preparation for special examinations is available at H4 East Reception (after hours at C1A X-Rays).

**Note:**

- Children undergoing anaesthesia for CT or MRI examinations will require consent from the parent or guardian.
- Patients undergoing arteriograms or biopsies must sign consent.

**Mobile X-ray examinations**

Complete the electronic request form on the Physician Utility, selecting the appropriate priority.

**Lodox**

Complete the electronic request form on the Physician Utility, selecting priority P1. Also arrange telephonically at ext. 5233/5378.
X-Ray examinations or screening in main theatres

*Normal hours:*

Theatre lists to be sent to C4BT the previous day. Complete the electronic request form on the Physician Utility. Confirm the time of the theatre procedures. Check for availability of C-arm before anaesthetic is administered.

Urgent cases need prior arrangement at ext. 5924/5279.

*After hours:*

Complete the electronic request form on the Physician Utility. Book telephonically at ext. 5378/5233.

*Please note:*
- Parents or guardian must give written consent for children under the age of 18.

*For CT and MRI please note:*
- Urea and creatinine results are required for all patients > 65 and for any younger patients with risk factors for renal disease.
- IV line for all inpatients.
- The requesting clinician is required to obtain consent from the parent or guardian for any child under the age of 18 for anaesthesia to be administered during the imaging procedure.
NUCLEAR MEDICINE DIVISION

Head: Prof A Ellmann

Gold Avenue, 10th Floor, Tygerberg Hospital
PET/CT Centre: Gene Louw building (adjacent to X-block)

Enquiries
Bookings: ext. 4268 (general Nuclear Medicine); ext. 6552 (PET/CT)
Results: ext. 4265, Room 41 or ext. 6552(PET/CT Centre)
Reception (patients): ext. 4261
Enquiries after 16:00 and over weekends: Registrar / consultant on call (information at radio room, ext. 6666)

Completion of referral forms
Referral forms must be completed in full because procedures and treatment may influence the interpretation of studies. The forms can be downloaded from TBH-ECM.

Routine appointments

Non-urgent examinations
Inpatients: Send only the request form. Nuclear Medicine will contact the ward / referring doctor as soon as space is available.

Outpatients: Send the patient with fully completed referral form to the appointment area of Nuclear Medicine.

Urgent examinations
Contact the registrar on call (ext. 4268 / 4265 or after hours at the radio room on ext. 6666).

Special examinations

Myocardial perfusion studies
All patient appointments must be arranged by the referring doctor specifically with the responsible registrar; information available at ext. 4265/4268). The patient's full history, current medication and contact information, including a telephone number where the patient can be reached, must be available when the appointment is made. Patient information brochures should be provided to patients. If not available in your department/ward, they can be collected from Nuclear Medicine.

Cerebral perfusion studies
Appointments must be made preferably by the referring doctor, specifically with the responsible registrar (information available at ext. 4265/4268). Only a
limited number of studies can be performed per week. Please make the appointment in good time.

*Ventilation and perfusion lung scintigram*

A lung scintigram can be properly interpreted only if a recent chest X-Ray (<24 hours old) is available. This service is available after hours and on weekends.

Please note that Tc-99m aerosol is used as ventilation agent, which is often not optimal in patients with chronic obstructive airway disease.

*Treatment of hyperthyroidism*

Treatment of patients suffering from hyperthyroidism with radioactive iodine (I-131) will be considered only after the patient has been evaluated at Nuclear Medicine, after a thyroid scintigram has been done, and after thyroid functions are known.

Please book individual patients with the registrar responsible for the Nuclear Medicine thyroid clinic (information available at ext. 4265/4268/6206).

*Position emission tomography (PET/CT) studies*

PET/CT bookings must be made at the PET/CT Centre at ext. 6552, but will only be finalised after authorisation by the responsible Nuclear Medicine registrar. For any PET related questions, enquiries or information, contact the registrar at ext. 6552/4265).

The request form for PET/CT studies with the patient’s full history, weight, current medication and contact information, including a telephone number where the patient can be reached, must be completed and sent to the PET Centre. PET/CT request forms are available from the PET/CT centre, extension 6552, or can be downloaded from TBH-ECM.

**General remarks**

1. Nuclear Medicine examinations on children are performed with the consent of the nuclear physician, who has been given full authority by the chief executive officer of the hospital. Parents, therefore, do not need to sign consent.

2. Nuclear Medicine examinations may be requested only by doctors.

3. If you are unsure about patient preparation or want to find out whether there is a Nuclear Medicine examination that could help with a certain problem, please contact ext. 4265 / 4268 / 6552 (for PET/CT studies) or one of the doctors.

4. Some examinations such as whole-body iodine studies, MIBG and, octreotide studies, labelled white cell studies and most haematological studies must be discussed with the Nuclear Medicine doctor before an appointment will be given.
5. Please provide a full history on the relevant request form as far as possible.
6. The results of Nuclear Medicine investigations, including PET/CT studies are posted on TBH-ECM and can be retrieved using the patient’s folder number when accessing TBH-ECM.
An introduction to the rotation will be held, details of which will be communicated to you prior to starting the Family Medicine / Psychiatry rotation. Please email Dr. Ingé Smit at ingesmit@sun.ac.za to enquire about the introductory session.

Learning outcomes
Learning outcomes for this rotation are defined in detail by the HPCSA and can be summarised as follows:

- to manage uncomplicated psychiatric conditions seen at district hospital level
- to manage common mental-health problems in primary care and community psychiatry
- to manage acute psychiatric emergencies in primary care and in hospital
- to have opportunities for collaboration with other primary healthcare workers, such as nurses and allied health professionals
- to integrate the experience, knowledge and skills gained in all other domains.

Length of rotation
One month in an acute psychiatry ward and 1-2 sessions per week (of 4 hours per session) in a community psychiatry clinic during the four-month Family Medicine rotation, depending on operational requirements by Family Medicine.

Psychiatric hospitals
Interns work at one location (either Stikland Hospital or the psychiatric wards of Tygerberg Hospital) for a month under the supervision of psychiatric registrars and consultants and will participate in the following: Consultations with patients
in the full spectrum of psychiatric illnesses ward rounds, and after-hours work at the hospital.

**Community psychiatry clinics**
During the Family Medicine Rotation at the various community clinics, interns will be required to assist the Mental Health Nurses with at least one 4-hour clinic per week at the same clinic. During these sessions they will be supported by the Mental Health Nurses and will be supervised by a Registrar/Medical Officer. Telephone cover will be available at all times by either the Registrar/MO or the consultant.
SURGICAL DEPARTMENT

Specific information is listed under the respective sections.

GENERAL SURGERY
Head: Prof E Steyn

Interns will receive a 12-page booklet on departmental protocols at the start of their surgical rotation. Registrars and medical officers may receive protocol manuals for Trauma and ICU rotations.

Interns’ duties:
Interns rotate on the surgical gastroenterology service and the so-called “cocktail” units of the surgical interest groups.

1) Admission of patients to general wards, CIDE and special units, as well as the daily care of these patients. You are requested to discuss any problems with the clinical assistant or duty group in question. You may request basic special examinations at your own discretion, but you are expected to discuss advanced examinations with the senior members of your team. You are responsible for taking the admission notes, as well as keeping the follow-up notes. Where students take these notes, you are responsible for checking that they are correct and must counter-sign the notes. You must also write an appropriate discharge summary to give to the patient on discharge, containing the relevant clinical information about the admission.

2) Student interns and other students work under supervision and you have to ensure that the standard of patient evaluation and general ward work of students are satisfactory. Your opinion may be sought when marks are allocated to students in your duty group.

3) Emergency firm services are scheduled weekly and on Saturdays and Sundays according to the duty roster. Interns are responsible for initial assessment and management of incoming patients in CIDE or the “cocktail” admission units. After-hours cover of ward patients is the responsibility of the intern on call, in conjunction with the patient’s treating registrar. You may on occasion be requested to adapt to changes in the duty and training programmes of the department’s service units.

Academic obligations
As a member of an academic department, you are expected to attend the following meetings, as well as other meetings scheduled as per the service where you rotate. Your active participation in discussions is expected.

1. Mondays, 13:00. Surgical gastroenterology X-Ray meeting for staff on this rotation. Compulsory for all members of the department.
2. Wednesdays 14:00. Personnel meeting, M&M meeting, academic discussion and teaching ward round, or other activities as listed in the departmental programme.

**Leave arrangements**
Leave is granted according to a leave schedule. You will be on leave for either the first or last two weeks of the month during a Surgical Gastroenterology rotation, or in burns when two interns are rotating instead of one. Contact Dr Ilna Conradie if you need to make other arrangements, which will be granted in special circumstances only.

**GENERAL SURGERY SERVICES**

**Surgical gastroenterology**
This service manages all GIT and soft tissue septic surgical pathology and is truly a general surgical service. There are four service units, which share on-call duties.

**Burns**
Tygerberg Hospital houses the regional Adult Burns Unit, where one intern will rotate at all times.

**Surgical intensive care (A1)**
A 12-bed ICU, which offers the opportunity for tertiary surgical services.

**Head, neck, mamma and thyroid surgery ("surgical oncology")**
Manage mainly breast and thyroid disease, but also head and neck tumours, melanoma and soft-tissue sarcoma.

**Paediatric surgery**
A comprehensive paediatric surgical service for neonatal patients and infants, which currently also manages paediatric trauma. Special interest in Hirschprung’s disease.

**Trauma Service and Surgical Unit**
Trauma Service manages all initial assessment, stabilisation and resuscitation of the injured while the Surgical Unit co-ordinates complex multi-trauma patient care and manages abdominal, vascular and neck soft-tissue trauma as well as post-ICU trauma care and the management of crush syndrome.

**Vascular Surgery and Vascular Laboratory**
A sub-specialist unit, that manages all acute non-trauma and chronic arterial disease (occlusive and aneurismal) and complex venous disease. Also manages delayed-presentation vascular trauma (over a month post-injury).

**Urology**
The Urology unit manages all urological emergencies, urogenital malignancies and transplant services.
SURGICAL DIVISIONS

Anaesthesiology
Head: Prof A Levine

Cardiothoracic Surgery
Head: Prof J Janson

Neurosurgery
Head: Prof I Vlok

Ophthalmology
Head: Prof D Meyer

Otorhinolaryngology
Head: Prof J Loock

Orthopaedics
Head: Prof J du Toit

Plastic Reconstructive Surgery
Head (Acting): Dr A Zühlke

Urology
Head: Prof A van der Merwe
Dear Doctor

Welcome to the Department of Paediatrics and Child Health at Tygerberg Hospital. Figure 1 illustrates the structure of the department which is mainly housed in the G Block of the hospital. The duration of your rotation in this department will be four months. During your time in this department you will rotate through its four major subsets namely; Neonatology,

General Paediatrics, Paediatric sub-specialities as well as Paediatric Acute Care. **In each area, you will work as part of a team and not independently.** The included information on the different wards serves as a guideline of what you can expect to be part of and alternatively what is expected of you in the different wards. It is hoped that you will find this an enriching experience.

On the first day of the Rotation

Meet the Intern Coordinator in the C3A Seminar Room at 08h30 for Orientation. **Attendance at this session is compulsory for all new interns starting in the department.** The finer workings of the department will be explained to you on this day as well as you will be given all the relevant rosters. The seminar room is situated on the Third Floor of the Hospital, on Gold Avenue.

Should the first day of the block fall on a weekend or a public holiday, only the doctors on duty (including ward rounds) need to come to the hospital and they will be met by a representative at 08h00 in G ground. The intern coordinator will then meet the whole group at 08h00 in the C3A seminar room on the first official working day.

**Ward G10**

Total capacity: 28 to 30 patients. Includes an Isolation Unit
Houses three sub specialities
Your duties in GIT Medicine will include:

- Day to day care of the inpatients (10 to 15 patients)
- Arranging investigations and follow-up of these
- Arranging referrals to other services as indicated.
- Preparing discharge summaries

Ward G9
Houses three sub specialities

Your duties will include
Shared responsibility for Endocrine and Neurology inpatients

Mondays
You are assigned to Endocrinology on these days and are expected to:

- Assist at the Endocrine/Diabetic clinic in C3A
- Assist with endocrine tests in the ward
- The official inpatient capacity is 5 patients although there may be more than this number to look after.
- You are required to help the endocrine service on other days only after prior arrangement with the neurology consultant
Tuesdays to Fridays
You are assigned to **Neurology** on these days and are expected to:
- Assist with the day to day care of patients
- The official inpatient capacity in this section is 10 patients.

G7 General Paediatrics

Staff
Consultants(2)
Registrar(1)
Medical Officer(2)
Interns(1)

• Ward Profile
• Total patient capacity: 25
• High turnover ward with 100 to 150 admissions per month with a range of diagnoses and level of care from acutely ill to chronic medical conditions for rehabilitation. Sources of patient admission include PICU, GGround, district and regional hospitals in the drainage area

Duties include:
Day to day care of patients in the ward
Attendance at weekly ward meetings on a Moday
Attendance at monthly Morbidity and Mortality meetings
Ensuring complete TB Notification and counselling of patients diagnosed with TB prior to discharge

• Information on TB notification supplied.
Ward G3
Houses three sub specialities

Haematology/Oncology
- Team: 3 consultants/1PMO/2 registrars/2 subspeciality registrars
- Patients: 9 inpatients, Daily outpatient clinic

Nephrology*
- Wednesdays and Fridays is Nephrology Clinic, the intern assumes primary responsibility for ward patients as the registrar attends to the clinic patients.

Cardiology*

Intern duties:
- Mainly assigned to Nephrology and Cardiology but occasionally may be requested to assist in Haem/Onc

Neonatology
The neonatal division spans across four wards; G1, G2, J3 and G8. The level of patient care differs from high to low-dependency special care and comprises mainly care of extreme low gestational age neonates.
G1
- Out born babies
- NICU graduate babies
- High-dependency special care babies
- 32 patients
- 2 consultants/1 registrar/2 medical officers/1 intern

G2
- In born babies
- Admission ward with a high turnover
- High-dependency special care babies
- 27 patients
- 2 consultants/1 registrar/2 medical officers*/1 intern

J3
- Transfers from G2 and G1
- Medium to low-dependency special care babies
- Full-time Kangaroo Mother Care
- 25 patients
- 1 consultant/1 registrar/1 medical office/1 intern

G8
- Transfers from G2 and G1
- Medium to low-dependency special care babies
- Full-time Kangaroo Mother Care
- 30 patients
- 1 consultant/1 registrar/2 interns
Intern duties include:
- Compulsory attendance at 08h00 Handover meetings
- Day to day care of neonates assigned to you
- Assisting with patient transfers out to other units or hospitals
- Attendance at new born deliveries in labour ward or theatre as per CS Bleep roster
- Attending to babies with minor abnormalities in the postnatal wards as per postnatal ward duty roster

G Ground
Combines an emergency care section where patients referred from primary care are triaged and attended to and a 24-bed short-stay ward.

Telephone numbers you might need to know

<table>
<thead>
<tr>
<th>G ground</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>G ground</td>
<td>6378</td>
</tr>
<tr>
<td>G1</td>
<td>6268/6573</td>
</tr>
<tr>
<td>G2</td>
<td>4513</td>
</tr>
<tr>
<td>G3</td>
<td>4570</td>
</tr>
<tr>
<td>J3</td>
<td>6147</td>
</tr>
<tr>
<td>G7</td>
<td>4664/4667/5012</td>
</tr>
<tr>
<td>G8</td>
<td>4723</td>
</tr>
<tr>
<td>G9</td>
<td>5633/5635</td>
</tr>
<tr>
<td>G10</td>
<td>5002/5004</td>
</tr>
</tbody>
</table>
UNIT FOR INFECTION PREVENTION AND CONTROL (UIPC)

Head: Dr W.A J. Meintjes
Telephone: 021 938 5054 or IPC Sister on call via switchboard
Location: H-corridor, 9th floor
Website: www.sun.ac.za/uipc

IPC manual: available on wards and on G-drive of ward computer

IPC survival kit: a bag, a set of z-cards with IPC-related information and a personal 50 ml alcohol handrub is available free of charge to TBH professional staff.

Standard precautions

Standard precautions (SP) are minimum infection control (IC) procedures for the care and protection of patients and healthcare workers based on risk assessment.

- **Hand hygiene:**
  wash and dry hands thoroughly
  - before each patient contact
  - after removing gloves
  - if hands are visibly contaminated with organic matter. Alcohol rub may be used in the absence of visible contamination, for rapid hand disinfection.

- **Protective clothing:**
  appropriate use for each indication:
  - gloves: all contact with blood or body fluids
  - surgical masks: aerosols or splash contamination of mucous membranes and face from blood or body fluids
  - visors: to protect eyes from splash contamination
  - plastic aprons: to prevent contamination from blood/body fluids.

- **Do not re-cap needles.**
  The **user** of a sharp instrument is responsible for discarding it immediately and carefully in a puncture-proof container.

- Thorough cleaning of clinical equipment is essential before sterilisation or disinfection.

- **Waste management:**
  - Please familiarize yourself with the waste management policy included in the IPC manual on the G-drive on the computers at ward level. All waste generated by user should be discard on completion of the procedure by the user him or herself.
Separate all waste items according to the colour-coded containers:

- Yellow sharps container: used syringes, needles, blades, broken ampoules etc.
- Box with red plastic bag: infectious or clinical waste
- Black plastic bag: non-infectious or municipal waste
- Clear plastic bag: CSSD equipment

Checklist of protective equipment required for common Procedures

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Hand disinfect-tion</th>
<th>Gloves</th>
<th>Apron</th>
<th>Mask</th>
<th>Eye protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>IV cannulation</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wound dressing</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>Aseptic Tech-nique</td>
</tr>
<tr>
<td>NG tube insertion</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airway insertion</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Dental procedures</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓ (high speed drills)</td>
</tr>
<tr>
<td>Suturing</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Central lines (CVP)</td>
<td>✓</td>
<td>Sterile ✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Insertion of urinary catheter</td>
<td>✓</td>
<td>Sterile ✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fibre-optic procedures</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Delivery (labour)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Surgery (clean/dirty)</td>
<td>✓</td>
<td>Sterile ✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
BOX WITH RED PLASTIC BAG:
- Any clinical waste that was in contact with a patient, e.g.:
- Used bandages & dressings
- Urinary catheter & drainage bags
- IV admin sets
- Abdominal swabs
- Used syringes
- Theatre dressings
- Sputum holders
- Suction catheters
- Airways, ET tubes etc.
- Trochars
- Linen savers (blood, vomit)
- Used gloves
- Dialysis sets

NOTE:
Safe & responsible discarding/handling of waste is the responsibility of all staff members

SHARPS CONTAINER:
- Hyperdermic needles
- Stilettes
- Broken vials
- Blades
- Lancets

Broken glass (bottles, crockery) should be put in a separately sealed box and sent with ward waste.
**TRANSMISSION BASED PRECAUTIONS**
(always applied in addition to standard precautions)

**Airborne precautions**: e.g. for tuberculosis, measles, chickenpox.

**Droplet precaution**: e.g. for diphtheria, streptococcal pharyngitis, scarlet fever, meningococcal infection, influenza, mumps, parvovirus, rubella, adenovirus, mycoplasma pneumoniae, pertussis, pneumonic plague

**Contact Precautions**: e.g. for highly resistant pathogens, clostridium difficile, shigellosis, scabies, pediculosis, impetigo

<table>
<thead>
<tr>
<th>AIRBORNE PRECAUTIONS</th>
<th>DROPLET PRE-CAUTIONS</th>
<th>CONTACT PRECAUTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single (private) room</td>
<td>Single room – door may be open. If not possible, space beds at least 1 metre apart. No special ventilation required</td>
<td>Single room if possible, or place patients together who have active infection with the same microorganism (cohorting).</td>
</tr>
<tr>
<td>Door closed at all times</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negative air pressure, 6-12 air changes per hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discharge of air outside or high-efficiency filters before circulation</td>
<td></td>
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</tr>
</tbody>
</table>

**RESPIRATORY PROTECTION**

| PTB: Wear a mask (ideally a N95 respirator) when entering room of patient with known or suspected infectious pulmonary TB patient and when disposing of secretions. Measles/chickenpox: Susceptible persons should wear a surgical mask. Persons immune to measles and chickenpox need not wear a mask. | Mask to be worn when working within 1 metre of the patient | As for standard precautions. |
| GLOVES AND HAND-WASHING | As for standard precautions | As for standard precautions | Wear gloves when entering patient’s room, or making any contact with the patient, equipment or a contaminated surface. Remove gloves before leaving patient’s environment and wash/drink water.

| GOWN/ PLASTIC APRON | As for standard precautions | As for standard precautions | Single plastic apron per patient. Change daily or when soiled.

| PATIENT TRANSPORT | Limit the movement of and transport patients for essential purposes only. If transporting is necessary, patient must wear a SURGICAL mask (NOT an N95). | Limit movement and transport patients for essential purposes only. If transported, patient must wear a surgical mask. | Limit overall movement and transport patients for essential purposes only.

| PATIENT-CARE EQUIPMENT | As for standard precautions | As for standard precautions | Dedicate use of equipment to a single patient. If not possible, clean and disinfect before use on another patient. |
CAUSE OF DEATH CERTIFICATION

The Immediate Cause is the final disease, injury or complication directly causing the death. It should be noted that the mechanism of death or terminal event (for example, cardiac arrest or respiratory arrest) is not considered to be a cause of death. The mechanism of death should not be reported as the immediate cause of death as it is a statement not specifically related to the disease process, and it merely attests to the fact of death.

The Underlying Cause of Death is the disease or injury that started the sequence of events leading directly to death or the circumstances of the accident or violence that produced the fatal injury. If the underlying cause of death is an injury, the case should be referred to Forensic Pathology Service.

Instructions for completion of the cause-of-death section on Death Notification Form DHA-1663

The cause-of-death section consists of two parts. Part I is for reporting a chain of events leading directly to death, with the immediate cause of death (the final disease, injury or complication directly causing death) on line (a) and the underlying cause of death (the disease, injury that initiated the chain of events that led directly and inevitably to death) on the lowest used line. If only one line is used, only line (a) should be completed. The cause of death sequence reported in part I should reflect the temporal and patho-physiological course of the disease process, i.e. the condition in the lowest completed line should have preceded the other conditions, but also clearly caused the conditions listed above it. Part II is for reporting all other significant diseases, conditions, or injuries that contributed to death but which did not result in the underlying cause of death given in Part I.

The cause-of-death information should be the medical practitioner’s best medical OPINION. Report on each disease, abnormality, injury, or poisoning that the medical practitioner believes adversely affected the decedent. In the case of injury or poisoning the case should be referred to Forensic Pathology Services. A condition can be listed as “probable” if it has not been definitely diagnosed. If an organ system failure such as congestive heart failure, hepatic failure, renal failure or respiratory failure is listed as a cause of death, it must always be followed by details on its aetiology on the line(s) beneath it (for example, renal failure due to Type I diabetes mellitus).
Example:

In this case, hypertension and a previous myocardial infarction would both be considered factors that contributed to the death. However, they would not be in the direct causal sequence of Part I, so they would be placed in Part II. It is acceptable to list a mechanism (acute renal failure) as an immediate cause of death only if it is followed by an underlying disease that could be considered the cause of death.

Adjusted from:
AUXILIARY SERVICES

HUMAN NUTRITION

Assistant Director: Ms C Schübl (021 938 4351)

10th Floor, A Block, Tygerberg Hospital.

Head of Clinical Firms
Mrs N Esau 021 938 5168
Mrs M du Plessis 021 938 5151

Head of Food Service Administration Firm
Ms N Fredericks 021 938 5612

Head of Tube Feed Room and Milk Kitchen
Ms C Coetzee 021 938 4250

Nutrition Support nursing sister
Sr S Kinnear 021 938 4105

Dietician on call
Page the on call Dietitian for either adults or paediatrics via the radio room (ext 6666)

Secretary
Mrs L Philander 021 938 4477

Work hours
Monday to Friday: 07:30–16:00
Saturdays, Sundays & Public Holidays: 07:30–11:30
During weekends and public holidays the dietician on call may be paged via the radio room (ext. 6666) at the above times. Only referrals for tube feeds will be seen over weekends and public holidays. No consultations or tube-feed discharges can be done over weekends and public holidays.

Role of the dietician
The dietician is responsible for the overall nutritional management of adult and paediatric patients on normal or therapeutic diets, and for providing nutritional support in the form of total enteral or total parenteral nutrition to patients on an indication basis.

Furthermore, the dietician provides nutritional instruction on dietary modifications for patients with special nutritional needs or with disease-specific diets.

The following criteria should be used when referring to the dietician for assessment and nutritional management:
- BMI <18.5 kg/m² (adults)
- BMI >30 kg/m² (adults)
- Growth faltering or failure to thrive (children) – downward crossing of two or more centiles
- Weight loss of 10% over last 3–6 months in adults
- Inadequate oral intake
- Patients requiring nutrition support eg supplementation or tube feeding
- Patients requiring special diets
- New and uncontrolled patients living with diabetes
- Patients with hypertension
- Patients with high cholesterol, high triglycerides, high blood glucose levels
- Newly diagnosed and/or malnourished HIV patients
- Patients on ARVs
- Patients not gaining weight on the Nutrition Therapeutic Programme (NTP)
- Patients with micronutrient deficiencies
- Complications impacting on a patient’s ability to eat, e.g. nausea, loss of appetite
- Lactating mothers experiencing difficulty with breastfeeding (can also be referred to a lactation consultant, midwife or infant-feeding counsellor)
- Critical care patients (ICU and high care)
- Total Parenteral Nutrition (TPN)
- Eating disorders
- Patients with renal disease (CKD, CAPD, haemodialysis, renal transplant, AKI, nephrotic syndrome)
- Abdominal surgery
- Metabolic complications
- Work up for Bariatric surgery (pre- and post-surgery)
- Oncology patients
- Liver disease
- Thermal injury
- Severe malnutrition (oedematous malnutrition)
- Refeeding syndrome
- GIT diseases (e.g. peptic ulcers, inflammatory bowel disease)
- Preterm infants/Low Birth Weight (LBW)
- Trauma surgery

In addition, dieticians may themselves identify patients requiring nutritional support or consultation.

**Procedure for requesting dietary services**

Nutritional status evaluation, dietary consultation and/or Total Enteral Nutrition (TEN) support of inpatients will be attended to only at the request of a doctor.
by means of a written referral. Referrals must be made on admission of the patient or as soon as a diagnosis has been made.

Referrals should, as far as possible, contain the following information:
- The immediate clinical problem
- A diagnosis if available
- Supporting clinical and laboratory data
- Prescribed medication

The dietician must be notified in advance of a patient’s referral and discharge. Liaison with the dietician may take place during ward rounds, ward visits or by telephone.

On-call system
Call radio room (ext 6666) and request for either the adult or paediatric on call Dietitian

Adults
This service is available only for outpatients who live far from the hospital, patients in ward CIDW, C2A, C2H, J5 and J2. Out-patients referred to the on-call Dietitian should be sent with their medical episode folder, with a referral - with the diagnosis and all the comorbidities - and 3 stickers to A10 West, room 150. The patients will either be seen by the dietician on call or be booked for the department’s outpatient clinic, depending on the diagnosis.

The department runs a Health-and-Lifestyle clinic where patients referred for weight loss or those with diabetes are booked at the department’s outpatient clinic for group consultations consisting of two (weight loss / bariatric work-up or diabetes) sessions over a period of four to six weeks.

Patients referred for conditions other than overweight/obesity or diabetes and who do not qualify to be seen immediately by the dietician on call will be booked for an individual session at the department’s outpatient clinic. The Health and Lifestyle Clinic is held at 14:00 on Tuesdays for the overweight group and Thursdays for the diabetes group.

Paediatric
This service is available for paediatric patients referred from C3A. Only patients requiring specialised nutritional management (e.g. severely malnourished children not yet on the Nutrition Therapeutic Programme (NTP), children with biliary atresia and cystic fibrosis should be referred. Patients requiring routine nutritional management (e.g. obesity or constipation) should be referred for management at community clinic level.

Please note: The dietician on call may not always be available immediately owing to other on-call consultations or other clinical duties.
Discharge on tube feeding or supplements
Patients requiring enteral feeding via a nasogastric tube can be referred to the community for continued enteral support only after the patient has reached full feeds. The dietician must be notified in advance of such a discharge to ensure that the necessary referral letters and products (maximum 7 days’ supply) are provided and training of the patient or caregiver is carried out. Only the following products may be issued on discharge: Ensure (adults) or Replace Jnr LGF or Pediasure (subject to availability) (paediatrics). NOTE: No tube-feed or supplemental drinks discharges can be done over weekends or public holidays.

No specialised products can be supplied. (Currently, such products are not issued at Tygerberg Hospital because of limited financial resources and limited stock levels.) In **exceptional** cases, products may be issued to state-dependent patients on the recommendation of the Dietitian with a prescription of a doctor and an authorisation letter from Management (which must be attached to the prescription).

Adult and paediatric patients who are severely underweight may be placed on the Nutrition Therapeutic Programme (NTP) if they qualify according to specific and fixed criteria. Patients must be referred to the dietician, who will assess them and determine whether they qualify for the NTP. The dietician will complete the necessary referral letter and provide nutritional counselling and a starter pack with NTP products. NOTE: The NTP is **not** a form of nutritional support for patients who cannot afford food. These patients must be referred to the Social Worker.

Patients who are already on the NTP in the community should not be referred again to the dietician for another NTP referral.

Note: Enteral products are not to be prescribed by the Dr on the medicine prescription chart. The pharmacy does not keep any stock of enteral or supplemental feeds. All patients in need of nutritional support must be referred to a Dietitian for evaluation

**Total Parenteral Nutrition (TPN)**
All such referrals are dealt with by the separate Nutrition Support Teams of both adults and paediatrics. After completing the referral, please contact or page the nursing sister of the Nutrition Support Team (Sr Kinnear) for adult TPNs or the ward Dietitian in the case of a paediatric TPN patient. The Nutrition Support Team will then evaluate the patient and recommend the appropriate route for nutritional support. TPN orders have to be placed by **10h00** every day. Such referrals are replied to speedily in most cases and within 24 hours of receipt in all cases. TPN can however not be initiated over weekends.
DEPARTMENT OF OCCUPATIONAL THERAPY

Assistant Director and Head of Department: 
Miss Sharon Ngemntu 
Contact Details: Ext. 5962/5986 
Location: Tygerberg Hospital, Ground Floor, B-Block 
Reception contact details: Ext. 5062 or Tube Number T5

SMS CODES:
• Adult Psychiatry: 29977 
• Burns and Internal Medicine: 29981 
• Paediatrics: 21875/29974 
• Neurosurgery & Neurology: 29977 & 21159

Occupational Therapy Services at Tygerberg Hospital (TBH):
The primary goal of occupational therapy (OT) is to “enable people to participate in the activities of everyday life. Occupational therapists achieve this outcome by working with people and communities to enhance their ability to engage in the occupations they want to, need to, or are expected to do, or by modifying the occupation or the environment to better support their occupational engagement”. (World Federation of Occupational Therapy, 2012).

Examples of occupations that are addressed at TBH:
• Activities of daily living - occupations related to the care of self (e.g. self-care activities such as eating, dressing, bathing, etc.)
• Instrumental activities of daily living - occupations related to the care of self and others (e.g. household management, financial management and childcare)
• Education - occupations that promote learning (activities to participate as a learner in a learning environment)
• Play - occupations that promote playfulness
• Leisure - non-obligatory occupations related recreation or socialization
• Social Participation - obligatory occupations that are related to an assumed position within a civil society (e.g. community participation)
• Work - formal and informal occupations that involve remuneration and volunteerism (e.g. learnership programs, protected and sheltered employment opportunities, etc.)

How Occupational Therapists at TBH compliment the medical services:
Despite the short length of hospitalization in the acute medical settings, occupational therapists play an integral role in commencing the rehabilitation process, by enabling participation outcomes and reducing secondary complications. The role of OT in the various service groups at TBH is summarized below:
**Critical Care:**
- Evaluate the need for splints and positioning devices to preserve joint integrity and protect skin from breakdown due to prolonged pressure.
- Perform bedside evaluations to determine safety in eating and swallowing, and make recommendations for assistive devices to aid independence in basic activities of daily living.
- Train families and caregivers to assist with range-of-motion exercises, safe transfers and mobility, and skin checks.

**Medical, Surgical, Neurology & Neurosurgery, and Orthopaedics:**
- Provide training in self-care activities (e.g., bathing, dressing) with adaptive or durable medical equipment and/or compensatory techniques if needed.
- Use neuromuscular re-education, trunk stabilization, and balance activities to improve clients’ ability to move in and out of bed and maintain an upright posture necessary to perform self-care and home management activities.
- Remediate upper-extremity weakness and/or abnormal muscle tone through exercise, relevant simulated activities, and preventive splinting to preserve muscle balance and range of motion.
- Evaluate and use strategies to address cognitive and perceptual deficits.
- Provide wheelchair assessment and management to promote endurance and mobility, depending on patient readiness.
- Train patients in postsurgical orthopaedic and neurosurgical protocols, including appropriate weight bearing and/or postsurgical precautions during activities of daily living (ADL’s).
- Provision of scar management, pressure therapy and lymphedema therapy.
- Develop home programs (e.g. Joint Protection; Energy Conservation) and instruct patients, family members, and caregivers in how to use the programs to continue rehabilitation after discharge.
- Fabricate or provide assistive devices and splints, and train patients in their use, to promote healing and maximize independence.
- Where applicable, teach specific techniques for functional mobility (e.g., toilet transfers).
- Contribute to safe discharge planning, including recommendations for transitioning to the next level of care.

**Adult Psychiatry:**
- Assist patients in organizing their daily activities, including self-care, home management, leisure and social participation.
- Teach stress management techniques and the development of coping skills.
- Meet the needs of patients in psychiatry in-patient units who also have physical impairments, or arrange for consulting OT services.
- Facilitate therapy groups to address goal setting, community re-entry strategies, prevocational skills, communication skills, assertiveness
training, anxiety management, and basic to advanced ADL’s and skills such as home and money management.

**Paediatrics:**
- Evaluate sensorimotor, cognitive, visual perceptual and developmental milestones.
- Collaborate with and train family members or caregivers to reinforce therapeutic skill acquisition (e.g. kangaroo mother care, play stimulation, etc.).
- Develop and implement an intervention plan, based on the child’s needs, to participate in various occupations and environments (e.g., school, home, playground), including socializing with other children.
- Provide buggy/wheelchair and adaptive device assessments and management to promote play, learning and socialization.
- Contribute to safe discharge planning, including recommendations for transitioning to the next level of care.

**Work Assessment:**
- Perform functional capacity evaluations (FCE’s), disability grant assessments, medical boarding assessments and third party claims (RAF; COID).
- Implement return-to-work interventions and reasonable accommodation for injured or diseased employees
- Conduct work site evaluations
- Recommend employment opportunities for persons with disabilities (e.g. protected or sheltered work placements, learnerships)
- Work collaboratively with employers in preventing and promoting healthy work practice (e.g. stress management, absenteeism reduction, ergonomics, injury prevention, reasonable accommodation in the workplace, etc.)

**Referral Procedures**
Please utilise the Tygerberg Hospital Interdepartmental referral form.

Please add the name and contact number of the referring doctor and date all referrals.

The following information must be included:
- Patient’s name
- Patient’s age/D.O.B
- Patient’s address and contact telephone number
- Patient’s diagnosis and **date of onset**
- Any relevant or significant history
- Specific problems
- Intervention required

*Please refer timeously.*
PHARMACY

Location: Main Pharmacy, Ground Floor, Entrance no 7, C-Block

Pharmacy Management Contact Details
Pharmacy Manager: Ms NE Furumele 021 938 5225
Assistant Manager-operations: Ms T Bouwer (Acting) 021 938 4917
Assistant Manager–Finance and supply chain: Ms I Adams 021 938 4619
Supervisor OPD: Ms F Parker 021 938 4915
Supervisor Paediatrics: Ms R Ilunga Wangole 021 938 4915
Supervisor In-patients/Discharges: Ms T Bouwer 021 938 4916
Supervisor –Stock management: Ms S Melson 021 938 4507
Antibiotic stewardship: Ms M Erasmus 021 938 4915/6

Enquiries: ext. 4915/4916 (after hours: ext. 4915 only)

The hours below are the official working hours but the pharmacy closes only after the last patient has been assisted.
For all pharmacy-related queries during working hours, please contact our reception: Mr Marshall Fortuin on 021 938 4798. If there is no reply then you can contact one of the numbers above.

Oncology Pharmacy - The X-block / Gene Louw pharmacy is situated in Gene Louw building

Enquiries: Ms O Garland (X-Block Pharmacy Supervisor) 021 938 5898

Pharmacy Hours

Outpatients
Monday–Friday: 08:00–16:30
Our OPD services is not available over weekends (please refer to Pharmacy Weekend circular)
Closed on Christmas and the last day of March and September for compulsory stocktaking.

Inpatients
Monday–Friday: 08:00–13:00, 14:00-16:30.
Closed between 13h00 and 14h00 for lunch however still completing work during this time.
Cut-off time is 14:30 (only antibiotics, new admissions or emergency requests will be accepted)
Saturday, Sunday, and Public Holidays: 09:00–12:30, cut-off time is 11:00 (only antibiotics and emergency requests will be accepted
Closed on Christmas Day and for compulsory stocktaking on the last day of March and September.
**X-block**  
Monday-Friday: 07h30-16h00*. X-block pharmacy does not offer an after-hour service (closed Saturday, Sunday and Public Holidays). Inpatient orders are processed on the previous working day, in case of emergencies, may be ordered via the Main Hospital pharmacy.

**On Call Pharmacist**

The pharmacist on call is available after hours (i.e. when the pharmacy is closed). In an emergency you may contact the pharmacist via the afterhours nursing manager on duty.

**Prescription requirements**  
The triplicate (referral) prescription must be used for all medicines prescribed for patients at outpatients/clinic level and ward level. This format of prescription is the only one at Tygerberg Hospital that conforms to the legal requirements. A prescription will be dispensed immediately if they comply with legal requirements.

Prescriptions with items that need to go the Pharmacy and Therapeutic Committee for approval will be:
- Where the dose and indication deviate from the Provincial Code List, EML, Tertiary and Quaternary EML and SAMF
- Off Label indications
- If an item is restricted on the code list
- When an item is not on code and
- Section 21 items

PTC approvals are given within 2-7 days, so please allow Pharmacy time to source the item.

**Inpatient antibiotic prescription chart: required for ALL antibiotics prescribed.**
All prescriptions are required to meet the following requirements (in accordance with the Medicines and Related Substances Act, 1965 [Act 101 of 1965] as amended and provincial regulations):
- Supply the date of the Rx, patient’s name, surname, hospital number, date of birth and weight, especially for children.
- Use a TBH prescription sheet with the patient’s correct name and folder number, as well as the correct name of the clinic/ward where applicable. Each clinic/ward/theatre has their own budget and it is important to ensure that the correct ward/clinic or theatre names are added to the prescription sheet for financial-control purposes.
- Use the generic name of the medicine (no brand names), the strength, dose and dose interval, the route of administration and period of treatment (maximum 28 days for chronic medication at one time).
- Write the prescription in legible handwriting and do not use any abbreviations, either Latin or otherwise.
• The signature of the doctor must appear on the prescription, as well as his/her name in print, his/her Persal number, MP number and radio-call numbers. **You may apply for a stamp with your information at ext. 5752 (Ms Bindeman) and stamp each prescription. Pharmacy advises that Dr Use a stamp otherwise Rx will be sent back if not legible.**

• A prescription for chronic medication may be repeated for a maximum of 5 times, i.e. the original issue plus 5 repeats, giving a total of 6 issues on a prescription.

• Schedule 1–4 medicines may be repeated for a maximum of 5 times only.

• After Schedule 5 items are repeated 5 times, a psychiatrist must evaluate and decide whether the prescription should be repeated. Except for the Neurology and Psychiatry departments, benzodiazepines are only allowed once, and for a maximum of 14 days.

• **Schedule 6 items may not be repeated.** The prescription must be re-written each time. Schedule 6 prescriptions (e.g. morphine) require that the total quantity of the medication that is requested should not exceed 30 days’ supply (28 days in the public sector) and that the final volume of liquid or number of tablets should also be written out in words. The doctor must add his name in print below the signature as well as his qualifications.

The quantities and duration must all be written in words.

Patients categorised as H3 or P (private) need to have their prescriptions signed by the Manager: Medical Services in order to receive medication at the Pharmacy. Alternatively, patients may be issued with a private prescription to purchase medication privately. This does not apply to children under the age of 6 years who are members of a medical aid.

**Triplicate (Referral) prescriptions**

If you refer a patient to a community-service centre the following must appear on the referral prescription:

• Patient’s name, address, and folder number
• Correct name of the institution to which the patient is being referred
• Full diagnosis, with a corresponding diagnosis on the form for each medication
• Only one item per line ALLOWED.
• Correct generic medicine names, dosage strength, dosage intervals and the amount of repeats for each item abbreviations, e.g. HCTZ for Hydrochlorothiazide, are not allowed.
• Original date of the prescription
• Patient’s follow-up date at Tygerberg Hospital. This must be in multiples of 28 days according to the number of repeats, e.g.
for 1 issue with 3 repeats the follow-up date is 4 x 28 days from
the original date of the prescription. (If you deviate from this,
the patient will either run out of medication or receive an
oversupply of medication. Use the 28-day calendar.)

- Only medicine that is open for referral may be referred out (this
  is determined by the western cape medicines code list
- Medicine that is classified as general may be prescribed by any
doctor; medicine that is classified as specialist initiated must
started by a specialist in a particular field and the patient may
be transferred to the periphery for follow-up repeats and
continued management, medicines that are classified as
specialist only may only be referred to the periphery) for a
maximum of 5 months (6 issues, 1 at TBH and 5 in the
periphery) after which the patient has to return to TBH for re-
evaluation and a new prescription. Patients have to return to
TBH for re-evaluation and a new prescription. Patients on
medicines classified as tertiary hospital only may not be
referred. Where such patients cannot return to TBH, an
agreement must be reached with the pharmacy to assist with
the process, whereby the patient, the pharmacist of the nearest
hospital in the periphery and the TBH pharmacy work together
in the best way to get the medicine to the patient. In these
cases there must be repeat prescription in the patient's folder
at TBH.
- All prescriptions must be send to pharmacy before they are
referred out, under no circumstances must patients’ by-pass
the pharmacy.
- Pharmacy may be contacted at 021 938 4917 to assist with
arranging this process.

Availability and purchase of medicine
Medication available from government is subject to certain restrictions.
Information is given in the Provincial Code List. (Every Head of Department has
a copy; it is also available on the intranet for your perusal.

Please note:
- Any substances that do not appear in the Provincial Code List may be
requested on an Individual Request Form (yellow form), accompanied with a full motivation, which will be discussed by the
Pharmacy and therapeutics committee (PTC) before a purchase is
approved, always remember to attach evidence, actual studies must
be attached not review articles.
- In the case of an individual request that has to be assessed by the PTC,
inform the patient before-hand that they may not receive their
medication on the day that the motivation is submitted.
- If a product is not registered in South Africa, the Pharmacy will not
stock it unless prior approval has been given by the Medicines
Control Council (MCC) in Pretoria in terms of the Section 21
requirements and Hospital's Pharmaceutics and Therapeutics committee for a specific patient. Special request forms (Section 21 request forms of the MCC) are available from Pharmacy or from the internet. Such requests are based on an agreement between the doctor, the patient and the MCC only.

- A medicine that is not available at Tygerberg Hospital will definitely not be available at the community centres, which have an even more limited range of medicines.
- An emergency cupboard containing medication for inpatients is available for after-hours emergencies. Access to this is available only through the after-hours nursing manager on duty. Any medication removed from the cupboard must be recorded on the appropriate forms available in the emergency cupboard.
- Because the hospital has a limited budget for medication, you are seriously requested to prescribe medicine in a responsible manner to give each patient an equitable chance of being treated.
- Inpatients should be assessed regularly. Please change intravenous antibiotics to the oral form as soon as possible. This will avoid unnecessary costs from intravenous administration sets, needles and vacolitres, and saves valuable nursing time.
- Before a prescription for chronic medicine is re-written, patients should be consulted to determine whether they have indeed taken their medicine to date and what supply they still have at home. The availability of unused medicine is one of the most frequent reasons for poisoning in children. It is important to know if a patient is compliant before you make a dosage adjustment.
- If uncertainty exists as to the availability, dosage or cost of a medicine, Pharmacy should be contacted at the numbers given above.
- Always pay attention to detail when copying another’s Dr's Rx as you are responsible for the errors on your own Rx.

Please familiarise yourself with the following documents, ask pharmacy for assistance if in doubt
1. Code list
2. Supplementary list
3. Section 21 forms
4. Individual request forms
5. Legal referral prescription
6. SAMF
7. Antibiotic Prescription Chart Policy
PHYSIOTHERAPY DIVISION

Assistant Director: Ms A Swart (Ext.4576)
Location: B5 West passage, Tygerberg Hospital
Reception: ext. 5152 (messages will be conveyed)

PHYSIOTHERAPY SERVICES

The job purpose of a physiotherapist is to provide a holistic clinical service consisting of curative, preventative, rehabilitative and health-promotive procedures in the fields of respiratory, neurology and orthopaedic therapy.

Summary of clinical services provided by TBH Physiotherapy Department:
• Inpatient service to all wards of TBH (core working hours of 08h00-15h30)
• Limited afterhours and weekend duties
• Outpatient service to clients residing in the catchment area of TBH
• Outpatient consultation in complex cases referred from other clinics
• Outpatient monitoring of certain elective procedures e.g. shoulder replacements
• Specialist outpatient clinics: Hands clinic, CF (Craniofacial) assessments

Education: The TBH Physiotherapy Department is involved in education and training of staff, students and the public through various programmes.

Services not provided:
• Sputum induction
• Routine mobilisation
• Manufacturing of splints
• Routine suctioning
• Wheelchairs (provided by Occupational Therapy).

During your Orthopaedic rotation, you will find a specific section dedicated to Physiotherapy at the back of the Ortho Interns Booklet. It contains relevant information to make your orthopaedic rotation easier – please take the time to read this section.
REFERRALS TO PHYSIOTHERAPY
Use ECM TBH0019 – Interdepartmental Referral Form

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<tr>
<th>REFERRAL CONTENT - GENERAL INFO</th>
<th>REFERRAL CONTENT - SPECIFIC INFO</th>
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<td>• Problem identified</td>
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<td>• Age</td>
<td>• Significant history</td>
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<td>• Contact details</td>
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<td>• Folder number</td>
<td>• Regimes/protocols</td>
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Referrals should be comprehensive and must include suspected/confirmed infectious/communicable diseases at all times.

When referring, also keep the following in mind:
• Contra-indications for physiotherapy: critically low platelet count, acute haemodynamic instability, and active haemoptysis
• Precautions for physiotherapy: fractures, osteoporosis, acute haemodynamic instability, low HB/HGT, raised intracranial pressure, abnormal clotting profile, malignancy, fat and pulmonary emboli
• Appropriate and adequate analgesics should be prescribed
• Inhalation therapy must be prescribed by the doctor and administered by nursing staff

AFTER HOURS – LIMITED SERVICE
After-hours physiotherapy is available for inpatients (excluding D4, J1 & J3) for chest patients according to policy 61/2006 (included at end of Physiotherapy section). Policy is available in all wards.

WEEKEND AND PUBLIC HOLIDAY SERVICES – LIMITED SERVICE
Physiotherapy over weekends and public holidays: as per policy 61/2006. Ward physiotherapists will place patients whom they think require weekend chest physiotherapy on the weekend list. If you feel a patient requires weekend treatment please discuss with your ward physiotherapist or refer before/on Friday.
INPATIENT SERVICES
Physiotherapy services are available in most TBH wards (excluding wards D4, J1 & J3 – where there are part-time locum services). In most wards there is a specific physiotherapist allocated to that ward, except for Orthopaedics, which is allocated according to the medical firms.

Please identify and refer patients for physiotherapy as soon as possible.

Physiotherapy students from UWC and SU shadow and do clinical rotations in Tygerberg Hospital. PLEASE DO NOT refer patients to physiotherapy students; the appropriate therapist must be contacted.

DISCHARGE PLANNING IS VERY IMPORTANT:

• Plan for discharge from Day 1
• Ensures holistic patient management
• Improved discharge planning → Earlier discharge
• Early intervention & problems addressed
• Early identification & prevention of complications
• Mobility assistive devices, home programs etc supplied & ready by the time of discharge
• Carers prepared for patients discharge and consulted regarding follow-up care
• Referral and follow-up plan in place
• Prevention of long-term problems / disability

Inpatient referral procedure
Use ECM TBH0019 – Interdepartmental Referral Form

New referrals must reach the department by 12h00 on weekdays. Because the office for Mobility Assistive Devices (MADs) closes at 12h00 on Fridays, early referral is essential for same-day discharge.

Referrals that are communicated late in the afternoon may only be attended to the following day. Please contact the ward physiotherapist to discuss any urgent referrals.

Contact details of ward physiotherapist will be available in wards.

Leave the referral in clerk’s office/specific ward arrangement and phone Physiotherapy at ext. 5152. PLEASE DO NOT send referrals via the tube or internal mail system as these referrals are often lost or only arrive weeks later.

TBH physiotherapists will answer the written referral and place it in the patient’s medical folder. Physiotherapy notes will usually be kept in the patient’s nursing folder.
OUTPATIENT SERVICES

Outpatient services are available to:

- Clients residing in the direct catchment area of TBH
- Complex cases referred from other clinics
- Monitoring of certain elective procedures e.g. shoulder replacements
- Specialist outpatient clinics: Hands clinic, CF (Craniofacial) assessments

Patients that are followed up at TBH Doctor’s Clinics will not automatically be accommodated at TBH Physiotherapy OPD.

Outpatient referral procedure

- Leave a detailed referral (ECM TBH0019 – Interdepartmental Referral Form) in the medical folder AND
- Phone Physiotherapy reception for an appointment.

If it is not possible to give the patient an appointment, the patient will be placed on a waiting list. Outpatients will NOT be treated at TBH if they arrive without an appointment arranged by Physiotherapy.

Urgent OPD referrals should be discussed with the appropriate OPD physiotherapist.

SERVICES AVAILABLE OUTSIDE OF TBH

Please CONSULT your ward physiotherapist regarding services available and referral options.

Outside facilities require COMPREHENSIVE REFERRALS – they do not have access to ECM & PACS.

Forms:

- ECM TBH0019 – Interdepartmental Referral Form or
- TBH0186 – Community Referral Form

Referrals should specifically include:

- Diagnosis
- History
- Specific instructions (many clinics only have Community Service Therapists)
- Precautions & contra-indications (many clinics only have Community Service Therapists)
- Relevant info from investigations
- Contact details of referring doctor
OPTIONS FOR FOLLOW-UP CARE OUTSIDE TBH

1. Rehabilitation at an inpatient centre
   The following inpatient centres are available:
   • Western Cape Rehab Centre (WCRC) in Mitchells Plain – inpatient centre for spinal, neurology and amputation patients; limited nursing care
   • Life Esidimeni Intermediate Care Centre in Mitchells Plain – semi-private centre for more chronic patients; also provides rehabilitation
   • Booth Memorial in Oranjezicht, Cape Town – semi-private, more long-term facility; limited nursing care

   Neurology patients may be referred for inpatient therapy at a specialised centre. Referrals to these centres are co-ordinated by the social worker. If there is uncertainty as to the patient’s suitability, please discuss the case with the physiotherapist concerned. There is a screening process and patients are admitted for a limited period only before being referred to their closest community health centre.

2. Outpatient physiotherapy services
   Patients should be referred to their closest day hospital/community health centre/other secondary hospitals/private practices (in the case of patients with medical aid) where services are available. Details of available physiotherapy services can be obtained from Physiotherapy reception ext. 5152.
   Detailed referrals should accompany the patient because the therapists at other centres do not have access to the patient’s folder or X-Rays etc. Patients will be seen by APPOINTMENT ONLY – no walk-in patients are treated on the same day.

3. Home-based care
   Referral for home-based care is usually done by the ward sister when the patient is discharged.

MAD (MOBILITY ASSISTIVE DEVICES) SERVICES
Contact number MAD Office: ext. 4783. The office closes at 12h00 on Fridays.

Tygerberg Hospital does not provide Mobility Assistive Devices to medical aid patients and prison inmates. (Contact numbers for alternative sources are available from the physiotherapist or the yellow pages). Old-age homes also often have their own stock.

The issuing of mobility assistive devices is the responsibility of the discharging hospital. Mobility assistive devices are ordered by the physiotherapist or ward sister using:
• Wooden crutches - form: TBH0607 “Uitreiking van houtkrukke deur trauma, buitepasiënt klinieke en sale”
aluminium crutches, frames, and walking sticks, etc - form: TBH0537 “Aansoek om uitreiking van hulpmiddele”

Wheelchairs
Occupational Therapy manages wheelchair assessments as well as the wheelchair waiting list. The issuing of wheelchairs is the responsibility of the discharging hospital.

TED stockings
The ward sister/doctor can order TED stockings by using the MAD requisition form (TBH0537 “Aansoek om uitreiking van hulpmiddele”). Guidelines regarding size are provided on the form. Physiotherapists are not involved in the ordering or fitting of TED stockings.

Slings and braces
Doctor to order and fit.

Orthotics and prosthetics
Ankle foot orthoses (AFOs) and other orthoses can be ordered by using the orthotics-and-prosthetic requisition book and sending the request to the Conradie Orthotic and Prosthetic Centre through the MAD Office.

Splints
Occupational Therapy makes splints. They can be contacted at ext. 5062.
TYGERBERG ACADEMIC HOSPITAL

NOTICE

Notice No.: 61/2006

PHYSIOTHERAPY SERVICE ON WEEKEND/PUBLIC HOLIDAYS

Due to a combination of staffing resource constraints and limitations on the Physiotherapy overtime budget, adequate remuneration of Physiotherapists for overtime work has become problematic. It has thus been necessary to review the current system of Physiotherapy overtime cover. The aim of the exercise has been to ensure as adequate an overtime service as possible whilst providing for an acceptable combination of time-back and overtime payment to Physiotherapists who work overtime.

PHYSIOTHERAPY OVERTIME SYSTEM FOR WEEKENDS / PUBLIC HOLIDAYS:

Time of cover: 7:30am to 11:00am.
Number of physiotherapists on duty: 3
Bleep via radio: call 6666

New Referrals must be communicated telephonically by 10h00. A brief referral form must be filled in for each patient.

The following criteria must apply when selecting patients for treatment:
- Patients just extubated
- Lung collapse on X-ray
- Patients with complicated /severe pneumonia who have secretions and are unable to expectorate.
- Inhalation burns with associated lung infections

All pre-operative and prophylactic physiotherapy must be referred by Friday ahead of a weekend or the day ahead of a weekday public holiday. The physiotherapist will assess the referrals and where necessary will discuss personally with the referring doctor.
An average of **34 beds total in the Units** listed below will be covered over weekends. The figures as reflected per Unit are a **guideline** only and will vary per unit:

- **A1E**: 3 beds
- **A1W**: 4 beds
- **A2 W & E**: 7 beds
- **A5 ICU**: 4 beds
- **A9 ICU & Trachy’s**: *6 beds*
- Wards, Resusc, A6, A7 ICU: 10 beds

-2-

The following types of patients will NOT in general be accommodated for “automatic” physiotherapy intervention over weekends/public holidays:

- Patients in respiratory distress due to:
  - COPD,
  - Asthma, and
  - Dyspnoea.
- Terminally ill patients including those who are in respiratory distress and those in which medical intervention has been suspended. (Patients for TLC)
- All mobilisations

**When calling out the physiotherapist the following information MUST be on hand:**

- Patient’s name, folder number and ward
- Vital signs
- Recent X-rays
- Findings on auscultation (patients must cough prior to auscultation)

Patients should be receiving adequate analgesics and, where appropriate, inhalation therapy.

In cases where the patient is unable to expectorate: suction bottle, - tubing, - catheter and sterile gloves must be on hand.

**Trauma patients should be fully assessed and appropriately managed prior to the requesting of physiotherapy intervention.**

**NB:** (Requests from student interns, interns (house doctors) and nursing staff may not be accepted).
The above policy and procedure are intended to ensure that the best possible, most focussed, use is made of the limited resource of Physiotherapy overtime capacity at the same time as ensuring that the vital service that Physiotherapy provides to ICUs/High Care and other areas after-hours is maintained.

Your co-operation in the implementation of the above is sincerely appreciated.

Dr P Ciapparelli
DIRECTOR : CLINICAL SERVICES

TO:
Divisional & Departmental Heads & Heads Services Units
Medical Superintendents
Secretaries & Supervisors
Nursing Services Managers
Head: Dieticians & Supervisors
Head: Pharmacy & Supervisors
Head: Food Services & Supervisors
Head: Engineering Services & Supervisors
Public Relations
Heads: Professions Allied to Medicine
Hospital Chaplaincy
Chairperson: Committee for Clinical Technology
PAWUSA
Dean Faculty of Medicine
HOSPERSA
University of Stellenbosch
DENOSA / MASA / PSA
Chairperson: Transformation Committee
NEHAWU
Tygerberg & Mitchell’s Plain Oral Health Centre

NB: Figures with asterisks, i.e. for 6 beds and 34 beds, denote where changes have been made to the policy document after consultation and discussion with Doctors concerned in A9ICU. The earlier agreed upon average total for this unit was 4 beds and the grand total was 32 beds.
SPEECH THERAPY AND AUDIOLOGY

Assistant director: Ms Jenny Birkenstock

Tygerberg Hospital, 5th floor, Gold Avenue
Reception: 4825/4
Email:
jenny.birkenstock@westerncape.gov.za
(Head of Department)
candice.randall@westerncape.gov.za
(Chief Speech Therapist)
gill.kerr@westerncape.gov.za
(Chief Audiologist)

Role of speech therapist and audiologist

A speech therapist performs the function of assessment and remediation of speech, language-learning and feeding/swallowing disorders for adult and paediatric in- and outpatients.

An audiologist is responsible for assessing hearing status in adults, children and infants, including appropriate follow-up and management (e.g. hearing-aid fitting).

Referral procedures
Use Tygerberg Hospital’s standard referral form.

For referrals please include the following patient information:

- Patient’s name
- Patient’s age
- Patient’s address and/or contact telephone number (in case of pending discharge)
- Patient’s diagnosis
- Any relevant or significant history
- Specific problems
- Intervention required (e.g. regarding communication, hearing or feeding/swallowing)
- Please add the name and contact number of the referring doctor
- Please date all referrals

Ward patients: Please contact the department telephonically and provide the patient’s name, ward and the reason for referral. Complete the referral form and place it in the patient's hospital folder.

Outpatients: Please contact the department telephonically in order to make an appointment. Please complete the referral form and place it in the patient’s hospital folder, indicating the date of the outpatient appointment on the form.
In cases where telephonic contact is not possible, email referrals can be made to the Head of Department or the appropriate Chief therapist. Please remember to include patients contact details in these cases.

Please refer timeously. When in doubt – refer!

Clinical areas: Evaluation and Treatment

**Speech Therapy**
- Neurological Disorders, including CVA and traumatic brain injury
- Voice disorders
- Stuttering
- Early communication intervention (0-3 years)
- Preschool speech and language disorders
- Feeding and swallowing disorders (infants, children and adults) including modified barium swallow / video fluoroscopy
- Craniofacial abnormalities, including cleft lip and palate
- Head and neck cancer
- Autistic Spectrum disorder

**Audiology**
- Diagnostic testing: children and adults.
- Neonatal infant hearing screening (in- and outpatients).
- Electrophysiological testing (auditory brainstem response, auditory steady-state response testing).
- Hearing-aid fitting (children and adults).
- Aural rehabilitation.
- Cochlear implants.
The psycho-social care and re-adjustment of a patient forms an important component of the extensive treatment offered at Tygerberg Hospital, based on the World Health Organisation’s definition of health as a condition of “mental, physical and social welfare”.

As a professional member of the medical team, the hospital social worker gives professional attention to the psycho-social problems of both inpatients and outpatients, particularly those whose problems are connected with or arise from illness and/or hospitalisation.

Among these are:

- Impact of loss of work or protracted absence on the maintenance of the patient and his/her dependants owing to illness or permanent disability
- Discharge problems and planning
- Accommodation problems resulting from loss of income
- Future care of the patient and/or dependants necessitated by protracted illness or disability
- Family and marriage problems, domestic violence
- Alcohol abuse, alcoholism, drug dependency
- Emotional disorders, fears, worries, uncertainty and unrealistic attitudes owing to the social implications of the illness
- Unwanted pregnancies, teenage pregnancies and termination of pregnancies.
- Child abuse, sexual molestation of children and nutritional deficiency illnesses. (In terms of the Child Care Act (38 of 2005), all persons in whose care and treatment children are kept, are compelled to report any incidence of these problems.)
- Abuse and neglect of the elderly
- HIV/AIDS counselling (pre-test and post-test)
- Adjustment problems owing to chronic illness.
- Practical assistance in the form of clothing, food, toiletries, blankets and transport
Where appropriate, the social worker also makes an important contribution to the medical rehabilitation of patients. As far as possible, the co-operation of statutory and private welfare organisations and community resources is sought to offer specific services to the patient and his/her dependants or relatives.

**Referral procedure**
A written referral to the social worker is required with the knowledge of the patient and his/her family. In the case of children or any other person at risk or in situations of danger/lethality, a referral may be made without consent.

**Written referrals**
Written referrals should contain the following information:
- Identification particulars such as name, file number, address of patient
- Clear contact details of referring doctor and referral date
- Immediate clinical problem or a possible diagnosis
- Reason for referral
- Medical treatment plan and prognosis and possible discharge date.

No verbal referrals can be accepted. The social worker is responsible for filing written feedback in the medical file.

Liaison with the social worker may take place during ward rounds, team meetings, ward or clinic visits and by telephone. Particulars regarding social service delivery at a specific ward or clinic are generally available from the ward or clinic clerk.

The Social Work department may also be contacted directly.

All social workers can be reached by radio.

Services are organised on the basis of the allocation of a social worker to each clinical department. Owing to a shortage of staff, however, it is not possible to allocate full-time social workers to each department and, consequently, some social workers have to serve in more than one hospital department.

Social workers also render a service after hours, on public holidays and over weekends while a telephone consultation service is available after working hours. The social worker on call can be contacted via the hospital’s switchboard.
SPECIMEN SAMPLING MANUAL

IMPORTANT NOTES:
- Please send sufficient sample to avoid rejection as insufficient sample.
- Electronic gatekeeping (eGK) rules are set up by the DOH. Please ensure familiarity with rules to avoid unnecessary rejection of requested tests.
- Please ensure that correct phlebotomy techniques are used when sampling patients blood.
- Please send separate stool and fluid samples for Chemistry and Microbiology test requests for these sample types.
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INTRODUCTION

This specimen manual is intended as a guide to all people taking specimens that are sent to the National Health Laboratory Service - Tygerberg Coastal. This manual covers phlebotomy instructions as well as the correct sampling procedures for various other sample types. Please read the following instructions carefully before taking samples.

Please remember that all diagnostic information from our laboratories is dependent on the quality of specimen received.

GENERAL INSTRUCTIONS:

1. This manual should be used as a training document and should be read and signed by all people who are responsible for taking samples that are to be sent to the NHLS TBH.
2. Please ensure that the correct procedure for the positive identification of the patient has been followed before taking any samples from a patient.
3. Samples shall not be processed by the laboratory if they are not labelled correctly.
4. Do not pre-label samples - this may lead to erroneous labelling at times.
5. Please ensure that laboratory specimens are stored out of direct sunlight.
6. Please ensure that the correct sample container - with correct anticoagulant (where relevant) is used. All the necessary information required is covered in this manual. Kindly submit a sufficient number of samples for all the tests requested.
7. Please ensure prompt, adequate mixing of blood samples taken into anticoagulant tubes (purple/blue top). These samples should be mixed adequately by gently inverting at least 8 times - do not shake! Failure to mix adequately may result in the sample clotting rendering it unsuitable for analyses.
8. Please ensure that samples are stored safely for transport and handling.
9. Please ensure that samples are not at risk to leak out or break, as the laboratory shall not process these samples.
10. Please check blood tubes for cracks before taking and sending samples.
11. Please check expiry dates on tubes before taking samples into tubes.
12. Please ensure that safety and infection control procedures are followed at all times.
13. Please take note of the special precautions and storage instructions for certain tests. These are detailed under the relevant department doing the test.
14. If a test requested is not covered in the sampling manual, please phone the laboratory for special instructions regarding correct specimen containers, special sampling procedures and requirements/precautions to be taken.

15. Please read the instructions at the beginning of each discipline’s section for individual tests as each department may have different instructions that need to be adhered to when taking certain samples types.

16. Any after-request tests (tests not requested on original request form) must be telephonically requested with the relevant laboratory and a new request form must be faxed to the laboratory stating the additional tests required. The laboratory will inform you if the after-request can still be carried out.

17. If in any doubt regarding any aspect of our service, please feel free to contact the Laboratory at any time.

Following these instructions will ensure that a high quality service can be maintained by the NHLS to the benefit of our clients as well as to the patients.

ROUTINE VENIPUNCTURE AND SPECIMEN HANDLING

VENIPUNCTURE PROCEDURE
The venipuncture procedure is complex, requiring both knowledge and skill to perform. Each phlebotomist generally establishes a routine that is comfortable for her or him. Several essential steps are required for every successful collection procedure:

- Identify the patient
- Assess the patient’s physical disposition (i.e. diet, exercise, stress, and basal state)
- Check the request form for requested tests, patient information, and any special requirements
- Prepare the equipment, the patient and the puncture site
- Select a suitable site for venipuncture
- Perform the venipuncture
- Collect the sample in the appropriate container
- Label the collection tubes at the bedside or drawing area
- Assess the need for sample recollection and/or rejection
- Recognise complications associated with the phlebotomy procedure
- Promptly send the specimens with the request form to the laboratory
1. **PATIENT IDENTIFICATION**

**Verbal identification**
- Greet the patient and identify yourself.
- Ask the patient to state his/her full name.
- Always ask patients to state their names.
- **Never** ask, “Are you John Tlale?”
- **Remember that many patients have a tendency to say yes to anything in the outpatients setting.**
- Ask the patient’s date of birth and ask them to spell their names if you want to query the patient’s identity.

**Verifying identification**
Examine any of the following should follow verbal identification:
- Identity book
- Wrist band (wards)
- Ankle band (paediatric & neonates)
- Hospital/clinic card/book
- Wristband: All information on the wristband should match the details provided on the request form. **Note: a wristband lying on the bedside table may NOT be used for identification.**
- Ankle band: used for paediatric patients and newborns.
- Bed Number: a bed number on the request form cannot be used to identify ward patients.
- Hospital card/book: should be inspected to confirm the patient’s name, hospital number, date of birth and doctor

2. **COMPLETING THE REQUEST FORM**

A request form must accompany each sample submitted to the laboratory (or one form if multiple tests are requested on a patient). This request form must contain the proper information in order to process the specimen. The essential elements of the request form are:
- Patient’s surname and first name
- Patient’s hospital number, clinic number or ID number
- Patient’s date of birth and sex
- Requesting physician’s complete name: Include the **HPCSA registration number**. Use BLOCK letters. Do not use signatures.
- Contact number.
- Person who took the specimen
- Date and time of collection (Do not complete the form in advance)
- Source of specimen
- Diagnosis
- Indicate the test(s) requested

**Write legibly** and use BLOCK LETTERS when writing any information on the form.
3. LABELLING THE SAMPLE

Please note: the laboratory will not process unlabelled specimens
A properly labelled sample is essential to ensure that the results of the test match the patient. The essential elements in specimen labelling are:

- Patient’s surname and first name.
- Patient’s hospital number, clinic number or ID number.
- Where available make use of the addressograph sticker provided.
- Please ensure that the label is placed lengthwise with the patient’s name starting at the top of the tube and not centrally or spirally wrapped around it.
- The label must not be placed on the lid of the specimen tube but start just below it.
- When using a EDTA/purple tube which has a slip wrapped around it - this is a label and requires a request form to accompany it.
- Each sample should have its own label (e.g. if an EDTA and a clotted blood is sent, place one label on the EDTA and another on the clotted blood).

4. ORDER OF DRAW

Blood collection tubes must be drawn in a specific order to avoid cross-contamination of additives between tubes. The recommended order of draw is:

- First - blood culture bottles (yellow-black stopper)
- Second - non-additive tube (red stopper or SST)
- Third - coagulation tube (light blue stopper). A light blue stopper (sodium citrate) tube is NEVER the first tube drawn. If a coagulation assay is the only test ordered, draw a non-additive tube (red stopper or SST) first, and then draw the light blue stopper tube.
- Last draw - additive tubes in this order:
  - Heparin (dark green stopper)
  - Oxalate/fluoride (light grey stopper)
  - EDTA (lavender stopper)

NOTE: Tubes with additives must be thoroughly mixed (by gentle inversion and not shaking). Erroneous test results may be obtained when the blood is not thoroughly mixed with the additive, especially tests for Haematology. Overzealous mixing also results in haemolysis. Certain tests cannot be performed accurately with the presence of haemolysis.
5. VENIPUNCTURE SITE SELECTION

Although the larger and fuller median cubital and cephalic veins of the arm are used most frequently, wrist and hand veins are also acceptable for venipuncture.

Certain areas are to be avoided when choosing a site:

- Extensive scars from burns and surgery - it is difficult to puncture the scar tissue and obtain a specimen.
- The upper extremity on the side of a previous mastectomy - test results may be affected because of lymphedema.
- Hæmatoma - may cause erroneous test results. If another site is not available, collect the specimen distal to the haematoma.
- Intravenous therapy (IV) / blood transfusions - fluid may dilute the specimen, so collect from the opposite arm if possible. Otherwise, satisfactory samples may be drawn below the IV by following these procedures:
  - Turn off the IV for at least 2 minutes before venipuncture.
  - Apply the tourniquet below the IV site. Select a vein other than the one with the IV.
  - Perform the venipuncture. Draw 5 ml of blood and discard before drawing the specimen tubes for testing.
  - Cannula/fistula/heparin lock - hospitals have special policies regarding these devices. In general, blood should not be drawn from an arm with a fistula or cannula without consulting the attending physician.
  - Oedematous extremities - tissue fluid accumulation alters test results.

Procedure for Vein Selection

- Palpate and trace the path of veins with the index finger. Arteries that pulsate are most elastic and have a thick wall. Thrombosed veins lack resilience, feel cord-like, and roll easily.
- If superficial veins are not readily apparent, you can force blood into the vein by massaging the arm from wrist to elbow. Tap the site with index and second finger, apply a warm, damp washcloth to the site for 5 minutes, or lower the extremity over the bedside to allow the veins to fill.

6. PERFORMANCE OF A VENIPUNCTURE

Approach the patient in a friendly, calm manner. Provide for their comfort as much as possible, and gain the patient’s co-operation.

- Identify the patient correctly.
- Properly fill out the appropriate request form, indicating the test(s) ordered.
- Verify the patient’s condition. Fasting, dietary restrictions, medications, timing, and medical treatment are all of concern and should be noted on the lab request slip.
Position the patient. The patient should sit in a chair, lie down or sit up in bed. Hyperextend the patient’s arm.

Apply the tourniquet 3-4 inches above the selected puncture site. Do not place too tightly or leave on more than 2 minutes.

The patient should make a fist without pumping the hand.

Select the venipuncture site.

Prepare the patient’s arm using an alcohol prep. Cleanse in a circular fashion, beginning at the site and working outward. Allow to air dry.

Grasp the patient’s arm firmly using your thumb to draw the skin taut and anchor the vein. The needle should form a 15 to 30 degree angle with the surface of the arm. Swiftly insert the needle through the skin and into the lumen of the vein. Avoid trauma and excessive probing.

When the last tube to be drawn is filling, remove the tourniquet.

Remove the needle from the patient’s arm using a swift backward motion.

Press down on the gauze once the needle is out of the arm, applying adequate pressure to avoid the formation of a haematoma.

Dispose of contaminated materials/supplies in the designated containers.

Mix and label all appropriate tubes at the patient bedside. Label the tubes with the patient’s name and hospital/clinic number.

Place specimens in the appropriate collection box for delivery to the laboratory.

For an urgent specimen request a messenger to collect this specimen immediately.

7. PERFORMANCE OF A FINGERPRICK

Follow the procedure as outlined above for greeting and identifying the patient. As always properly fill out the appropriate request slip, indicating the test(s) ordered.

Verify the patient’s condition. Fasting, dietary restrictions, medications, timing, and medical treatment are all of concern and should be noted on the lab request slip.

Position the patient. The patient should sit in a chair, lie down or sit up in bed. Hyperextend the patient’s arm.

The best locations for fingerpricks are the 3rd and 4th fingers of the non-dominant hand. Do not use the tip of the finger or the centre of the finger. Avoid the side of the finger where there is less soft tissue, where vessels and nerves are located, and where the bone is closer to the surface. The 2nd (index) finger tends to have thicker, callused skin. The fifth finger tends to have less soft tissue overlying the bone. Avoid puncturing a finger that is cold or cyanotic, swollen, scarred, or covered with a rash.

Using a sterile lancet, make a skin puncture just off the centre of the finger pad. The puncture should be made perpendicular to the ridges
of the fingerprint so that the drop of blood does not run down the ridges.
- Wipe away the first drop of blood, which tends to contain excess tissue fluid.
- Collect drops of blood into the collection device by gently massaging the finger. Avoid excessive pressure that may squeeze tissue fluid into the drop of blood.
- Cap, rotate and invert the collection device to mix the blood collected.
- Have the patient hold a small gauze pad over the puncture site for a couple of minutes to stop the bleeding.
- Dispose of contaminated materials/supplies in designated containers.
- Label all appropriate tubes at the patient bedside. Label the tubes with the patient's name and hospital/clinic number.
- Place specimens in the appropriate collection box for delivery to the laboratory or deliver the specimens promptly to the laboratory.

8. ADDITIONAL CONSIDERATIONS

How to prevent a haematoma
- Puncture only the uppermost wall of the vein
- Remove the tourniquet before removing the needle
- Use the major superficial veins
- Make sure the needle fully penetrates the upper most wall of the vein. (Partial penetration may allow blood to leak into the soft tissue surrounding the vein by way of the needle bevel)
- Apply pressure to the venipuncture site

How to prevent Haemolysis
- Mix tubes with anticoagulant additives gently 5-10 times
- Avoid drawing blood from a hematoma
- Avoid drawing the plunger back too forcefully, if using a needle and syringe, and avoid frothing the sample
- Make sure the venipuncture site is dry
- Avoid a probing, traumatic venipuncture

Indwelling Lines or Catheters
- Potential source of test error
- Most lines are flushed with a solution of heparin to reduce the risk of thrombosis
- Discard a sample at least three times the volume of the line before a specimen is obtained for analysis

Haemoconcentration
An increased concentration of larger molecules and formed elements in the blood may be due to several factors:
- Prolonged tourniquet application (no more than 2 minutes)
- Massaging, squeezing, or probing a site
- Long-term IV therapy
- Sclerosed or occluded veins

**Prolonged Tourniquet Application**
- Primary effect is hem concentration of non-filterable elements (i.e. proteins). The hydrostatic pressure causes some water and filterable elements to leave the extracellular space.
- Significant increases can be found in total protein, aspartate aminotransferase (AST), total lipids, cholesterol and iron
- Affects packed cell volume (PCV) and other cellular elements

**9. PATIENT PREPARATION FACTORS**

**Therapeutic Drug Monitoring:**
Different pharmacological agents have patterns of administration, body distribution, metabolism, and elimination that affect the drug concentration as measured in the blood. Many drugs will have "peak" and "trough" levels that vary according to dosage levels and intervals. Check for timing instructions for drawing the appropriate samples.

**Effects of Exercise:**
Muscular activity has both transient and longer lasting effects. The creatinine kinase (CK), aspartate aminotransferase (AST), lactate dehydrogenase (LDH) and platelet count may increase.

**Stress:**
May cause transient elevation in white blood cells (WBCs) and elevated adrenal hormone values (Cortisol and catecholamines). Anxiety that results in hyperventilation may cause acid-base imbalances, and increased lactate.

**Diurnal Rhythms:**
Diurnal rhythms are body fluid and analyte fluctuations during the day. For example, serum cortisol levels are highest in early morning but are decreased in the afternoon. Serum iron levels tend to drop during the day. You must check the timing of these variations for the desired collection point.

**Posture:**
Postural changes (supine to sitting etc.) are known to vary lab results of some analytes. Certain larger molecules are not filterable into the tissue; therefore they are more concentrated in the blood. Enzymes, proteins, lipids, iron, and calcium are significantly increased with changes in position.

**Other Factors:**
Age, gender, and pregnancy have an influence on laboratory testing. Normal reference ranges are often noted according to age.
10. SAFETY AND INFECTION CONTROL

Due to contact with sick patients and their specimens, it is important to follow safety and infection control procedures.

Protect yourself

Practice universal precautions:
- Wear gloves and a lab coat or gown when handling blood/body fluids.
- Change gloves after each patient or when contaminated.
- Wash hands frequently.
- Dispose of items in the appropriate containers.
- Dispose of needles immediately upon removal from the patient’s vein. Do not bend, break, recap, or resheath needles to avoid accidental needle puncture or splashing of contents.
- Clean up any blood spills with a disinfectant such as freshly made 10% bleach.

If you stick yourself with a contaminated needle:
- Remove your gloves and dispose of them properly.
- Squeeze puncture site to promote bleeding.
- Wash the area well with soap and water.
- Record the patient’s name and ID number.
- Follow your institutions guidelines regarding treatment and follow-up.

NOTE: The use of prophylactic zidovudine following blood exposure to HIV has shown effectiveness (about 79%) in preventing seroconversion

Protect the patient
- Place blood collection equipment away from patients, especially children and psychiatric patients.
- Practice hygiene for the patient’s protection. When wearing gloves, change them between each patient and wash your hands frequently.

11. TROUBLESHOOTING GUIDELINES

If an incomplete collection or no blood is obtained: -
- Change the position of the needle. Move it forward (it may not be in the lumen)
- Or move it backward (it may have penetrated too far).
- Adjust the angle (the bevel may be against the vein wall).
- Loosen the tourniquet. It may be obstructing blood flow.
- Try another tube. There may be no vacuum in the one being used.
- Re-anchor the vein. Veins sometimes roll away from the point of the needle and puncture site.
**If the blood stops flowing into the tube:**
- The vein may have collapsed; re-secure the tourniquet to increase venous filling. If this is not successful, remove the needle, take care of the puncture site, and redraw.
- The needle may have pulled out of the vein when switching tubes. Hold equipment firmly and place fingers against patient’s arm, using the flange for leverage when withdrawing and inserting tubes.

**Problems other than an incomplete collection:**
- A hæmatoma forms under the skin adjacent to the puncture site - release the tourniquet immediately and withdraw the needle. Apply firm pressure.
- The blood is bright red (arterial) rather than venous (dark red). Apply firm pressure for more than 5 minutes.

**12. BLOOD COLLECTION ON BABIES**
- The recommended location for blood collection on a newborn baby or infant is the heel.
- Pre-warming the infant's heel (42° C for 3 to 5 minutes) is important to obtain capillary blood for blood gas samples and warming greatly increases the flow of blood for collection of other specimens. However, do not use too high a temperature warmer, because baby's skin is thin and susceptible to thermal injury.
- Clean the site to be punctured with an alcohol sponge. Dry the cleaned area with a dry cotton sponge. Hold the baby's foot firmly to avoid sudden movement.
- Using a sterile blood lancet, puncture the side of the heel. Do not use the central portion of the heel because you might injure the underlying bone, which is close to the skin surface. Do not use a previous puncture site. Make the cut across the heelprint lines so that a drop of blood can well up and not run down along the lines.
- Wipe away the first drop of blood with a piece of clean, dry cotton. Since newborns do not often bleed immediately, use gentle pressure to produce a rounded drop of blood. Do not use excessive pressure or heavy massaging because the blood may become diluted with tissue fluid.
- Fill the capillary tube(s) or micro collection device(s) as needed.
- When finished, elevate the heel, place a piece of clean, dry cotton on the puncture site, and hold it in place until the bleeding has stopped.
- Be sure to dispose of the lancet in the appropriate sharps container. Dispose of contaminated materials in appropriate waste receptacles. Remove your gloves and wash your hands.
13. PACKING OF SAMPLES

- Place the sample(s) of only ONE patient in the zip lock compartment of a sample bag.
- Fold the request form in 4 with the printed side of the form on the outside of the folded page and the ward clearly visible.
- Close the Zip lock on the bag to prevent the samples from falling out.
- Place the request for in the second sleeve of the bag with the ward side of the form facing outward.
- Do not seal the bag with any staples as this is a safety risk.

14. SENDING OF SAMPLES

- The following samples should be hand delivered. Do not send via the shute:
  - Blood gas
  - Any sample on ice
  - Coagulation tubes: These tubes are made from glass and could break in the tube
  - Blood Culture bottles: These containers are made from glass and could break in the tube
  - Arranged priority samples
# LIST OF TUBES USED FOR PHLEBOTOMY

<table>
<thead>
<tr>
<th>Collection Tube</th>
<th>Additive</th>
<th>Mode of Action</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Top (Plain)</td>
<td>None</td>
<td>Blood clots and the serum are separated on centrifugation.</td>
<td>Chemistry, Immunology, Toxicology &amp; Serology.</td>
</tr>
<tr>
<td>Gold</td>
<td>None</td>
<td>Serum separator tube (SST) contains a gel at the bottom to separate blood from serum on centrifugation.</td>
<td>Chemistry, Immunology &amp; Serology. <strong>Do not use</strong> for Antibiotic or Toxicology requests.</td>
</tr>
<tr>
<td>Purple</td>
<td>EDTA liquid</td>
<td>Forms calcium salts to remove calcium</td>
<td>Chemistry Homocysteine, PTH, HbA1C, (full tube) Ammonia on ice Haematology (FBC, ESR), Blood Bank (Crossmatch), CD4 counts and viral loads - invert 8 times to prevent clotting and platelet clumping Chemistry (HBAC1); (Homocysteine &amp; PTH on ice)</td>
</tr>
<tr>
<td>Light Blue</td>
<td>Sodium citrate</td>
<td>Forms calcium salts to remove calcium</td>
<td>Coagulation tests (INR and PTT), <strong>full draw</strong> required - invert 8 times to prevent clotting and platelet clumping. Note: PTT stable for 6hrs after drawn - must reach lab at least within 4hrs after drawn in ward.</td>
</tr>
<tr>
<td>------------</td>
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<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dark Green</td>
<td>Sodium heparin or lithium heparin</td>
<td>Inactivates thrombin and thromboplastin</td>
<td>Chemistry Transketolase, for lithium level, use sodium heparin Ketones on ice (to reach lab within 15 minutes of phlebotomy) Immunology Oxidative Burst Test-to reach laboratory within 1 hr of blood draw.</td>
</tr>
<tr>
<td>Light Grey</td>
<td>Sodium fluoride and potassium oxalate</td>
<td>Anti-glycolytic agent preserves glucose up to 5 days</td>
<td>Chemistry Lactate, Glucose’s, requires <strong>full draw</strong> (may cause haemolysis if short draw)</td>
</tr>
<tr>
<td>Black</td>
<td>Sodium citrate (buffered)</td>
<td>Forms calcium salts to remove calcium</td>
<td>Wintergreen Sedimentation Rate (ESR); requires full draw</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------</td>
<td>--------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Lactate on ice</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DIVISION OF ANATOMICAL PATHOLOGY

Head: Prof Johann Schneider

Telephone Number: 021 938 4048 Emergency contact details: 082 326 8772

Secretary: Elke van Wyngaardt: 021 938 4041

Consultants:
Prof Johann Schneider (Executive Head Pathology) 021 939 4965

Dr William Bates 021 938 5553
Dr Abrie van Wyk 021 938 5675
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Dr Pawel Schubert (Head of Cytopathology) 021 938 5349
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Dr Jonathan Rigby 021 938 4044

Results: 021-938 4330/ 4904/ 4931
Enquiries: Histology 021 9385226
Cytology 021 938 4040 / 938 4202

There are four main subdivisions of the service:

1: Surgical diagnoses – including biopsies and other tissue specimens.
2: Autopsies
3: Cytology – including gynaecology exfoliative and fine needle aspirations.
4: Oral & Maxillofacial Pathology

1. SURGICAL DIAGNOSES

1.1 Routine services:

The Department provides a daily service. Specimens are received from the theatres, wards, clinics and other institutions. Specimens are received daily from 07:30 to 15:30.

Depending on the size of the specimen, which has an influence on the fixation time, the specimen will be trimmed and processed between 2 and 24 hours of receipt.

The process includes dehydration of the specimen and impregnation with paraffin wax. The process is usually completed in 13 hours.
The specimen is then sectioned, processed, embedded, cut, stained and sent to the registrar for provisional evaluation. As soon as possible thereafter the specimen is examined by the registrar and consultant and the report is taken to the typists for typing.

The time-span from receipt of the specimen to final posting of the report varies from 48 to 72 hours.

Anatomical Pathology request forms must be legibly and completely filled out to be accepted by the Division. Failure to do so will inevitably lead to delays in processing of the specimen. The request forms are available from Dept. Anatomical Pathology.

ALL specimens are received at SPECIMEN RECEPTION, which is manned from 07:30 to 16:00 daily. (See emergency service).

Immediate fixation in 10% Formal Saline (Formalin) is essential for the preserving of tissue.

Formalin is available in theatres, wards, clinics and at the reception area of Anatomical Pathology.

**Factors influencing the speedy availability of the report include:**

1.1.1 Size of the specimen – adequate formalin fixation of large specimens may need 24 hours. Remember: the volume of formalin should be 10 times the volume of the specimen.

1.1.2 Specimens that is lost in the theatres or elsewhere in the hospital.

1.1.3 Special stains – are done to elucidate specific characteristics of the tissue and may delay diagnoses for at least 24 hours.

1.1.4 Specimens requiring decalcification

1.1.5 Incorrectly labelled specimens

1.2 Special services.

1.2.1 Immunofluorescence laboratory (Telephone 5676)

FRESH unfixed tissue wrapped in a swab moistened with normal saline in a sealed container must be sent immediately and be clearly marked “for immunofluorescence examination – fresh unfixed tissue”.

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1.2.2  **Electron microscopy (EM) (Telephone 4213)**

2 or 3 small (5mm x 1cm) blocks of a representative well-preserved area of tissue which has been fixed in GLUTARALDEHYDE. Glutaraldehyde is obtainable in theatres and from the EM lab at Tel 4213.

1.3  **Urgent specimens:**

1.3.1  **Expedited diagnosis:** An expedited diagnosis may be arranged by the registrar or consultant, with the pathologist on emergency duty (bleeper) on the day prior to the diagnosis, for a telephonic result by 10:00 on the day following receipt of the specimen.

1.3.2  **Emergency diagnosis:** Very urgent specimens which need a diagnosis within 4 – 6 hours must be arranged with the pathologist on emergency duty by the registrar or consultant.

**Procedure:**

During working hours contact the pathologist on call on the pager.

After hours contact the pathologist on call on the pager or home number/cell, which is obtainable from the telephone exchange at the hospital.

The pathologist, registrar and technologist on emergency call are all available on pagers (number available from the telephone exchange).

1.3.3  **Frozen section diagnosis:** The surgeon who requires an intra-operative diagnosis usually requires this investigation.

All routine frozen sections as well as emergency, frozen sections must be arranged with the pathologist on emergency duty who will ensure that the emergency team (registrar and technologist) is ready to receive the specimen.

Routine frozen sections should be arranged the day before the operation is undertaken with the pathologist on emergency duty.

**Reports:**

It is the policy of the Department to issue printed reports wherever possible.

**Reasons for this are as follows:**

1.4.1  To ensure that faulty information is not transmitted telephonically; this has a direct impact on the well being of the patient.

1.4.2  To obviate differing interpretations by different clinicians of telephonic messages.
1.4.3 To restrict to an absolute minimum unnecessary time wasting and duplication of enquiries as well as to restrict telephonic enquiries to the absolute minimum.

REPORTS ARE POSTED DAILY AND SHOULD BE AVAILABLE ON LABTRACKCARE WEB VIEW ICON ON COMPUTER IN THE WARDS.

Telephonic enquiries (Tel 938 4330/ 4904/ 4931)

The clerk at specimen reception may under NO circumstances issue telephonic reports. Copies of the printed report may be requested and fetched from the clerk at the specimen reception. Should a report not be available at specimen reception then the clinician is free to contact the registrar to whom the case has been assigned.

2. AUTOPSIES
Because there is confusion as to the correct manner in which to request an autopsy as well as to obviate problems that may be encountered during the performance of such a procedure it is suggested that the following guidelines be followed:

The Department of Forensic Pathology has approved these guidelines.

In the event of a “natural death” (see Forensic Medicine), an autopsy can be requested, for academic purposes or to determine the **exact cause of death**.

2.1 Request of autopsies

The following must be sent to reception (tel no 5226) as soon as possible after the post-mortem has been requested.

2.1.1 The folder, X-rays and other relevant test results of the deceased patient.

2.1.2 “Notification/Register of Death/Still birth” (B1 1663) - the ward staff completes the entire form except Sections D and G. If sections D and G are accidentally completed by the clinician, and the request for a post-mortem from the Division of Anatomical Pathology is made at a later stage, the body might have already been handed over to the family or undertaker.

2.1.3 Consent from family - (form 3 - closest relative). If no person is available to grant consent, please contact the Clinical Executive Officer on call. The Clinical Executive Officer can then give written consent for such a post-mortem. If telephonic consent is obtained, 2 witnesses must also sign the form. Faxed consent is acceptable, with two witnesses.
2.1.4 Complete form 2 – the clinician requesting the autopsy (preferably the consultant or registrar) so that the department knows to whom the report is to be sent.

2.1.5 Autopsy Examination request form – a relevant summary of the clinical picture. The more precise and relevant the information provided, the more specific the post-mortem examination is directed at solving any problems.

2.1.6 The above forms (TH 310/10.89 5010780/TH 9/2/93 5008778/TH 10/2.93 5008786/TH 11/2.93 5008794) should be available in every ward and can be obtained from the photocopy room, by the ward clerks.

SHOULD THERE BE ANY UNCERTAINTY/PROBLEMS WITH THE NATURE OF THE DEATH PLEASE CONTACT THE FORENSIC PATHOLOGIST ON EMERGENCY DUTY

2.2 Attendance at autopsies
Arrangements can be made between the pathologist on call and the clinician involved. There is an autopsy discussion on all adult autopsies daily at 12.15 in the mortuary.

2.3 Rejection of post-mortems
Autopsies are occasionally rejected at the discretion of the consultant on call /head of discipline No autopsy is indefinitely rejected and further motivations will always be considered in these cases.

CYTOLOGY LABORATORY

Please note that cytology has its own separate request form and requires the following information:
- Name of patient
- ID no / Date of birth
- Location / Ward
- Date of collection of specimen
- Referring doctor and contact number
- Nature/origin of specimen
- Adequate history including previous treatment eg. Previous radiotherapy
- Previous histology and cytology reference numbers.

Please note that the laboratory is legally entitled to return specimens which do not have these details legibly supplied.

Specimens can be delivered on the 10th floor - E-passage Cytology Room 2351 or the Corelab on the 9th floor in TBH complex
Please discuss urgent cases with the laboratory (ext. 4202, 4040) or pathologists (ext. 4045, 6163, 5349, 4048) as these will only be done by prior arrangement. Contact the Laboratory or the Pathologists before taking the sample to ensure optimum handling of the specimen. For after-hour call-outs, dial radio room at 6666 for pathologist on call.

- **For urgent cases** make sure that the request form contains a contact number as well as a time/date by when the result is required.
- If more than one investigation is to be done, (e.g. pleural fluid for Cytology and TB culture) please submit separate specimens and request forms (where possible).
- It is very important that slides prepared by the clinician e.g. cervical smears, brushings and FNA’s are fixed promptly and correctly to optimize cytodiagnosis. Please see Addendum 1 on correct fixation of specimens.
- **Slide holders** are available on request from the Cytology laboratory. All other clinics may order slide mailers and request forms, free of charge, from NHLS, Green Point (stores).

**Order forms available from the lab or Green Point stores.**
Ph 021 417 9322 / 9324
Fax 021 421 3501

**Take note of the following when labeling slides:**

- Please write FULL NAME, SURNAME, FOLDER NUMBER or DATE OF BIRTH and LOCATION.
- Please use standard slides with frosted end for labeling.
- Please label with PENCIL ONLY on frosted end (use diamond pen to scratch name on non-frosted slides).
- NEVER use STICKERS or INK to label slides as they do not withstand the staining process.
- Name and smear should be on the same side of the slide.
- Please do not send an unlabeled slide in a labeled container.

**Cytological Tests According to Organ System**

**Female genital tract**
1. Cervical smear
2. Vaginal smear
3. Vault smear
4. Endocervical smear
5. Endometrial smear
6. Vulvar smear
Please state clearly on the requisition form:

- Date of last menstrual period (LMP)
- If patient is currently pregnant
- Years menopausal
- Relevant history eg previous procedures (eg cone biopsy, radiation treatment and date of these procedures) or previous conditions eg. atypia or carcinoma
- Appearance of the cervix

Collection notes:

- Please use standard glass slides with frosted end for labeling.
- Spray-fix IMMEDIATELY after taking smear (within 10 seconds)
- Please see above notes on labeling slides!
- Allow smears to dry before packing for transporting to the lab
- Please do not use the Cytology request form to directly wrap the pap smear slides, as this poses an infection risk.
- Slide holders are available on request from the Cytology laboratory, all other clinics may order slide mailers and request forms, free of charge, from NHLS, Green Point (stores).

Respiratory system

1. Sputum
2. Bronchial brushings
3. Bronchiolar-alveolar lavage (BAL)
4. Bronchial washings
5. Tracheal aspirates
6. Pharyngeal brushings
7. Antral aspirates /sinus washings
8. Nasal smears
Collection notes & Fixation:

- Please submit sputum after an early morning deep cough to ensure that sputum, and not saliva, is collected.
- Containers with fixative (Carbowax) are available at reception at 10th floor, E-passage, Room 2371.
- For outside clinics, use plastic specimen container and fix these fluids with an equal amount of 50% to 70% alcohol.
- Please make sure that if multiple specimens were collected by use of different techniques or from different sites - the specimen type is clearly marked on the container.
- The 45ml screw top container is used for sputa, while smaller amounts like bronchial lavages are normally collected in the 15ml screw top tubes.

**Fluids**

1. Pleural
2. Peritoneal
3. Pericardial
4. Hydrocoele
5. Cerebrospinal fluid
6. Cyst fluid
7. Peritoneal washings

**Collection notes:**

- Please ensure that the fluids reach our laboratory as soon as possible - in case of a delay of more than 24h, please add equal amount of 50% alcohol (please indicate if alcohol was added).
- Cerebrospinal fluid must reach the lab (Room 2371) preferably within 4h after tap to prevent cellular degeneration. If not possible, fix with equal amount of 50% alcohol.
- For small amounts of fluid, 15ml screw top tubes are used, while the 75ml screw top container is used for larger amounts.
• Please send full volume of fluid drained. If a litre bottle is used, please ensure it is sealed properly, especially for glass bottles.

**Gastro-intestinal tract**
- Oesophageal brushing
- Gastric brushings
- Duodenal brushings
- Pancreatic duct aspirates
- Bile duct aspirates / brushings
- Colonic brushings

**Collection notes:**
- It is very important that the slides are **fixed immediately** (within 10 seconds) with cytological spray fixative to prevent degeneration of cells. See Addendum 1 on correct fixation of specimen.

**Urogenital tract**
- Voided urine
- Catheterized urine
- Ureteric urine
- Renal cyst aspirate
- Renal pelvis brushings
- Urethral smear

**Collection notes:**
1. Please state clearly if the patient has recently:
   - Undergone catheterization
   - Undergone cystoscopy
   - Undergone retrograde radiography
2. Cells in urine deteriorate rapidly. Specimens must reach the lab preferably within **a few hours**, if not possible an **equal amount of 50% alcohol** may be added.
3. Please note that early morning urine and 24h urine collections are **unsuitable** for cytodiagnosis. (midstream collection most suitable)
4. Urine is normally collected in 75ml screw top containers.

**The breast**
- Nipple discharge
- Nipple smears
- Breast aspirate
- Cyst aspirates
Collection notes:
- Spray-fix immediately (within 10 secs)
- If more than 2 smears are made, one could be left unfixed for giemsa stain, but should be clearly marked “unfixed” on slide.

Other Fine needle aspirations (FNA)
1. Superficial palpable lesions
2. Impalpable/ deep / image guided FNAs

Collection notes:
- Spray-fix immediately (within 10 secs)
- If more than 2 smears are made, one could be left unfixed for giemsa stain, but should be clearly marked “unfixed” on slide.
- Slides may be sent by porter or via specimen depot.

*See Addendum II on FNA

Cytology FNA Clinic

Patients may be sent to the FNA clinic for aspiration of superficial, palpable lesions.
- Appointments are not necessary.
- The clinic is located on the 10th floor, East Side, Room 171. There are signs that can be followed in the Green Passage.
- The clinic operates from 10am to 1pm, Monday to Friday, on a first come first serve basis.

- **Please remind the patients** to bring their referral letters and patient files.

2. Impalpable/ deep / image guided FNAs (on-site theatre FNA’s)

- Cytology offers an on-site staining and diagnostic service for adequacy of aspiration from deep-seated lesions in wards, CT Scan, sonar, bronchoscopy and surgical theatres.
- Contact 4045, 5349, 4048 or 6163 to request this service.

Miscellaneous
Tumour imprints
Lymph node imprints
Skin smears
Tzank smears
Ulcer smears
Tissue imprints
Diaphragmic wipes
Collection notes:
- Adequate and rapid fixation is essential
- Please note that material on a swab is not suitable for cytology.

Reports
- It is the policy of the Department to issue printed reports wherever possible.
- Clerks may under NO circumstances issue telephonic reports. Reports can be faxed to the requester.

Reasons for this are as follows:
- To ensure that faulty information is not transmitted telephonically; this has a direct impact on the well being of the patient.
- To obviate differing interpretations by different clinicians of telephonic messages.
- To restrict to an absolute minimum unnecessary time wasting and duplication of enquiries as well as to restrict telephonic enquiries to the absolute minimum.

**Telephonic results** (Tel 021 938 4330/ 4904/ 4931/ 4040/ 4202)

REPORTS ARE POSTED DAILY AND SHOULD BE AVAILABLE ON THE LAB WARD ENQUIRIES COMPUTER IN THE WARDS.

Special stains

Special stains are available e.g. Ziehl-Neelson for TB, silver stains for fungi etc. Other special investigations available include immunocytochemistry, flowcytometry
Addendum I

PROPER FIXATION TECHNIQUE

1. Air-drying of a specimen causes distortion and loss of cytoplasmic density. Crisp nuclear chromatic patterns are lost and the cytoplasm cannot be coloured properly. Hence rapid fixation is a vital step in cytological preparations. When the clinician is preparing a slide e.g. pap smear or bronchial, oesophageal or gastric brushings, the smear should be made in one direction with one motion and the doctor should avoid the same area twice. All prepared slides should be sprayed with cytological fixative immediately to prevent specimen degeneration.

2. Please use cytology slides only, with a ground glass edge to prevent traumatisation of cells.

3. Check expiry date on spray fixative

Addendum II

METHOD OF FINE NEEDLE ASPIRATION (For Cytology)

MATERIALS:

- 22 or 23 gauge needle
- 10 cc syringe
- Clean glass slides (2 – 4 slides, with frosted ends)
  (4 = 2 Pap (fixed) + 2 unfixed – air-dried)
- Slides clearly labelled with patient’s details
- Cytology spray fixative
- Pencil
- Alcohol swabs

METHOD: (see drawings)

- Use pencil to ensure that patient’s details are clearly identifiable on each slide.
- Clean area on skin with alcohol swab.
- Ensure that all air is expelled from syringe and that plunger moves smoothly.
- Attach needle to syringe.
- Fix target lesion between thumb and forefinger.
• Push needle through subcutaneous tissue into lesion.
• Apply 1 – 2 mm constant suction while aspirating, moving needle firmly in different directions. Aspirate until material is present in hub of needle.
• Equalize pressure before pulling needle out by releasing all pulling action on plunger.
• Place sterile swab on area and pull out.
• Remove needle from syringe, aspirate 10cc air into syringe, re-attach needle and firmly push plunger down, with tip of needle on glass slide, 1cm from frosted end.
• Place another slide onto expressed material, without pressure, allow the material to disperse.
• Firmly and slowly pull slides apart in a horizontal direction.
• **NB! IMMEDIATE FIXATION IS ESSENTIAL FOR OPTIMAL CELLULAR DETAIL.**
• Shake and hold Spray fixative can 30cm away from slide. Spray-fix one slide immediately.
• Allow other one slide to air-dry.
• More than one pass is necessary if insufficient material was obtained. Repeat procedure.
• Complete cytology request form as comprehensively as possible.
• Detailed sketches are essential to facilitate diagnosis.
Addendum III

HOW TO TAKE THE PERFECT PAP SMEAR

1. Get everything ready
2. Label slides and forms
3. Do smear first – before PV
4. Spread labia
5. Insert speculum dry or moisten with saline (not tap water)
6. Visualise external os
7. Swab cervix free of blood / discharge
8. Scrape full circumference firmly
9. Lay spatula flat on the side
10. Spread along the length of the slide
    Should you make use of a cervibrush
    • ‘Insert into os
    • ‘Turn clockwise 360°
    • ‘Roll onto slide
11. Sprayfix immediately (within 10 secs)
12. Allow slide to dry (after fixation) before packing to send off.

4. ORAL & MAXILLOFACIAL PATHOLOGY (in association with ANATOMICAL PATHOLOGY and the TYGERBERG ORAL HEALTH CENTRE of THE UNIVERSITY of the WESTERN CAPE)

NHLS Head of Discipline: Prof JJ HILLE

The discipline of Oral & Maxillofacial Pathology is a speciality of both Dentistry and Pathology which deals with the nature, identification, and management of diseases affecting the oral and maxillofacial regions. It is a science that comprehensively investigates the causes, processes and effects of these diseases. The practice of Oral & Maxillofacial Pathology includes diagnosis of diseases using clinical, radiographic, microscopic, biochemical and other examinations, and management of patients. As such this discipline not only adds special value to Anatomical Pathology and the other pathology disciplines, but also to the clinical disciplines of Maxillofacial & Oral Surgery, Oral Medicine and Dermatology in the management of complex oral mucosal diseases, and to General Surgery, Ear-Nose-Throat Surgery and Oncology in head & neck cancer management.

The discipline offers the following services:

1. Surgical pathology diagnoses – including biopsies and other tissue specimens (e.g. resections) from the oral cavity, jawbones and surrounding anatomical regions. Kindly refer to the description of the routine diagnostic service in Anatomical Pathology for further details and array of special services. Please submit whenever possible a (panoramic) radiograph and/or CT scans for accurate diagnosis of
bone lesions. Note that frozen sections on bony specimens are not possible.

2. Microscopic examination of oral mucosa surface brushings to detect fungal infection and bacterial overloads. Kindly sample with a cervi-brush and submit exfoliative smears (on glass slides fixed with cytospray or alcohol) to the anatomical pathology laboratory with the specific request to stain for PAS.

3. On-site clinical and radiological consultations in oral mucosal diseases and jaw lesions on request (see contact details below).

4. Punch and/or scalpel biopsies, surface cytology brushings/modified deep (semi-invasive) cytology sampling for oral mucosal lesions and fine needle aspirations/core needle biopsies of oral deep soft tissues can be performed under local anaesthesia in the FNA clinic on the 10th floor with prior arrangement (see contact details below).

**Staff:**
Consultants: Prof JJ Hille (X 6159 or 082-5560703).
Prof VM Phillips (phone 9373161)
**NB:** Forensic odontology
Registrar: X 4449 or tel 9373158

**ALL URGENT SPECIMENS MUST BE ARRANGED WITH THE LABORATORY.**
CHEMICAL PATHOLOGY

The Discipline of Chemical Pathology is situated on the 9th floor of the hospital.

Contact Details

<table>
<thead>
<tr>
<th>Head of Discipline:</th>
<th>Prof. RT Erasmus</th>
<th>4107</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultants:</td>
<td>Dr A Zemlin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dr M Hoffman</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dr M Rensburg</td>
<td></td>
</tr>
<tr>
<td>Registrars:</td>
<td>Registrars</td>
<td>4174/4150</td>
</tr>
<tr>
<td>Consultations</td>
<td>Monday-Friday (08h00-16h00) After hours (telephonically)</td>
<td>4330/4934</td>
</tr>
<tr>
<td>Urgent requests</td>
<td>All hours</td>
<td>4934</td>
</tr>
<tr>
<td>Any test not listed</td>
<td></td>
<td>4330 / 4934</td>
</tr>
<tr>
<td>Results/Information</td>
<td>Core hours (After hours, weekends)</td>
<td>4934/4904/4330</td>
</tr>
<tr>
<td>Automation</td>
<td></td>
<td>4936</td>
</tr>
<tr>
<td>Protein-electrophoresis</td>
<td></td>
<td>4258</td>
</tr>
<tr>
<td>Miscellaneous tests:Urine, stool, pyruvate investigations</td>
<td></td>
<td>4171</td>
</tr>
<tr>
<td>Sweat Test appointment bookings</td>
<td>Core hrs: 07h45 -16h15 (Monday-Friday)</td>
<td>4171</td>
</tr>
</tbody>
</table>
General Instructions:

- **Blood gas specimens**: arterial blood; not in contact with air; on ice; replace needle with cap; send to lab within 30 minutes. Rejected if needle still attached and if arrives via shute.

- **Creatinine clearance**: clotted blood must be taken AT THE SAME TIME AS 24h urine collection, i.e. during collection period. Include mass and height.

- **Porphyrrins**: urine and stool; light sensitive specimens – transport container in black bag. Please send 15ml EDTA blood (purple top tube) for genetic tests with each request.

- **Bence-Jones protein**: 50ml FRESH urine

- **Neonatal bilirubin**: protect against light.

- **24-hour urine collection**: obtain container from lab for the specific test – different tests require different preservatives. Do not discard fluid (preservative) in bottle. Follow instructions on label or from lab.

- For, **HVA, Fractionated MA determination**, AVOID the following: Coffee, Tea, Citrus Fruits, Vanilla Containing Compounds Drugs: Chlorpromazine, Methyldopa, Naladixic Acid for 3 days prior to collection.

- **Stool Alpha-1-antitrypsin**: collect a pre-weighed container from the laboratory. A minimum of 10g (half a 40ml urine container) of stool is required for quantification. A blood sample must be collected at the same time for clearance estimation.

- **Stool Reducing sustances request** must be sent separately from a Microbiology test request (a separate request form and specimen).

- **Osmol** requests blood or urine must be submitted as soon as possible (>36 hrs unsuitable).

- **Pyruvate** to be arranged with the laboratory.

- **Sweat test** to be arranged with the laboratory.

- **Fractionated NMA / VMA** ideal sample is three (3) consecutive 24 hour collections

- **Salivary Cortisol** Please contact laboratory to arrange for a Salivette collection container and procedure for collection.

- Send all specimens to lab a.s.a.p.

- Request forms must be completed in detail.
Index of tests

1. Urea and electrolytes
2. Liver function tests
3. Blood gasses
4. Calcium magnesium and phosphate
5. Iron studies
6. Trace elements
7. Enzymes/ Special proteins
8. Cardiac markers
9. Electrophoresis
10. Lipogram
11. Hormones
12. Tumor markers
13. CSF investigations
14. Tests on urine and stool
15. Fluids
16. Other tests
17. Tests send to other laboratories (See note 2)
18. Steatocrit (stool)

Please note:
1. Reference intervals are on final reports Some reference intervals are age dependent. If further information is required, please contact the laboratory.
2. Specimens can be sent to other laboratories. Please contact the laboratory for any tests not mentioned on the list.

1. Urea and electrolytes

<table>
<thead>
<tr>
<th>Sodium</th>
<th>Yellow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potassium</td>
<td>Yellow</td>
</tr>
<tr>
<td>Chloride</td>
<td>Yellow</td>
</tr>
<tr>
<td>Urea</td>
<td>Yellow</td>
</tr>
<tr>
<td>Creatinine</td>
<td>Yellow</td>
</tr>
</tbody>
</table>

2. Liver functions

<table>
<thead>
<tr>
<th>Total Protein</th>
<th>Yellow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albumin</td>
<td>Yellow</td>
</tr>
<tr>
<td>Total Bilirubin</td>
<td>Yellow</td>
</tr>
<tr>
<td>Conjugated Bilirubin</td>
<td>Yellow</td>
</tr>
<tr>
<td>Test</td>
<td>Instructions</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Aspartate Transaminase (AST)</td>
<td>Yellow</td>
</tr>
<tr>
<td>Alanine Transaminase-ALT</td>
<td>Yellow</td>
</tr>
<tr>
<td>Gamma-Glutamyltransferase (GGT)</td>
<td>Yellow</td>
</tr>
<tr>
<td>Alkaline Phosphatase-(ALP)</td>
<td>Yellow</td>
</tr>
<tr>
<td>Lactate Dehydrogenase -LDH</td>
<td>Yellow</td>
</tr>
<tr>
<td>Ammonia</td>
<td>EDTA blood on ice</td>
</tr>
<tr>
<td>Lactate</td>
<td>Grey (fluoride tube) on ice</td>
</tr>
</tbody>
</table>

3. **Blood Gasses** (to arrive in laboratory within 30 minutes)

<table>
<thead>
<tr>
<th>Test</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>pH</td>
<td>Heparin, on ice, capped no needle</td>
</tr>
<tr>
<td>pCO2</td>
<td></td>
</tr>
<tr>
<td>pO2</td>
<td></td>
</tr>
<tr>
<td>HCO3</td>
<td></td>
</tr>
<tr>
<td>Base excess</td>
<td></td>
</tr>
<tr>
<td>O2 Sat</td>
<td></td>
</tr>
</tbody>
</table>

4. **Calcium, magnesium and phosphate**

<table>
<thead>
<tr>
<th>Test</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calcium (corrected)</td>
<td>Yellow</td>
</tr>
<tr>
<td>Magnesium</td>
<td>Yellow</td>
</tr>
<tr>
<td>Phosphate</td>
<td>Yellow</td>
</tr>
</tbody>
</table>

5. **Iron studies**

<table>
<thead>
<tr>
<th>Test</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iron</td>
<td>Yellow</td>
</tr>
<tr>
<td>Transferrin</td>
<td>Yellow</td>
</tr>
<tr>
<td>% Saturation (Fe)</td>
<td>Yellow</td>
</tr>
</tbody>
</table>

6. **Trace elements**

<table>
<thead>
<tr>
<th>Test</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copper</td>
<td>Clotted blood</td>
</tr>
</tbody>
</table>
### 7. Enzymes/ Special proteins

<table>
<thead>
<tr>
<th>Test</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haptoglobin</td>
<td>Yellow</td>
</tr>
<tr>
<td>Beta- microglobulin</td>
<td>Yellow</td>
</tr>
<tr>
<td>Caeruloplasmin</td>
<td>Yellow</td>
</tr>
<tr>
<td>CRP</td>
<td>Yellow</td>
</tr>
<tr>
<td>Alpha-1 antitrypsin</td>
<td>Yellow</td>
</tr>
<tr>
<td>ADA</td>
<td>Pleural fluid</td>
</tr>
<tr>
<td>Pyruvate</td>
<td>Whole blood</td>
</tr>
<tr>
<td>Pyruvate - <strong>arrange with lab ext 4171/4258</strong></td>
<td></td>
</tr>
</tbody>
</table>

### 8. Cardiac markers

<table>
<thead>
<tr>
<th>Test</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>CKMB</td>
<td>Yellow</td>
</tr>
<tr>
<td>Troponin T</td>
<td>Yellow</td>
</tr>
<tr>
<td>Creatine kinase (CK)</td>
<td>Yellow</td>
</tr>
</tbody>
</table>

### 9. Electrophoresis

<table>
<thead>
<tr>
<th>Immunoglobulin G</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>Color</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Immunoglobulin M</td>
<td>Yellow</td>
</tr>
<tr>
<td>Immunoglobulin A</td>
<td>Yellow</td>
</tr>
<tr>
<td>Serum Electrophoresis</td>
<td>Yellow</td>
</tr>
<tr>
<td>Urinary Electrophoresis</td>
<td>Urine</td>
</tr>
<tr>
<td>Immunofixation</td>
<td>Yellow</td>
</tr>
<tr>
<td>Immunofixation</td>
<td>Urine</td>
</tr>
</tbody>
</table>

**10. Lipogram**

<table>
<thead>
<tr>
<th>Test</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cholesterol</td>
<td>Yellow</td>
</tr>
<tr>
<td>Triglycerides</td>
<td>Yellow</td>
</tr>
<tr>
<td>HDL</td>
<td>Yellow</td>
</tr>
<tr>
<td>LDL</td>
<td>Yellow</td>
</tr>
</tbody>
</table>

**11. Hormones**

<table>
<thead>
<tr>
<th>Test</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cortisol (nmol/l) blood Salivary</td>
<td>Yellow Salivette containers - collect from lab</td>
</tr>
<tr>
<td>Estradiol (pmol/l)</td>
<td>Yellow</td>
</tr>
<tr>
<td>FSH (IU/l)</td>
<td>Yellow</td>
</tr>
<tr>
<td>Free T3</td>
<td>Yellow</td>
</tr>
<tr>
<td>Free T4</td>
<td>Yellow</td>
</tr>
<tr>
<td>LH (IU/l)</td>
<td>Yellow</td>
</tr>
<tr>
<td>Progesterone (nmol/l)</td>
<td>Yellow</td>
</tr>
<tr>
<td>Prolactin (Qg/l)</td>
<td>Yellow</td>
</tr>
<tr>
<td>TSH</td>
<td>Yellow</td>
</tr>
<tr>
<td>Testosterone</td>
<td>Yellow</td>
</tr>
<tr>
<td>B-HCG</td>
<td>Yellow</td>
</tr>
</tbody>
</table>
12. **Tumour and Sepsis markers**

<table>
<thead>
<tr>
<th>Test</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFP</td>
<td>Yellow</td>
</tr>
<tr>
<td>CEA (µg/l)</td>
<td>Yellow</td>
</tr>
<tr>
<td>PSA &amp; FPSA</td>
<td>Yellow</td>
</tr>
<tr>
<td>PCT</td>
<td>Yellow</td>
</tr>
</tbody>
</table>

13. **CSF investigations**

<table>
<thead>
<tr>
<th>Test</th>
<th>Container</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSF - Protein</td>
<td>Sterile tube</td>
</tr>
<tr>
<td>CSF - Glucose</td>
<td>Grey tube</td>
</tr>
<tr>
<td>CSF - Chloride</td>
<td>Sterile tube</td>
</tr>
<tr>
<td>Blood brain studies:CSF/IgG Index</td>
<td>Serum/ CSF in a sterile tube</td>
</tr>
<tr>
<td>Albumin index</td>
<td></td>
</tr>
<tr>
<td>CSF ADA</td>
<td></td>
</tr>
</tbody>
</table>
## 14. Tests on urine and stool

<table>
<thead>
<tr>
<th>Test</th>
<th>Container</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha-1-antitrypsin For clearance</td>
<td>Stool</td>
</tr>
<tr>
<td></td>
<td>Include 5ml clotted blood</td>
</tr>
<tr>
<td>Apt test</td>
<td>Bloody stools/vomitus/mucus or blood-stained diaper; collect in glass or plastic container.</td>
</tr>
<tr>
<td>Amylase (urine)</td>
<td>Urine</td>
</tr>
<tr>
<td>Bicarbonate (Total CO\textsubscript{2}-content)</td>
<td>Urine – random</td>
</tr>
<tr>
<td>B2 Microglobulin</td>
<td>Urine – random</td>
</tr>
<tr>
<td>Calcium</td>
<td>Urine 24 h</td>
</tr>
<tr>
<td>Creatinine Clearance</td>
<td>Urine 24 h Blood gold tube</td>
</tr>
<tr>
<td>Copper</td>
<td>Urine-24 h</td>
</tr>
<tr>
<td>Test</td>
<td>Collection Details</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>Fat globules - Sudan staining</td>
<td>Random stool in sterile tube</td>
</tr>
<tr>
<td>Steatocrit</td>
<td>Random stool, not 24 hour. 40 – 50 ml urine container to be used to collect sample.</td>
</tr>
<tr>
<td>5-hydroxy indole acetic acid (5-HIAA)</td>
<td>Urine 24 h or random specimen</td>
</tr>
<tr>
<td>Homovalinic acid (HVA) (RXH)</td>
<td>Urine 24 h(collect container at lab)</td>
</tr>
<tr>
<td>Magnesium</td>
<td>Urine 24 h</td>
</tr>
<tr>
<td>Fractionated Metanephrines) RXH</td>
<td>Urine 24 h (collect container at lab)</td>
</tr>
<tr>
<td>Myoglobin</td>
<td>Random urine</td>
</tr>
<tr>
<td>Micro-albumin</td>
<td>Random urine</td>
</tr>
<tr>
<td>Occult blood</td>
<td>Stool random (Separate Sample- no Micro lab test requests on same sample)</td>
</tr>
<tr>
<td>Osmolality</td>
<td>Random urine – on ice (Separate Sample –no Micro Lab test requests on sample )</td>
</tr>
<tr>
<td>Test</td>
<td>Sample/Fixed</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>pH</td>
<td>Random urine</td>
</tr>
<tr>
<td>Porphyrins</td>
<td>Stool (Random)</td>
</tr>
<tr>
<td>Porphyrins and precursors:</td>
<td>10 ml fresh urine</td>
</tr>
<tr>
<td>Porphobilinogen (PBG)</td>
<td></td>
</tr>
<tr>
<td>Reducing agents</td>
<td>10 ml fresh urine in sterile tube (Separate Sample-cannot be shared with other Lab requests e.g. Micro)</td>
</tr>
<tr>
<td>Reducing agents</td>
<td>Stool in sterile tube (Separate Sample cannot be shared with other Lab requests e.g. Micro)</td>
</tr>
<tr>
<td>Specific gravity (SG)</td>
<td>Random urine</td>
</tr>
<tr>
<td>Tubular re-absorption of phosphate (TRP)</td>
<td>24 h urine &amp; blood (yellow top)</td>
</tr>
<tr>
<td>TmPO4/GFR</td>
<td>24 h urine</td>
</tr>
<tr>
<td>Urea</td>
<td>24 h urine</td>
</tr>
<tr>
<td>Test</td>
<td>Sample Type</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Uric acid</td>
<td>24 h urine</td>
</tr>
<tr>
<td>Urinanalysis</td>
<td>Random urine</td>
</tr>
<tr>
<td>Urobilinogen</td>
<td>Random Urine</td>
</tr>
</tbody>
</table>

### 15. Determination on fluids

<table>
<thead>
<tr>
<th>Fluid Type</th>
<th>ADA TESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pleural fluid</td>
<td>Pleural fluid</td>
</tr>
<tr>
<td>Ascites fluid</td>
<td>Pericardiac fluid</td>
</tr>
<tr>
<td>Fluid pH</td>
<td>Ascites fluid</td>
</tr>
<tr>
<td></td>
<td>CSF</td>
</tr>
</tbody>
</table>
### Other tests

<table>
<thead>
<tr>
<th>Test</th>
<th>Container</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amylase (Serum)</td>
<td>Yellow</td>
</tr>
<tr>
<td>Amylase (urine)</td>
<td>Urine</td>
</tr>
<tr>
<td>Ferritin</td>
<td>Yellow</td>
</tr>
<tr>
<td>Folate- serum</td>
<td>Yellow</td>
</tr>
<tr>
<td>Glucose</td>
<td>Fluoride tube (grey top)</td>
</tr>
<tr>
<td>HbA1c</td>
<td>EDTA (Purple top)</td>
</tr>
<tr>
<td>Homocysteine</td>
<td>EDTA Purple top-on ice</td>
</tr>
<tr>
<td>Lithium</td>
<td>Yellow</td>
</tr>
<tr>
<td>Osmolality- serum</td>
<td>Yellow</td>
</tr>
<tr>
<td>Paracetamol</td>
<td>Yellow</td>
</tr>
<tr>
<td>Porphyrins</td>
<td>Blood (Heparin tube)</td>
</tr>
<tr>
<td>Procalcitonin</td>
<td>Yellow</td>
</tr>
<tr>
<td>Uric acid</td>
<td>Yellow</td>
</tr>
<tr>
<td>Vit B12</td>
<td>Yellow</td>
</tr>
<tr>
<td>Vit D (25 OH)</td>
<td>Yellow</td>
</tr>
</tbody>
</table>
17. Tests sent to other laboratories

<table>
<thead>
<tr>
<th>Test</th>
<th>Sample Type</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTH</td>
<td>5 ml EDTA blood on ice</td>
<td>Send on Ice. Sent to Johannesburg</td>
</tr>
<tr>
<td>Acetyl choline receptor antibody</td>
<td>5 ml Clotted Blood</td>
<td>Sent to GSH</td>
</tr>
<tr>
<td>ACE (Angiotension Converting Enzyme)</td>
<td>5 ml Clotted Blood</td>
<td>Sent to Johannesburg</td>
</tr>
<tr>
<td>Acid-α1,4 glucosidase</td>
<td>5 ml Clotted Blood</td>
<td>Sent outside to Braamfontein</td>
</tr>
<tr>
<td>17 –OH (α-hydroxy-progesterone)</td>
<td>5 ml Clotted Blood</td>
<td>Sent to GSH/ If &lt;6 months of age sent outside of NHLS</td>
</tr>
<tr>
<td>Amino Acids</td>
<td>5 ml Clotted Blood Urine</td>
<td>Sent to RXH</td>
</tr>
<tr>
<td>Aldolase</td>
<td>5 ml Clotted Blood</td>
<td>Sent outside NHLS</td>
</tr>
<tr>
<td>Aldosterone/Renin</td>
<td>Aldo- 5 ml clotted blood Renin: EDTA blood</td>
<td>Sent to GSH</td>
</tr>
<tr>
<td>Aluminium</td>
<td>10 ml Clotted Blood</td>
<td>Mineral Free Tube. Sent to Johannesburg Avoid antacids containing aluminium</td>
</tr>
<tr>
<td>Androstenedione</td>
<td>5 ml Clotted Blood</td>
<td>Sent outside NHLS</td>
</tr>
<tr>
<td>Anti-Mullerian hormone</td>
<td>5 ml Clotted Blood</td>
<td>Sent outside NHLS</td>
</tr>
<tr>
<td>B-2-Glycoprotein-1 (B2GPI)</td>
<td>5 ml Clotted Blood</td>
<td>Sent to GSH</td>
</tr>
<tr>
<td>Blood Brain Barrier (BBB)</td>
<td>Clotted Blood &amp; CSF</td>
<td>Sent to GSH</td>
</tr>
<tr>
<td>Bone Specific ALP</td>
<td>5 ml Clotted Blood</td>
<td>Sent to Johannesburg</td>
</tr>
<tr>
<td>BNP (B-type natriuretic peptide)</td>
<td>5 ml Clotted Blood</td>
<td>Sent outside of NHLS</td>
</tr>
<tr>
<td>Ca 125</td>
<td>5 ml Clotted Blood</td>
<td>Sent to GSH</td>
</tr>
<tr>
<td>Ca 199</td>
<td>5 ml Clotted Blood</td>
<td>Sent to GSH</td>
</tr>
<tr>
<td>Ca 153</td>
<td>5 ml Clotted Blood</td>
<td>Sent to Johannesburg</td>
</tr>
<tr>
<td>Ca 724</td>
<td>5 ml Clotted Blood</td>
<td>Sent to Johannesburg</td>
</tr>
<tr>
<td>Carnitine</td>
<td></td>
<td>Sent to RXH</td>
</tr>
<tr>
<td>Test</td>
<td>Type</td>
<td>Destination</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Caeruloplasmin</td>
<td>5 ml Clotted Blood</td>
<td>Sent to Johannesburg</td>
</tr>
<tr>
<td>Calcitonin</td>
<td>5 ml Clotted Blood</td>
<td>Sent to Johannesburg</td>
</tr>
<tr>
<td>CDT-Carbohydrate deficiency transferrin</td>
<td>5 ml Clotted Blood</td>
<td>Sent outside of NHLS</td>
</tr>
<tr>
<td>C-Peptide</td>
<td>5 ml Clotted Blood</td>
<td>Sent to Johannesburg</td>
</tr>
<tr>
<td>Chromogranin A</td>
<td>5 ml Clotted Blood</td>
<td>Sent outside of NHLS</td>
</tr>
<tr>
<td>Copper</td>
<td>5 ml clotted blood Urine</td>
<td>Sent to Johannesburg</td>
</tr>
<tr>
<td>CSF Glycine</td>
<td>CSF</td>
<td>Sent to RXH</td>
</tr>
<tr>
<td>Dehydroxytestosterone</td>
<td>5 ml Clotted Blood</td>
<td>Sent outside of NHLS</td>
</tr>
<tr>
<td>DHEAS</td>
<td>5 ml Clotted Blood</td>
<td>Sent to GSH</td>
</tr>
<tr>
<td>11 Deoxycortisol</td>
<td>5 ml Clotted</td>
<td>Sent to GSH</td>
</tr>
<tr>
<td>Erythropoeitin</td>
<td>5 ml Clotted Blood</td>
<td>Sent outside of NHLS</td>
</tr>
<tr>
<td>Serum β C-terminal telopeptides (β-crosslaps)</td>
<td>5 ml Clotted Blood</td>
<td>Sent to Johannesburg</td>
</tr>
<tr>
<td>Faecal Calprotectin</td>
<td>Stool on ice -STAT to lab-arrange</td>
<td>Sent outside of NHLS</td>
</tr>
<tr>
<td>Faecal Elastase</td>
<td>Faeces</td>
<td>Sent to RXH</td>
</tr>
<tr>
<td>Free Fatty Acids</td>
<td>Heparinised Blood on ice</td>
<td>Sent to RXH</td>
</tr>
<tr>
<td>Free Light Chains</td>
<td>5 ml Clotted Blood</td>
<td>Sent outside of NHLS</td>
</tr>
<tr>
<td>Free PSA</td>
<td>5 ml Clotted Blood</td>
<td>Sent to GSH</td>
</tr>
<tr>
<td>Fructosamine</td>
<td>5 ml Clotted Blood</td>
<td>Sent to Johannesburg</td>
</tr>
<tr>
<td>GALK-galactose kinase</td>
<td>EDTA blood-please arrange with lab</td>
<td>Sent to Johannesburg</td>
</tr>
<tr>
<td>GALT (galactose-1-phosphate uridyl transferease)</td>
<td>3x Heparinised/Edta blood-</td>
<td>Sent to RXH</td>
</tr>
<tr>
<td>Gastrin</td>
<td>5 ml Clotted Blood</td>
<td>Sent outside NHLS</td>
</tr>
<tr>
<td>Test</td>
<td>Sample Type</td>
<td>Destination</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>Growth Hormone</td>
<td>5 ml Clotted Blood</td>
<td>Sent to Johannesburg</td>
</tr>
<tr>
<td>Glycaminoglycans</td>
<td>Random Urine- on ice pack</td>
<td>Sent to RXH</td>
</tr>
<tr>
<td>IGF1</td>
<td>5 ml Clotted Blood</td>
<td>Sent outside NHLS</td>
</tr>
<tr>
<td>IgE</td>
<td>5 ml Clotted Blood</td>
<td>Sent to GSH</td>
</tr>
<tr>
<td>Kaletra Levels</td>
<td>Heparinised blood</td>
<td>Sent to GSH Pharmacology</td>
</tr>
<tr>
<td>Ketones</td>
<td>Heparinised Blood on ice</td>
<td>Sent to RXH</td>
</tr>
<tr>
<td>Lamotrigine</td>
<td>5 ml Clotted Blood</td>
<td>Sent outside of NHLS</td>
</tr>
<tr>
<td>LEAD</td>
<td>Heparin Blood / Urine</td>
<td>Sent to Johannesburg</td>
</tr>
<tr>
<td>Lipoprotein (a) Lp(a)</td>
<td>5 ml Clotted Blood</td>
<td>Sent to GSH</td>
</tr>
<tr>
<td>Lipinovir</td>
<td>5ml Clotted Blood</td>
<td>Sent to GSH</td>
</tr>
<tr>
<td>Mercury (Hg)</td>
<td>EDTA blood &amp; Urine</td>
<td>Sent to NIOH</td>
</tr>
<tr>
<td>Mucopolysaccharides</td>
<td>Random urine</td>
<td>Sent to RXH</td>
</tr>
<tr>
<td>Oligoclonal Bands</td>
<td>Clotted blood &amp; CSF</td>
<td>Sent outside of NHLS</td>
</tr>
<tr>
<td>Osteocalcin</td>
<td>5ml Clotted blood</td>
<td>Sent outside of NHLS</td>
</tr>
<tr>
<td>Oxolates</td>
<td>Urine</td>
<td>Sent to GSH</td>
</tr>
<tr>
<td>Pre-Albumin</td>
<td>5ml Clotted Blood</td>
<td>Sent outside of NHLS</td>
</tr>
<tr>
<td>RAST (allergy tests)</td>
<td>5ml Clotted blood</td>
<td>Sent to GSH</td>
</tr>
<tr>
<td>Red cell Folate</td>
<td>EDTA</td>
<td>Sent outside of NHLS</td>
</tr>
<tr>
<td>Selenium</td>
<td>5 ml Clotted Blood</td>
<td>Mineral Free Tube. Sent to Johannesburg</td>
</tr>
<tr>
<td>SHBG</td>
<td>5 ml Clotted Blood</td>
<td>Sent to GSH</td>
</tr>
<tr>
<td>Soluble Transferrin receptor</td>
<td>5ml Clotted blood</td>
<td>Sent outside of NHLS</td>
</tr>
<tr>
<td>Thiamine</td>
<td>2x EDTA (send on ice)</td>
<td>Sent outside of NHLS</td>
</tr>
<tr>
<td>Urine Steroid Chromatography</td>
<td>Timed urine - Boric acid preservative (8wk TAT)-arrange with lab</td>
<td>Sent outside of NHLS</td>
</tr>
<tr>
<td>Test</td>
<td>Specimen Details</td>
<td>Destination</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>VLCFA-very long chain Fatty acids</td>
<td>3x EDTA Blood</td>
<td>Sent to RXH</td>
</tr>
<tr>
<td>Vitamin A</td>
<td>5ml Clotted blood (in foil-light sensitive)</td>
<td>Sent to Johannesburg</td>
</tr>
<tr>
<td>1.25 Vitamin D</td>
<td>5ml Clotted blood</td>
<td>Sent to Johannesburg</td>
</tr>
<tr>
<td>Vitamin E</td>
<td>5ml Clotted Blood</td>
<td>Sent to Johannesburg</td>
</tr>
<tr>
<td>Zinc</td>
<td>Clotted Blood collected in a sterile plastic tube</td>
<td>Sent to Johannesburg</td>
</tr>
</tbody>
</table>
HAEMATOLOGY LABORATORY

The Discipline of Haematology is situated on the 9th floor of the hospital. The discipline offers a wide range of routine and specialized investigations to help with the diagnosis and treatment of patients.

Contact Details
Head of Department: Prof Akin Abayomi 021 938-5348

Departmental secretary 021 938 4608
021 9384399
021 938 5692
021 938 4613

Consultants

Registrars
Clinical Haematologist 021 9385888
021 938 6108 /4089

Request forms

- Please provide the follow information in legible handwriting
- Patient’s name, surname, date of birth and folder number
- Ward number, clinic code, date and time of specimen collection
- Name of doctor (and initials) to be contacted if abnormal results are obtained
- Relevant clinical information
- Relevant therapy, e.g. warfarin and heparin

Specimen tube (C9 Core Lab, 5159 / 5074)
All specimens are received here. Urgent FBC’s and coagulation tests must be arranged telephonically. Any results not available on the ward computers may be obtained at the above telephone numbers

Laboratories
The department is comprised of 5 sections each with different functions
Routine Laboratory 938-5750
Coagulation Laboratory 938-4615
Bone Marrow Laboratory 938-4122
Haemolytic Studies Laboratory 938-4615
Ante Natal Blood Grouping Laboratory 931-9398
SPECIMEN TYPES

<table>
<thead>
<tr>
<th>Specimen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDTA</td>
<td>Purple topped tube (Routine FBC)</td>
</tr>
<tr>
<td>Sodium citrate</td>
<td>Light blue topped tube (Coagulation)</td>
</tr>
<tr>
<td>Sodium citrate</td>
<td>Black topped tube (ESR)</td>
</tr>
<tr>
<td>Clotted blood</td>
<td>Red brown topped tube</td>
</tr>
</tbody>
</table>

If a patient identification sticker is used on a specimen tube, it must be shortened and pasted lengthwise to ensure blood level visibility. Stickers wrapped around the tube will damage the automated cell counter's conveyer belt.

1. ROUTINE LABORATORY (C9B CORE LAB, 5750)

**Investigation:**

<table>
<thead>
<tr>
<th>Specimen Type:</th>
<th>Investigation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4ml EDTA blood</td>
<td>Full blood count</td>
</tr>
<tr>
<td>4ml EDTA blood</td>
<td>Differential WBC count</td>
</tr>
<tr>
<td>4ml EDTA blood</td>
<td>Reticulocyte count</td>
</tr>
<tr>
<td>4ml EDTA blood</td>
<td>Peripheral blood smear</td>
</tr>
<tr>
<td>2ml Amniotic fluid</td>
<td>Lamellar body Count</td>
</tr>
<tr>
<td>2 ml sodium citrate blood (black)</td>
<td>Erythrocyte Sedimentation Rate (ESR)</td>
</tr>
</tbody>
</table>

(All the above can be done on one 4ml EDTA blood specimen)

2. COAGULATION LABORATORY (CORE LAB, 4615)

**Investigation:**

<table>
<thead>
<tr>
<th>Specimen Type:</th>
<th>Investigation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.5ml sodium citrate</td>
<td>Clotting profile: INR and PTT</td>
</tr>
<tr>
<td>4.5ml sodium citrate</td>
<td>DIC screen: D-dimer</td>
</tr>
<tr>
<td>4.5ml sodium citrate</td>
<td>Fibrinogen</td>
</tr>
<tr>
<td>4.5ml sodium citrate</td>
<td>Thrombin time,</td>
</tr>
<tr>
<td>4.5ml sodium citrate</td>
<td>(All the above can be done on one 4.5ml sodium citrate blood specimen)</td>
</tr>
</tbody>
</table>

**Investigations for Hypercoagulability**

**Investigation:**

<table>
<thead>
<tr>
<th>Specimen Type:</th>
<th>Investigation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.5ml sodium citrate</td>
<td>Protein C, protein S and Antithrombin</td>
</tr>
<tr>
<td>4.5ml sodium citrate</td>
<td>Protein C resistance</td>
</tr>
</tbody>
</table>

(The above four investigations can be done on two 4.5ml sodium citrate blood specimen)

<table>
<thead>
<tr>
<th>Specimen Type:</th>
<th>Investigation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4ml EDTA blood</td>
<td>Factor V Leiden</td>
</tr>
</tbody>
</table>

**Screening for Lupus Anticoagulant**

(Investigations for all Hypercoagulibility tests are done in batches and not on a daily basis)
Investigations for Bleeding Tendency

Investigation: Specimen Type:
Bleeding time Arrange with laboratory
Platelet aggregation studies Arrange with pathologist

Clotting factor levels 4.5ml sodium citrate blood. Arrange with laboratory.

Screening for clotting factor inhibitors 4.5ml sodium citrate blood. Arrange with laboratory.

NB: Specimens must reach the Coagulation laboratory within 4 hours of venepuncture.

3. HAEMOLYTIC LABORATORY (CORE LAB, 4615)

Investigation: Specimen Type:
Direct and indirect Coombs test 2ml clotted blood
Cold agglutinins and Cryoglobulins Arrange with the laboratory before 09:00
5ml Heparin blood (only Mondays to Thursdays) before 12 am. Arrange with lab
Osmotic fragility
G6DP screening test 4ml EDTA blood
Hb electrophoresis 4ml EDTA blood
Sickling Test 4ml EDTA blood
Malaria 4ml EDTA blood

4. BONE MARROW LABORATORY (C9A, GOLD AVE, ROOM 59, 4122)

Bone Marrow Investigations
Done on a daily basis. It comprises a bone marrow aspirate and one or more trephine biopsies. This is a surgical invasive procedure. The patient therefore needs to give written consent for the procedure. Children and adults are usually done under local anaesthetic. Out-patients need to be admitted in the hospital by the duty firm prior to the procedure. Haematology out-patients are admitted via the X-Block.

Premedication must be given one hour prior to the procedure. The ward sister will be informed telephonically of the time that this must be given. An appointment must be arranged with the laboratory. The referring doctor must then consult the relevant pathologist and confirm the appointment. The procedure will only be done if a completed request form (TH333) is received.

Referring doctor responsible for:
1) Consent for the procedure
2) Premidication
3) Request form
4) The safe discharge of the patient after the procedure
NAP neutrophil alkaline phosphatase
- Arrange with laboratory – fresh blood from a finger prick is required.

CSF Cytospin
- A fresh, warm CSF specimen kept at 37°C, which is delivered by hand immediately after the lumbar puncture, is required.

Buffy preparation
- 4ml EDTA blood is required. This is done only if WBC count is <4000 per Ql or <4 x 10^9/μl.

Haemosiderin in urine
- Fresh urine specimen in an ordinary urine specimen container.

Flow cytometry for immunological markers
- Arranged by the referring doctor with the pathologist.

5. BLOOD GROUPING LABORATORY (C9A, GOLD AVE, ROOM 205, 6081/6082)

<table>
<thead>
<tr>
<th>Investigation</th>
<th>Specimen type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ante-natal tests</td>
<td>4ml EDTA blood</td>
</tr>
<tr>
<td>Post- Natal tests</td>
<td>4ml EDTA maternal blood</td>
</tr>
<tr>
<td>Cordiocentesis</td>
<td>4ml EDTA cord blood</td>
</tr>
<tr>
<td>Amniocentesis</td>
<td>Arrange with laboratory</td>
</tr>
</tbody>
</table>

6. AFTER HOURS EMERGENCY INVESTIGATIONS (ROUTINE AND COAGULATION)

Contact the. Extension :4934NOTE: Coagulation specimens must be processed within 6 hours following venepuncture. The laboratory's tube station is monitored 24 hours a day and specimens can be sent directly to the laboratory (Tube C9)
MICROBIOLOGY LABORATORY

Contact Details Medical Microbiology & Immunology:

Laboratory located in the C passage, eastern side of the hospital on the 9th Floor.
Consultant on call: contact pager room at 4487/6666

<table>
<thead>
<tr>
<th>Head of Discipline:</th>
<th>Prof. Andrew Whitelaw</th>
<th>Tel. number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultants:</td>
<td>Dr. Bonnie Maloba</td>
<td>4021</td>
</tr>
<tr>
<td></td>
<td>Dr. Rena Hoffman</td>
<td>4008</td>
</tr>
<tr>
<td></td>
<td>Dr. Collette Pienaarl</td>
<td>4035</td>
</tr>
<tr>
<td>Scientist:</td>
<td>Dr. Mae Newton-Foot</td>
<td>4009</td>
</tr>
<tr>
<td>Registrars:</td>
<td>Registrars Office</td>
<td>/5193</td>
</tr>
<tr>
<td>Laboratories:</td>
<td>Reception</td>
<td>4012</td>
</tr>
<tr>
<td></td>
<td>Microbiology</td>
<td>4006/7</td>
</tr>
<tr>
<td></td>
<td>Blood cultures</td>
<td>4026</td>
</tr>
<tr>
<td></td>
<td>TB</td>
<td>4031</td>
</tr>
<tr>
<td>Head of Immunology</td>
<td>Dr. Monika Esser</td>
<td>5228</td>
</tr>
<tr>
<td></td>
<td>Immunology laboratories</td>
<td>4001/4018</td>
</tr>
</tbody>
</table>

General Instructions:

1. All diagnostic information from the microbiology laboratory is contingent on the quality of specimen received. Consequences of a poorly collected and/or poorly transported specimen include: i) failure to isolate the causative microorganism, and ii) recovery of contaminants or normal microbial flora which may be misleading and result in improper treatment of the patient.

2. Safety considerations with regard to the handling of specimens:
   - Treat all specimens as potentially hazardous
   - Do not contaminate the external surface of the collection container and/or its accompanying paperwork
   - Minimize direct handling of specimens in transit from the patient to the laboratory. Ideally, specimens should be placed in plastic sealable bags with a separate pouch for the specimen request form.

3. Please ensure that samples are correctly labelled and that the request form is filled in with all the relevant data.

4. The points listed below each specimen type are to enable clinicians and nursing staff to be able to take a good quality specimen.
5. Please contact the laboratory if in any doubt as to the collection or transport of a specimen.

1. **FAECAL SPECIMENS - COLLECTION AND TRANSPORT**

**SPECIMEN COLLECTION**

1. Specimens should be submitted to the laboratory in a screw-cap container as soon after collection as possible (within 1 - 2 hours). Ensure that the specimen is not contaminated with urine.

2. Sample portions containing pus, blood or mucus when submitting a specimen. A tablespoon-sized quantity is sufficient for bacteriological processing.

3. The most important requirement is a freshly passed stool specimen, since acid metabolites in stored specimens may be detrimental to enteropathogenic bacteria.

4. **Stool specimens in transport medium:** A small amount of stool can be collected by inserting a sterile cotton swab into the stool and rotating it. If mucus is present, it should be sampled. Immediately insert swab into the transport medium (e.g. Cary-Blair, Amies’ or Stuart’s transport medium). Push swab completely to the bottom of the tube of transport medium and the top portion of the stick touching the fingers, may be broken off and discarded. Recap and tighten firmly.

5. **Rectal swabs:** may be submitted where stool cannot be obtained eg. in neonates or severely debilitated adults or when screening for carriage is required. Moisten the swab in sterile transport medium, insert swab gently through the rectal sphincter, 2-3cm, rotate to sample anal crypts. Remove swab and check for visible faecal material. Place in suitable transport medium and deliver to laboratory promptly. Place the tube in a refrigerator or cold box if delay in transport.

6. **Biopsy:** specimens of bowel wall tissue e.g. colon. Routine MC&S is not recommended as these tissue samples are considered unsterile and the organisms predominately cultured are considered colonizers of the gastrointestinal tract. TB culture is recommended, if clinically suspected. Submit tissue specimens in a sterile screw-cap jar with a small amount of sterile water/normal saline to prevent desiccation. Specimens for microbiological processing must not be submitted in formalin.

7. **Clostridium difficile toxin assay:** patients suspected of antibiotic-associated diarrhoea should have stool submitted for C. difficile toxin assay. The request must be clearly indicated on the form. Stools samples must be freshly collected and kept refrigerated or on ice.

8. **Parasites:** if parasites are suspected, request testing for parasites. A modified acid-fast stain is performed to identify Cryptosporidium parvum. It is routinely done on all unconcentrated stool specimens.
of children < 3yrs and on specimens from immunocompromised patients if this is information is available on the request form.

Specimens of doubtful value:
1. Unpreserved stool samples >2 hours old.
2. Dry rectal swabs or biopsy samples.
3. Multiple specimen collections on the same day.

Please note: Routine MC&S includes microscopy of a wet mount preparation, culture for Salmonella, Shigella and Campylobacter and sensitivity testing. The wet mount preparation is examined for red and white blood cells and parasites. If Vibrio cholera or E. coli 0157:H7 (haemolytic uremic syndrome) is suspected, please indicate so on the request form.

2. URINE SPECIMENS - COLLECTION AND TRANSPORT

Urine is normally a sterile body fluid. If not, collected properly, it can become contaminated with normal flora of the perineum, urethra or vagina. The following guidelines are provided to ensure proper specimen collection and subsequent, prompt, delivery of urine samples to the laboratory.

TIMING OF SPECIMEN COLLECTION
1. Obtain early-morning specimens whenever possible because of increased bacterial counts after overnight incubation in the bladder.
2. Do not force fluids in order to have the patient void urine. Excessive fluid intake will dilute the urine and may decrease the colony count to <10^5 CFUs/ml.
3. For Schistosoma haematobium (Bilharzia), send 3 terminal urine specimens for detection of ova.

SPECIMEN TRANSPORT
1. Transport urine to the laboratory as soon as possible after collection.
2. Urine specimens must be submitted for culture within 2 hours after collection, or refrigerated and cultured within 24 hours whenever possible.

All specimen containers must be tightly closed to prevent leakage. If sample has grossly leaked from the container, the specimen will be rejected for processing. Please indicate on the request form: the mode of specimen collection (eg. MSU, etc), date, time and clinical diagnosis.

Please note that urine samples obtained by suprapubic aspiration and at cystoscopy are processed differently in the laboratory compared to conventional MSU samples and it is therefore essential, so as to not compromise
the accuracy of results, to inform the laboratory about the mode of specimen collection.

SPECIMEN COLLECTION

MIDSTREAM URINE SPECIMENS (MSU):
1. Wash hands with soap and water, rinse, and dry. If the patient is collecting the specimen, provide detailed instructions, including diagrams or a pictorial display.
   **Females:** Cleanse the urethral opening and vaginal vestibule area with sterile gauze pads soaked with normal saline or sterile water. Do not use disinfectants. Hold the labia apart during voiding.
   **Males:** Cleanse the penis, retract the foreskin (if not circumcised), and wash with normal saline. Keep foreskin retracted while voiding (to minimise contamination with skin flora).
2. **Both females and males:** Allow a few millilitres of urine to pass into the toilet (DO NOT STOP THE FLOW OF URINE) collect the midstream portion of urine in a wide-mouthed sterile container.
3. DO NOT use a urinal or bedpan for collection.

CATHETER URINE
1. Indwelling urinary catheter specimens are the most unsatisfactory of all urine specimens, because these catheters are often colonized and therefore bacterial cultures are difficult to interpret. Remove catheter if catheter-associated urinary tract infection is suspected and collect a MSU or if a catheter is still required, collect the urine specimen after replacement of the catheter.
2. Do not collect the sample from the drainage/collection bag
3. Collect sample from the sampling port with a syringe and needle using an aseptic technique.
   Clamp catheter tubing below port
   Clean sampling port with at least 2 separate 70% alcohol swabs
   Insert needle obliquely into port and aspirate urine.
   Transfer to sterile container and mark correctly: “indwelling catheter urine specimen”.
4. A straight (non-indwelling) catheter can be used by a physician to obtain urine directly from the bladder. This procedure is not routinely recommended because there is a risk of introducing microorganisms into the bladder. It should be performed aseptically if necessary.
5. Urine from an ileal conduit must be collected after removal of the external device and insertion of a catheter into the cleansed stoma.
6. Urine collected by suprapubic needle aspiration of the bladder avoids contamination associated with the collection of voided urine. This is the preferred method for infants and for patients for whom the interpretation of results of voided urine is difficult.
7. Foley catheter tips are **UNACCEPTABLE samples** for culture and will be rejected.
3. STERILE BODY FLUIDS INCLUDING CSF - COLLECTION AND TRANSPORT

CEROBROSPINAL FLUID (CSF)

Please note: CSF MUST BE COLLECTED PRIOR TO ANTIMICROBIAL THERAPY!

Collection considerations for Cerebral Nervous System (CNS) specimens:

<table>
<thead>
<tr>
<th>Culture</th>
<th>Optimal volume (ml)(^a)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bacteria</td>
<td>1</td>
<td>Send CSF specimen to microbiology laboratory immediately.</td>
</tr>
<tr>
<td>Fungi</td>
<td>5 - 10</td>
<td>Culture for Cryptococcus spp. is more sensitive if a higher volume of CSF is processed</td>
</tr>
<tr>
<td>Mycobacteria</td>
<td>5-10</td>
<td>Mycobacterium tuberculosis, Mycobacterium avium- intracellulare complex.</td>
</tr>
<tr>
<td>Anaerobes</td>
<td>NA</td>
<td>Brain abscess pus or central nervous system (CNS) biopsy specimens.</td>
</tr>
</tbody>
</table>

\(^a\) Amounts are guidelines. Greater volumes increase the chance of organism recovery. NA, not applicable.

- Use sterile tubes without Clot Activator Material aspirated from a brain abscess and should be immediately transported to the laboratory.
- CSF specimens should be transported to the laboratory promptly. Failure to do this may result in the non-viability of fastidious organisms and in overgrowth by more hardy bacteria.
- If prompt delivery is not possible specimens should be kept at room temperature, but never refrigerated. Organisms such as Neisseria meningitidis and Haemophilus influenzae are sensitive to chilling.

Routine examination of CSF involves:
- Direct cell count
- Gram stain
- India ink stain (for Cryptococcus)
- Culture (Bacteria and Cryptococcus)
- Sensitivity testing on bacteria cultured
- Other investigations: TB culture, Cryptococcal antigen test
INTERPRETATION OF CSF RESULTS:

<table>
<thead>
<tr>
<th>Condition</th>
<th>Macrosopic appearance</th>
<th>Cell count (per mm$^3$)</th>
<th>Erythrocytes</th>
<th>Protein (g/l)</th>
<th>Glucose (mmol/l)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal</td>
<td>Clear</td>
<td>0-5 lymphocytes</td>
<td>None</td>
<td>0.15 - 0.4</td>
<td>2.2-3.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(0 – 30 cells in neonate, mainly neutrophils)</td>
<td></td>
<td>(0.15 – 1.5 in neonate)</td>
<td>(60% of blood glucose)</td>
</tr>
<tr>
<td>Bacterial meningitis</td>
<td>Turbid</td>
<td>100-2000 neutrophils</td>
<td>None</td>
<td>0.5 – 3 ↑↑</td>
<td>0 – 2.2 ↓</td>
</tr>
<tr>
<td>Viral meningitis</td>
<td>Clear or slightly turbid</td>
<td>15 – 500 lymphocytes</td>
<td>None</td>
<td>0.5 – 1 ↑</td>
<td>Normal</td>
</tr>
<tr>
<td>Tuberculous meningitis/ Cryptococcus*</td>
<td>Clear or slightly turbid</td>
<td>30 – 500 lymphocytes plus neutrophils</td>
<td>None</td>
<td>1 – 6 ↑↑ ↑</td>
<td>0 – 2.2 ↓</td>
</tr>
<tr>
<td>Bloody tap or recent haemorrhage</td>
<td>Bloody or xanthochromic</td>
<td>Variable</td>
<td>High</td>
<td>↑ due to blood</td>
<td>Normal</td>
</tr>
</tbody>
</table>

*All parameters may be completely normal in the severely immunocompromised patient with Cryptococcal meningitis*
OTHER STERILE FLUIDS

Commonly submitted fluids
1. Joint or synovial fluid
2. Pleural fluid
   a. Thoracentesis fluid
   b. Empyema fluid
3. Peritoneal fluid
   a. Ascites fluid
   b. Paracentesis fluid
4. Pericardial fluid
5. Culdocentesis fluid

SPECIMEN COLLECTION

1. Specimens should be collected with as little contamination from indigenous microbial flora as possible to ensure that the sample will be representative of the infected site.
2. Sterile equipment and aseptic technique must be used to collect specimens to prevent introduction of microorganisms during invasive procedures.
3. If a specimen is to be collected through intact skin, cleanse the skin first. For example, use 70% alcohol followed by 0.5% chlorhexidine in alcohol and wait till dry.
4. In addition to routine information it is essential that the patients’ specimen label accurately reflects:
   - The specific body site from which the specimen was taken
   - Provisional diagnosis
5. Collect specimens in sturdy, sterile, screw-cap, leak-proof containers with lids that do not create an aerosol when opened.
6. Although occasionally small clots will form in some fluids, addition of anticoagulant is not recommended; citrate or EDTA inhibits some organisms. If anticoagulant must be used, heparin should be the choice.
7. Although in the past the use of blood bottles for fluid collection has not been recommended, recent studies suggest that the larger the sample volume that can be cultured the more likely the recovery of low numbers of organisms in fluids such as ascitic fluid will be. As with any broth system, however, the fastest growing organism is often the only one isolated, jeopardizing the recovery of slow growers.

When a broth is used, no direct smear information is available and, therefore, no assessment of the initial distribution of organisms or inflammatory cells can be made. A smear can be prepared, however, at the time of specimen collection and submitted with the broth medium.
TRANSPORT

Syringes:
Specimens obtained by a doctor using needle aspiration should be transferred to a sterile container prior to transport to the laboratory. Alternatively, and only if transferring it from the syringe will compromise the specimen, the **doctor should remove the needle**, using a protective device to avoid injury, and cap the syringe with a sterile cap prior to transporting it to the laboratory. It is essential that the specimen be submitted to the laboratory immediately after collection.

Swabs:
Swabs are the least desirable sample for culture of body fluids and their use should be discouraged. Protection of anaerobes from ambient oxygen is impossible. A good direct smear cannot be made, and the quantity of sample may not be sufficient to ensure recovery of a small number of organisms. If a swab is taken it is essential that it be placed in an anaerobic transport medium.

4. BLOOD CULTURES - COLLECTION AND TRANSPORT

We recommend that a minimum of 2 aerobic blood cultures from different sites should be submitted in order to acquire the optimal volume of blood and to facilitate the interpretation of results.

**Anaerobic blood cultures bottles are not available routinely.** Most infections involving anaerobes are clinically suspected e.g. intra-abdominal infections. Management of anaerobic infections involves surgical debridement and drainage in addition to antimicrobial therapy. A recent survey in the Western Cape has shown that the beta-lactam inhibitor combination drugs (co-amoxiclav and piperacillin-tazobactam), carbapenems, including ertapenem, and metronidazole remain very active against anaerobic organisms and are suitable agents for empiric therapy where anaerobic cover is needed.

A. PROCEDURE

Site selection
The phlebotomist should:
- Select a different site for each blood sample.
- Avoid drawing blood through indwelling intravenous or intra-arterial catheters. However if blood cultures have been obtained from intravascular catheters, they should be labelled as such and a blood culture should also be obtained by venipuncture at the same time in order to help assess positive blood cultures from catheters.
Site preparation
- Vigorously cleanse the venipuncture site with 70% isopropyl or ethyl alcohol and wait till dry.
- Apply 0.5% chlorhexidine in alcohol disinfectant in ever increasing circles starting at the point where the venipuncture is to be made and allow to dry.
- Do not touch the venipuncture site after preparation and prior to phlebotomy.

Disinfecting blood culture bottles
- Disinfect the top of the bottle or tube with alcohol and allow top to dry.

Collection of blood
- Using a syringe and needle insert the needle into the vein, and withdraw blood. Do not change needles before injecting the blood into the culture bottle due to risk of needlestick injury.
- After the blood is inserted into the blood culture system mix well to avoid clotting.
- Use a new needle if vein is missed initially.
- Add sufficient volume of blood according to the table below.

B. SPECIMEN VOLUME

Note: The volume of blood is critical because the number of organisms in the majority of bacteraemias is low, especially if the patient is on antimicrobial therapy. Collection of an appropriate volume of blood improves the time to detection and the yield in infants and children, the number of microorganisms during bacteraemia is higher than in adults. Therefore less blood is required for culture.

Recommended volume per bottle: see label on bottle
Children: Ideally, 3 to 5ml of blood should be added to bottle
Neonates: 1-3ml of blood per bottle
Adults: Ideally 10ml blood per culture bottle (aerobic).

C. RECOMMENDATION ON NUMBER AND TIMING OF BLOOD CULTURES
a. A minimum of 20ml (blood cultures from different sites) is recommended in order to obtain an optimal yield from blood cultures.

b. Fever of unknown origin (occult abscess, typhoid fever, or brucellosis):
Obtain two separate blood cultures initially. It is recommended that a further 2 blood cultures be obtained during temperature spike ideally after 24-36 hours of the initial samples. The increase in positive cultures beyond four cultures is very minimal.
c. Suspected endocarditis – collection of blood cultures do not have to coincide with fever spikes due to continuous bacteraemia.

D. BOTTLE TYPES:

<table>
<thead>
<tr>
<th>BOTTLE</th>
<th>USE</th>
<th>BLOOD VOLUME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BacTAlert® SA Standard Aerobic Culture Bottles (Blue caps) – available in wards</td>
<td>These bottles are generally used in most of the bacteraemia, candidaemia and cryptococcaemia cases</td>
<td>The optimal blood volume per bottle for culture is 8-10ml.</td>
</tr>
<tr>
<td>BacTAlert® PF Paediatric Culture Bottles (Yellow caps) – available in the wards</td>
<td>These bottles are aerobic and are used for low volume specimens; such as in neonates</td>
<td>The optimal blood volume per bottle for culture is 4ml (filling volume ranges from 0.5-4ml)</td>
</tr>
<tr>
<td>BacTAlert® FA Resin (charcoal) containing Aerobic Culture Bottles (Green caps) – available in the wards</td>
<td>The resin bottles absorb antibiotics and the inhibiting components out of the blood; enhancing the recovery of microorganisms.</td>
<td>The optimal blood volume per bottle for culture is 8-10ml</td>
</tr>
</tbody>
</table>

Duration of incubation of blood cultures is 5 days; using an automated system. Please indicate if endocarditis is suspected, because some organisms that cause endocarditis e.g. HACEK group are slow-growing and therefore these bottles need to be incubated for 14 days. Suspected Brucella is incubated for 28 days and suspected TB and fungi other than Candida/Cryptococcus (Bactec Myco/F lytic bottles) are incubated for 42 days, before the culture is regarded as negative.

E. QUALITY CONTROL:

Media
- Check expiry dates of each batch of blood culture bottles used.
- Uninoculated blood culture bottles should be stored in a cool dark place.
- Examine bottles for turbidity and/or change of colour before adding any blood.
- Discard any bottles showing abnormal characteristics.
Labelling and transport
Please ensure that all blood culture bottles are labelled correctly (not over bar code and not over the bottom of the bottle that contains the sensor (the machine reads this sensor). Do not remove any barcode numbers from the label on the bottle.

The laboratory request form must be completed with all the relevant required data. All specimens should be transported to the laboratory promptly. Failure to do this may result in the death of fastidious organisms and in overgrowth by more hardy bacteria.

INTRAVASCULAR CATHETER TIP CULTURES
Cleanse skin around catheter site with alcohol.
Aseptically remove catheter, and slip 5cm distal tip of catheter directly into sterile tube.
Transport directly to microbiology laboratory to prevent drying.
Acceptable IV catheters for culture: central, CVP, Hickman, Broviac, peripheral, arterial, umbilical, hyperalimentation, Swan-Ganz.

5. PUS SWABS INCLUDING BURN SWABS – COLLECTION AND TRANSPORT SPECIMENS

Specimens should be collected prior to the administration of antimicrobial therapy. The quality of the specimen is very important in order to isolate the causative pathogen(s) and not colonizing flora or contaminants.

A. SUPERFICIAL WOUNDS:
Aspirates:
   a. Syringe aspirates (3-5 ml syringe with 22-23 gauge needle) are preferable to swab specimens.
   b. Decontaminate the surface of the wound with a chlorhexidine/alcohol solution. The deepest part of the lesion should be aspirated. If a vesicle is present, collect both fluid and cells from the base of the lesion.
   c. If the initial aspiration fails to obtain material, inject sterile, non-bacteriostatic 0.85% NaCl subcutaneously and repeat the aspiration.
   d. Transfer the aspirate into a sterile container and transport promptly to the laboratory. If a delay in processing of more than 30 minutes is anticipated, the specimen should be transferred to an anaerobic transport container.

Pus swabs:
If material cannot be obtained with a needle and a syringe, and a swab must be used. Decontaminate/clean the area to be sampled.
a. Separate the wound margins with the thumb and forefinger of one hand (wearing a sterile glove) and take a deep swab or make a small opening in a closed abscess with a scalpel blade before extending the tip of the swab deeply into the depths of the lesion with the other hand. Care should be taken not to touch the adjacent skin margins.
b. The swab should then be inoculated onto appropriate culture media as soon as possible after collection; alternatively, it can be placed immediately into a suitable transport medium (eg. Amies or Stuart’s medium). Dry swabs are not recommended.

B. ULCERS AND NODULES:
a. Clean the area with 70% alcohol and then a 0.5% chlorhexidine in 70% alcohol - solution.
b. Remove overlying debris.
c. Curette the base of the ulcer or nodule.
d. If exudate is present from the ulcer or nodule, collect it with a syringe or a sterile swab.

C. BURN WOUND SPECIMENS:
The surfaces of burn wounds will become colonised by the patient's own microbial flora or by environmental organisms. When the organism load is large, infection of underlying tissue may occur, and bacteraemia may ensue. Cultures of the surface alone are misleading; therefore biopsies of deeper tissues after debridement are often indicated. Clean the surface of the wound with normal saline/ sterile water before collecting samples. Blood cultures should be taken if septicaemia is suspected.

D. DEEP WOUNDS, ASPIRATES, AND TISSUE SPECIMENS:
a. Bite wounds:
Aspirate pus from the wound, or obtain at the time of incision, drainage, or debridement of the infected wound.

b. Bone:
Obtain bone specimen during surgery. Submit a sterile container without formalin. Specimen may be kept moist with sterile 0.85% NaCl.

c. Deep wounds or abscesses:
Disinfect the surface with 70% alcohol and then with a chlorhexidine solution. Aspirate the deepest portion of the lesion, avoiding contamination by the wound surface. If collection performed at surgery, a portion of the abscess wall may also be sent for culture.
d. **Punch skin biopsies:**
Disinfect the skin surface with 70% alcohol and then with a chlorhexidine solution. Collect a 3-4mm sample with a dermal punch. Submit for microbiological analysis in a sterile container without formalin.

e. **Soft tissue aspirate:**
Disinfect the surface with 70% alcohol and then with a chlorhexidine solution. Aspirate the deepest portion of the lesion or sinus tract. Be careful to avoid contamination by the wound surface.

**Colonic and rectal biopsies:**

These tissue samples are considered unsterile and the organisms predominately cultured are considered colonizers of the gastrointestinal tract. Routine MC&S not routinely recommended. The exception where biopsy is considered useful is in TB, Helicobacter and Campylobacter sp. Infections.

f. **Throat (Pharyngeal specimens):**
1. Routinely used for the isolation of Group A Streptococci. Please stipulate on the request form if suspicious of any other pathogens eg. Neisseria gonorrhoeae. Staphylococci may cause tonsillar abscesses – please send pus for culture. If diphtheria is suspected, a sample of the pseudomembrane should be collected.
2. Do not obtain throat samples if epiglottis is inflamed, as sampling may cause serious respiratory obstruction.
3. Depress tongue gently with tongue depressor.
4. Extend sterile swab between the tonsillar pillars and behind the uvula. (Avoid touching the cheeks, tongue, uvula, or lips).
5. Sweep the swab back and forth across the posterior pharynx, tonsillar areas, and any inflamed or ulcerated areas to obtain sample..

g. **Nasal swabs:**
- Submitted primarily for the detection of staphylococcal carriers.
- After moistening the swab with sterile water or saline, insert the swab into the nose until resistance is met at a level of the turbinates (2cm).
- Rotate the swab against the nasal mucosa.
- Repeat the process on the other side with the same swab. Nasal swabs are not suitable for the detection of the aetiologic agents of sinusitis. A needle aspirate of the sinus is the specimen of choice.
h. **Swabs for the culture of B. pertussis:**
   a. Insert swab into nasal passage, aiming towards the midline and down. Follow the floor of the nasal passage for ~5 cm (depending on the age of the patient) until progress is blocked by the posterior wall of the nasopharynx.
   b. Take > 1 swab on consecutive days for optimal results.
   c. Plates are incubated for 7 days.

Please note that the PCR test for the detection of B. pertussis is referred to NICD microbiology laboratory. Send nasopharyngeal aspirate and specifically request Pertussis PCR.

Other upper respiratory tract specimens that may be submitted to the laboratory include sinus aspirates and tympanocentesis fluid.

E. **GENERAL RECOMMENDATIONS FOR SPECIMEN COLLECTION FOR SEXUALLY TRANSMITTED DISEASES:**

**Cervical swabs**
The cervix should be visualized via speculum examination and normal or inflammatory discharges should be removed with swabs. For chlamydia and gonorrhoea, the collection swab should be inserted 2-3cm into the endocervical canal and rotated against the walls of the canal to dislodge columnar epithelial cells. The swab is rolled onto a slide for microscopic examination or placed into appropriate transport/storage medium (Amies transport medium for GC and Chlamydial transport medium) for the subsequent diagnostic test required. Please note that **vaginal swabs** are not suitable for the isolation of Neisseria gonorrhoea and Chlamydia antigen detection.

**Rectal swabs**
Insert the swab 2-3cm into the anal canal, press laterally then rotate to obtain columnar epithelial cells with minimal faecal contamination. Process as for cervical swabs.

**Urethral swabs**
A thin cotton or Dacron swab on a wire shaft is inserted 2-4cm into the urethra, rotated and used to prepare smears for microscopic examination or placed into appropriate transport media.

**Eye specimens**
Conjunctival scrapings (using spatula or no. 15 blade scalpel without touching lashes or lids) or sterile swab to sample the discharge or lower conjunctival surface. Two swabs are preferred (one for Gram stain and one for culture.) Inoculate directly onto blood agar, chocolate agar or put in appropriate transport media. If gonococcal conjunctivitis is suspected, send specimen in Amies transport medium.
Ear swab cultures
Ear swabs are only useful for isolation of pathogens causing otitis externa. The flora of the external meatus bears no relation to that behind the eardrum. Ear swabs are taken from just inside the external meatus. The most common pathogens are S. aureus and Pseudomonas auruginosa. Most cases respond to keeping the ear clean and dry. For the isolation of pathogens causing otitis media, fluid from behind the eardrum should be aspirated for culture.

TRANSPORT

1. All specimens should be transported to the laboratory promptly. Failure to do this may result in the death of fastidious organisms and in overgrowth by more hardy bacteria.
2. If prompt delivery is not possible specimens should be refrigerated at 4-8°C
3. Syringes: Specimens obtained by a doctor using needle aspiration should be transferred to a sterile tube to transport to the laboratory. Alternatively, and only if transferring it from the syringe will compromise the specimen, the doctor should remove the needle, using a protective device to avoid injury, and cap the syringe with a sterile cap prior to transporting it to the laboratory. It is essential that the specimen be submitted to the laboratory immediately after collection.

ANAEROBIC CULTURES
A foul smelling discharge may indicate anaerobic infection. Most anaerobes are susceptible to amoxicillin-clavulanate (Augmentin), and metronidazole. No disk sensitivity testing is performed on anaerobes, but the report will indicate whether an anaerobe produces beta-lactamases (indicating resistance to penicillins).
Aspirated pus for anaerobic culture can be sent in a syringe (needle removed) or sterile tube, and tissue in a sterile container with or without sterile saline. IUCDs (intra-uterine contraceptive devices) can be sent in a sterile container for culture of Actinomyces.
Pus swabs are not acceptable for anaerobic cultures except when sent in anaerobic transport medium. These specimens **SHOULD NOT** be refrigerated.
6. COLLECTION AND TRANSPORT OF SPECIMENS FOR FUNGAL CULTURE

SKIN
Epidermal scales are collected by scraping the affected areas with a blunt, banana-shaped scalpel. Material from the active periphery of lesions is taken for examination. In paronychial infections, the nail fold should be moistened with sterile water and a dental probe used to remove material from under the nail fold. Roofs of vesicles are snipped off with sterile scissors for examination. It is not necessary to pre-clean skin with 70% ethanol unless ointments or other topical medications have been recently applied.

NAIL
Whole thickness of affected nails is clipped off using nail clippers. Subungual debris is scraped out with a blunt scalpel or dental probe and often contains much fungus.

HAIR
Scalp and other hair-bearing areas should be examined under a Wood's lamp. Fluorescent hairs (bright green in *Microsporum* infections, dull green in *T. schoenleinii* (favus) infection or hair stumps should be plucked out with sterile forceps. If no fluorescence is noted, lustreless hairs or stumps of hairs broken off at follicular level should be plucked out.

Skin scrapings should also be taken from suspect areas (hair stumps are often extracted by this method). Scalp samples (especially for mass screening) can be obtained using individually bagged plastic massage brushes, velvet squares or even swabs.

TRANSPORT
Specimens should be sent DRY in specimen jars to prevent overgrowth of contaminating fungi. Spores of fungi in these specimens will remain for many weeks to several years when maintained in a dry condition.

SUBCUTANEOUS FUNGAL LESIONS
Send biopsy tissue or aspirated pus in sterile container.

SPUTUM, BRONCHIAL WASHINGS, TRANSTRACHEAL ASPIRATES etc
Collect into sterile containers and transport to the laboratory without delay. Refrigeration will kill the yeasts of *Histoplasma capsulatum* rapidly, therefore this is not advised when histoplasmosis is suspected.

BONE MARROW
Bone marrow should be aspirated into Myco/F lytic blood culture bottles for fungal culture
7. INFECTIONS OF THE RESPIRATORY TRACT

PHARYNGITIS, PERTUSSIS AND LARYNGITIS - see pus swab section

EPIGLOTTITIS
Culture of the throat is not indicated. Touching the inflamed epiglottis may precipitate complete obstruction of the airway

SINUSITIS
The specimen of choice is a needle aspirate of the sinuses.
Do not submit a swab. No specimen other than an aspirate is recommended

SPUTUM AND LOWER RESPIRATORY TRACT - COLLECTION AND TRANSPORT

INTRODUCTION:
Infections of the lower respiratory tract are a major cause of morbidity and mortality. Diagnosis of these infections frequently is complicated by the contamination of specimens with upper respiratory tract secretions during collection. Specimen quality is judged microscopically. A properly collected specimen should contain minimal numbers of squamous epithelial cells and significant numbers of neutrophils with bacterial infection.

Please note: Legionella antigen test on urine is available at the NHLS microbiology laboratory at GSH.

SPECIMEN COLLECTION:
Specimens include sputum, endotracheal aspirates, bronchial washings, bronchial brushes, bronchial biopsy specimens, bronchoalveolar lavage fluid, transtracheal aspirate, lung aspirates and lung biopsy specimens.

- It is best to obtain a sputum specimen early in the morning, before the patient has eaten or taken medication.
- Collecting a good sputum specimen is not easy and requires that the patient be given clear instructions and explanation of the difference between sputum and saliva/spit.
- It is important to remember that aerosols containing TB bacteria may be produced when the patient produces a sputum specimen.
- It is best for the patient to produce a specimen either outside in the open air or away from other people.
- Patients should not produce sputum in confined spaces such as toilets.
- The person supervising the sputum collection should stand behind the patient to avoid breathing in any aerosols that may be created when the patient coughs.

THE FOLLOWING INSTRUCTIONS SHOULD BE GIVEN TO THE PATIENT, WHEN COLLECTING SPUTUM SAMPLES:
1. The patient should rinse his/her mouth with water, then take two deep breaths, holding the breath for a few seconds after each inhalation and then exhaling slowly.

2. The patient should hold the specimen container to the lower lip and gently release the specimen from the mouth directly into the container and avoid spills.

3. The specimen container is then capped and clearly labelled.

4. The specimens should be transported to the laboratory as soon as possible after collection. **DO NOT FREEZE SPECIMENS!**

PROCEDURE FOR INDUCTION OF SPUTUM for the isolation of Pneumocystis jirovecii:

1. Patient should preferably not have eaten for 8 hours.

2. Patient should brush teeth with water, rinse thoroughly and gargle several times.

3. Patient inhales 20-30 ml of hypertonic saline (3-5%) in a fine mist generated by an ultrasonic nebuliser over 10-20 minutes.

4. Patient is encouraged to take several deep breaths and cough deeply.

5. Collect sputum in sterile containers.

6. Sputum collected initially should be sent for TB and AFB, fungal culture and MC&S.
7. Later specimens are more likely to be representative of distal respiratory tract secretions and should be sent for *Pneumocystis jirovecii* examination.

8. An indirect immunofluorescence test is done – see serology

**GUIDELINES FOR PROPER SPECIMEN TRANSPORT**

All specimens should be transported to the laboratory promptly. Failure to do this may result in the death of fastidious organisms and in overgrowth by more hardy bacteria. If prompt delivery is not possible specimens should be refrigerated at 4-8°C.

**TB LABORATORY**

Phone number: 938 4031

Proper collection procedures are imperative for accurate laboratory analysis. The quality of specimens collected and the proper transport of those specimens to the laboratory are critical to successful isolation of etiological agents.

**General guidelines for specimen collection for TB analysis:**

a. Use only sterile, screw cap, leak proof, disposable plastic containers for specimen collection.

b. Do not use waxed containers as they may produce false-positive smear results.

c. Label the container with the patient’s name, specimen type and date and time of collection.

d. Collect initial specimens before anti-tuberculous medication is started.

e. Swabs are not recommended for the isolation of mycobacteria.

f. Collect sufficient material for the tests requested (see table below)

g. Do not use any fixatives or preservatives

  o The specimen should be transported to the lab as soon as possible after collection. If this is not possible, the specimens should be refrigerated to inhibit the growth of unwanted micro-organisms.

h. **Do not freeze specimens.**

  o Mycobacteria are killed by ultraviolet light, therefore specimens should not be placed anywhere where they may be exposed to direct sunlight or become too hot.

**TB Diagnostics:**

Current national and provincial policy suggests a single *GeneXpert (GXP)* analysis on a respiratory sample (sputum, induced sputum and tracheal aspirate) from an adult TB suspect to screen for TB and to detect resistance to Rifampicin. When performed, the GXP will replace smear microscopy. The GXP diagnostic algorithm should be used when interpreting the result and to decide on further action.
General principles:

- If the GXP result is positive and suggests a *rifampicin susceptible* isolate, a 2nd sample should be sent for microscopy.
- If the GXP result is positive and suggests the presence of a *rifampicin resistant* isolate, a 2nd sample should be sent for TB culture and subsequently processed by Hain line probe assay and second-line drug susceptibility testing (DST) will be performed.
- If the GXP result is indeterminate a 2nd specimen should be submitted for **TB microscopy and culture** (preferably before the patient is commenced on anti-TB therapy).
- If the GXP result is negative, submit a 2nd specimen for culture ± DST in HIV-infected patients.

Please note:
Guidelines for using the GXP on paediatric samples or extrapulmonary samples from adults and children are not yet available and is thus not routinely performed. These samples will be processed for TB microscopy, culture and sensitivity as requested.

The GXP is able to identify rifampicin-resistant strains but is currently unable to identify INH-monoresistant TB strains; this is currently done by the Hain line probe assay.

Acid-fast microscopy is performed on respiratory specimens where TB microscopy is requested for monitoring treatment.

If the sample volume is insufficient for GXP, culture ± DST will be performed.

If the sample is highly blood-stained or the consistency of the sample is not suitable for a GXP, culture ± DST will be performed.

If the sample volume is insufficient for culture, acid-fast microscopy will be performed.

**Please note: the laboratory will not process leaking specimens!**
<table>
<thead>
<tr>
<th>SPECIMEN TYPE</th>
<th>SPECIMEN REQUIREMENTS</th>
<th>SPECIMEN INSTRUCTIONS</th>
<th>UNACCEPTABLE SPECIMENS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abscess contents, aspirated fluid</td>
<td>As much as possible in sterile container</td>
<td>Cleanse skin with alcohol before aspirating sample. Collect sample on swab, and place in transport medium only if volume is insufficient for aspiration by needle and syringe.</td>
<td>Dry swab</td>
</tr>
<tr>
<td>Blood</td>
<td>5ml inoculated directly into BACTEC Myco-F-lytic bottle</td>
<td>Disinfect site as for routine blood culture. Mix tube contents immediately after collection.</td>
<td>Blood collected in EDTA, Citrate, Oxalate or fluoride tubes – these inhibit mycobacterial growth even in trace amounts</td>
</tr>
<tr>
<td>Body fluids (pleural, pericardial, peritoneal etc.)</td>
<td>As much as possible (10-15 ml minimum) in sterile container.</td>
<td>Disinfect site with alcohol if collecting by needle and syringe.</td>
<td></td>
</tr>
<tr>
<td>Bone</td>
<td>Bone in sterile container without fixative or preservative</td>
<td></td>
<td>Specimen submitted in formalin</td>
</tr>
<tr>
<td>Bone marrow</td>
<td>As much as possible in BACTEC Myco-F-lytic bottle</td>
<td>Collect aseptically. Mix tube contents immediately following collection.</td>
<td></td>
</tr>
<tr>
<td>Broncho-alveolar lavage or bronchial washings</td>
<td>≥ 5ml in sterile container</td>
<td>Avoid contaminating bronchoscope with tap water. Saprophytic mycobacteria may produce false-positive culture or smear</td>
<td></td>
</tr>
<tr>
<td>Procedure</td>
<td>Container Type</td>
<td>Volume Requirement</td>
<td>Instructions</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------------------------</td>
<td>----------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Bronchial brushing</td>
<td>Sterile container</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSF</td>
<td>≥ 5-10ml in sterile container</td>
<td>Use maximum volume attainable</td>
<td></td>
</tr>
<tr>
<td>Fine needle aspirate</td>
<td>Submit dry, unfixed slide and aspirate in a sterile container or directly inoculated not more than 0.5ml into a MGIT tube (available from Microbiology and the Cytology clinic)</td>
<td>Make smear of aspirate on a clean dry slide. Air dry. Do not use any fixative.</td>
<td>Slide sprayed with fixative</td>
</tr>
<tr>
<td>Gastric lavage fluid</td>
<td>≥ 5-10ml in sterile container. Collect in the morning soon after patient awakens in order to obtain sputum swallowed during sleep.</td>
<td>Collect fasting early-morning specimen on 3 consecutive days. Use sterile saline. Adjust to neural pH with 100mg of sodium carbonate immediately following collection.</td>
<td>Specimen that has not been pH-neutralised</td>
</tr>
<tr>
<td>Lymph node</td>
<td>Node or portion in sterile container without fixative or preservative</td>
<td>Collect aseptically. Select caseous portion if available. Do not immerse in saline or other fluid and do not wrap in gauze</td>
<td>Specimen submitted in formalin</td>
</tr>
<tr>
<td>Skin lesion material</td>
<td>Submit biopsy specimen in sterile container without fixative or preservative. Submit aspirate in sterile container.</td>
<td>Swabs in transport medium (Amies or Stuarts) are acceptable only if biopsy sample or aspirate is not obtainable. For cutaneous ulcer, collect biopsy</td>
<td>Dry swab</td>
</tr>
<tr>
<td>Sputum</td>
<td>sample from periphery of lesion, or aspirate material from under margin of lesion.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For expectorated sputum, instruct patient on how to produce sputum specimen as distinct from saliva or nasopharyngeal discharge. Have patient rinse mouth with water before collecting specimen to minimise contaminating specimen with food particles, mouthwash, or oral drugs, which may inhibit the growth of mycobacteria. For induced sputum, use sterile hypertonic saline. Avoid sputum contamination with nebulizer reservoir water. Saprophytic mycobacteria in tap water may produce false-positive culture or smear results. Indicate on request if specimen is induced sputum, as these watery specimens 24 hour specimens.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5-10ml in sterile, wax-free, disposable container. Collect an early morning specimen from deep, productive cough on at least 2 consecutive days. Do not pool specimens.
<table>
<thead>
<tr>
<th>Specimen Type</th>
<th>Description</th>
<th>Instructions</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stool</td>
<td>1 tablespoon-sized specimen in a sterile, wax-free, disposable container</td>
<td>Collect specimen directly into container, or transfer from bedpan or plastic wrap stretched over toilet bowl. Wax from container may produce false-positive smear.</td>
<td>Frozen specimen. Utility of culturing stool for acid-fast bacilli remains controversial.</td>
</tr>
<tr>
<td>Tissue biopsy sample</td>
<td>1g of tissue, if possible, in sterile container without fixative or preservative.</td>
<td>Collect aseptically Select caseous portion if available. Do not immerse in saline or other fluid and do not wrap in gauze. Freezing decreases yield.</td>
<td>Specimen submitted in formalin.</td>
</tr>
<tr>
<td>Trans-tracheal aspirate</td>
<td>As much as possible in sterile container</td>
<td>Collect first morning specimen on 3 consecutive days. Only one specimen per day is acceptable. Organisms accumulate in bladder overnight, so first morning void provides best yield. Specimens collected at other times are dilute and are not optimal.</td>
<td>24 hour pooled specimens, urine from catheter bag. Specimens of &lt;40ml unless larger volume is not obtainable.</td>
</tr>
<tr>
<td>Urine</td>
<td>As much as possible (minimum – 40ml) of first morning specimen obtained by catheterisation or of midstream clean catch in sterile container. For suprapubic tap, as much as possible in sterile container.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wound material</td>
<td>See biopsy or aspirate</td>
<td>Swabs are acceptable only if biopsy or aspirate is not</td>
<td>Dry swab</td>
</tr>
</tbody>
</table>
obtainable. If used they must be placed in transport medium (Amies or Stuarts). Negative results are not reliable.

**IMMUNOLOGY**

Nephelometry/Syphilis laboratory: 021-9384001  
Immunoflourescence laboratory.: 021 9386238  
Elisa Laboratory: 021-9384018  
Flow Cytometry laboratory: 021-9385278  
Laboratory Manager: 021-9385564

<table>
<thead>
<tr>
<th>Test</th>
<th>Comments</th>
<th>Sample</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Nephelometry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td></td>
<td>Clotted blood</td>
<td>Daily</td>
</tr>
<tr>
<td>C4</td>
<td></td>
<td>Clotted blood</td>
<td>Daily</td>
</tr>
<tr>
<td>Anti-Streptolysin O</td>
<td>ASOT &amp; DNASB are always done together.</td>
<td>Clotted blood</td>
<td>Daily</td>
</tr>
<tr>
<td>Anti-Dnase B</td>
<td></td>
<td>Clotted blood</td>
<td>Daily</td>
</tr>
<tr>
<td>Rheumatoid factor</td>
<td></td>
<td>Clotted blood</td>
<td>Daily</td>
</tr>
<tr>
<td>2. Syphilis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TPAB test</td>
<td>Automated screening test for Syphilis</td>
<td>Clotted and EDTA blood</td>
<td>Daily</td>
</tr>
<tr>
<td>RPR</td>
<td>Confirming positive TPAB results+RPR positive=active Syphilis</td>
<td>Clotted blood/EDTA</td>
<td>Daily</td>
</tr>
<tr>
<td>VDRL</td>
<td>Only on CSF's</td>
<td>CSF</td>
<td>Weekdays</td>
</tr>
<tr>
<td>3. Fluorescence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTA</td>
<td>Done after/VDRL screen</td>
<td>CSF</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Test</td>
<td>Specimen</td>
<td>Collection Date</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------</td>
<td>-----------------------</td>
<td></td>
</tr>
<tr>
<td>Bilharzia</td>
<td>Clotted blood</td>
<td>Weekdays (can be batched)</td>
<td></td>
</tr>
<tr>
<td>Coxiella</td>
<td>Clotted blood</td>
<td>Weekdays</td>
<td></td>
</tr>
<tr>
<td>Legionella IFA</td>
<td>Clotted blood</td>
<td>Weekdays</td>
<td></td>
</tr>
<tr>
<td>Mycoplasma IFA</td>
<td>Clotted blood</td>
<td>Weekdays</td>
<td></td>
</tr>
<tr>
<td>Rickettsia IgG/IgM IFA</td>
<td>Clotted blood</td>
<td>Weekdays</td>
<td></td>
</tr>
<tr>
<td>Pneumocystis carinii IFA</td>
<td>Tracheal aspirates, sputa, etc</td>
<td>Weekdays</td>
<td></td>
</tr>
<tr>
<td>Anti-nuclear factor IFA</td>
<td>Lupus screening test</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Liver/Kidney Microsomal Ab's</td>
<td>Clotted blood</td>
<td>Weekdays</td>
<td></td>
</tr>
<tr>
<td>Mitochondrial Ab's</td>
<td>Clotted blood</td>
<td>Weekdays</td>
<td></td>
</tr>
<tr>
<td>Smooth muscle Ab's</td>
<td>Clotted blood</td>
<td>Weekdays</td>
<td></td>
</tr>
<tr>
<td>Parietal cell Ab's</td>
<td>Clotted blood</td>
<td>Weekdays</td>
<td></td>
</tr>
<tr>
<td>Glomerular basement membrane Ab’s</td>
<td>Clotted blood</td>
<td>Weekdays</td>
<td></td>
</tr>
<tr>
<td>Aquaporin 4</td>
<td>Clotted blood</td>
<td>Weekdays</td>
<td></td>
</tr>
</tbody>
</table>

**4. Elisa:**

<table>
<thead>
<tr>
<th>Test</th>
<th>Specimen</th>
<th>Collection Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anti-Double Stranded DNA Ab’s</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Anti-Neutrophil Cytoplasmic Ab’s</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Anti-Cardiolipin Ab’s</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>GAD/IA₂ Ab test</td>
<td>Type 1 diabetes mellitus autoimmune disease</td>
<td>Clotted blood</td>
</tr>
<tr>
<td>Anti-Cyclic Citrullinated Peptide</td>
<td>Confirmatory test for RA</td>
<td>Clotted blood</td>
</tr>
<tr>
<td>Entamoeba IgG</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Test</td>
<td>Specimen Type</td>
<td>Frequency</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Jo-1 Ab’s</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Brucella IgM/IgG</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Intrinsic Factor antibody</td>
<td></td>
<td>Weekdays</td>
</tr>
<tr>
<td>Tissue transglutaminase Ab's</td>
<td>Replacement for endomesium</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Thyroid Hormone Receptor Antibody</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Cysticercus</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Echinococcus</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Extractable nuclear Ab's-Ab's-RNP/SM Ab's</td>
<td>Done on Positive ANA Samples</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Anti-Ro (SSA) Ab’s</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Anti-La (SSB) Ab's</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Leptospira</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Scl 70 Ab's</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Toxocara</td>
<td>Refer to JHB Immunology</td>
<td>Clotted blood</td>
</tr>
<tr>
<td>Toxoplasma IgG/IgM/Avidity</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Vaccination studies Haemophilus influenza Ab's</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Vaccination studies Streptococcus pneumoniae Ab's</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Vaccination studies Clostridium tetanus Ab's</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Vaccination studies Corynebacterium diphtheriae Ab's</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Vaccination studies Bordetella pertussis Ab's</td>
<td>Clotted blood</td>
<td>Weekdays</td>
</tr>
</tbody>
</table>

5. Agglutination tests:
- Total haemolytic Complement (RID): Must arrive on ice | Clotted blood | Weekdays  |
- Widal: Clotted blood Daily
<table>
<thead>
<tr>
<th>Test</th>
<th>Type</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yersinia</td>
<td>Clotted blood</td>
<td>Daily</td>
</tr>
<tr>
<td>Anti-Thyroid Ab’s</td>
<td>Clotted blood</td>
<td>weekdays</td>
</tr>
</tbody>
</table>

**6. Cellular/Flow Cytometry:** samples to be kept at room temperature

<table>
<thead>
<tr>
<th>Test</th>
<th>Type</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>T, B &amp; NK cell counts on BAL specimens</td>
<td>Done on BAL</td>
<td>Prior arrangement with laboratory</td>
</tr>
<tr>
<td>CD3 / CD4 / CD8 counts</td>
<td>Done on EDTA blood</td>
<td>Daily</td>
</tr>
<tr>
<td>T, B &amp; NK cell counts</td>
<td>Done on EDTA blood</td>
<td>Daily</td>
</tr>
<tr>
<td>PLG-CD4</td>
<td>Done on EDTA blood</td>
<td>Daily</td>
</tr>
<tr>
<td>HLA B27</td>
<td>EDTA blood</td>
<td>Daily</td>
</tr>
<tr>
<td>Ki67 test (lymphocyte proliferation)</td>
<td>refer to Ampath Pretoria</td>
<td>Prior arrangement with laboratory</td>
</tr>
<tr>
<td>Respiratory burst / NBT</td>
<td>Heparin blood</td>
<td>Prior arrangement with the laboratory</td>
</tr>
</tbody>
</table>

Test discontinued

Test discontinued

Test discontinued
NB!
→ Lymphocyte proliferation tests, Neutrophil function tests and BAL must be pre-arranged and booked for a specific day.
→ The blood must be freshly taken (not older than 6hrs after blood taking) and immediately transported to the laboratory.

Referred tests:

<table>
<thead>
<tr>
<th>Test Description</th>
<th>Sample Type</th>
<th>Referral Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acetyl Choline Receptor Ab’s</td>
<td>Clotted blood</td>
<td>referred to GSH</td>
</tr>
<tr>
<td>Cl esterase inhibitor</td>
<td>Clotted blood</td>
<td>Screening test done at JHB NHLS.</td>
</tr>
<tr>
<td>C’ fractions</td>
<td>Clotted blood</td>
<td>Referred to JHB NHLS.</td>
</tr>
<tr>
<td>IgG subclasses</td>
<td>Clotted blood</td>
<td>referred to referral laboratory</td>
</tr>
<tr>
<td>Avian precipitins</td>
<td>Clotted blood</td>
<td>Referred to GSH referred to referral laboratory</td>
</tr>
<tr>
<td>Fungal precipitins</td>
<td>Clotted blood</td>
<td>Referred to GSH referred to referral laboratory</td>
</tr>
<tr>
<td>Glaidin Test</td>
<td>Clotted blood</td>
<td>Referred to JHB referred to referral laboratory</td>
</tr>
</tbody>
</table>

Virology Laboratory Services

(KINDLY SUBMIT A SEPARATE SAMPLE FOR ALL VIROLOGY TESTS)

CONTACT DETAILS:
Results and reception  Tel no: 021 938 9557
Serology              Tel no: 021 938 9348
Isolation             Tel no: 021 938 9348
Molecular             Tel no: 021 938 9348/9555
Pathologist           Tel no: 021 938 9691/9057
Registrars            Tel no: 021 938 9347
Tygerberg Hospital switchboard  Tel no: 021 938 4911
**MOLECULAR LABORATORY**

Please refer to the table for a list of nucleic acid detection tests offered by the Virology laboratory. If you require any tests that are not listed, please phone the laboratory for discussion. Unless otherwise indicated, all tests listed are performed and results sent out daily.

<table>
<thead>
<tr>
<th>TEST</th>
<th>SAMPLE TYPE</th>
<th>SPECIAL INFORMATION / TAT</th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIV-1 DNA (+RNA) PCR</td>
<td>EDTA blood, dried blood spot</td>
<td>Daily / 24 hours</td>
<td>PCRHQ</td>
</tr>
<tr>
<td>HIV-1 Viral Load</td>
<td>EDTA blood (PPT tube)</td>
<td>Daily / 24 hours</td>
<td>HIVVL</td>
</tr>
<tr>
<td>HIV-1 resistance genotyping</td>
<td>EDTA blood (2 tubes)</td>
<td>Every second day</td>
<td>HIVDR</td>
</tr>
<tr>
<td>HIV-2 PCR</td>
<td>EDTA blood</td>
<td>Referred</td>
<td>-</td>
</tr>
<tr>
<td>HTLV-1 DNA PCR</td>
<td>EDTA blood</td>
<td>Referred</td>
<td>PCRTL</td>
</tr>
<tr>
<td>Influenza A/H1N1 (Novel) 2009</td>
<td>Respiratory samples and swabs</td>
<td>Daily / 24 hours</td>
<td>PCRRRV</td>
</tr>
<tr>
<td>HSV PCR</td>
<td>CSF</td>
<td>Daily / 24 hours</td>
<td>PCRMV</td>
</tr>
<tr>
<td>VZV PCR</td>
<td>CSF</td>
<td>Daily / 24 hours</td>
<td>PCRMV</td>
</tr>
<tr>
<td>HHV6 PCR</td>
<td>CSF</td>
<td>Daily / 24 hours</td>
<td>PCRMV</td>
</tr>
<tr>
<td>EBV PCR (qualitative)</td>
<td>EDTA blood, CSF</td>
<td>Daily / 24 hours</td>
<td>PCRMV</td>
</tr>
<tr>
<td>EBV PCR (semi-quantitative)</td>
<td>EDTA blood</td>
<td>Daily / 24 hours</td>
<td>-</td>
</tr>
<tr>
<td>CMV PCR (qualitative)</td>
<td>CSF, EDTA blood, urine, amniotic fluid</td>
<td>Daily / 24 hours</td>
<td>PCRCM</td>
</tr>
<tr>
<td>CMV PCR (semi-quantitative)</td>
<td>CSF, EDTA blood, urine, amniotic fluid</td>
<td>Daily / 24 hours</td>
<td>CMVVL</td>
</tr>
<tr>
<td>HBV PCR (qualitative)</td>
<td>EDTA blood</td>
<td>Weekly</td>
<td>PCRHB</td>
</tr>
<tr>
<td>HBV Viral Load</td>
<td>EDTA blood</td>
<td>Weekly</td>
<td>HBVVL</td>
</tr>
<tr>
<td>HBV Genotyping</td>
<td>EDTA blood/serum</td>
<td>Weekly</td>
<td>HBGEN</td>
</tr>
<tr>
<td>HCV PCR (qualitative)</td>
<td>EDTA blood</td>
<td>Weekly</td>
<td>PCRHC</td>
</tr>
<tr>
<td>HCV PCR (semi-quantitative)</td>
<td>EDTA blood</td>
<td>Weekly</td>
<td>HCVL</td>
</tr>
<tr>
<td>HCV Genotyping</td>
<td>EDTA blood/serum</td>
<td>Weekly</td>
<td>HCGEN</td>
</tr>
<tr>
<td>HEV PCR</td>
<td>EDTA blood, clotted blood and stool samples</td>
<td>Weekly</td>
<td>PCRHE</td>
</tr>
<tr>
<td>JC polyomavirus PCR</td>
<td>CSF</td>
<td>Daily</td>
<td>PCRJC</td>
</tr>
<tr>
<td>BK polyomavirus PCR</td>
<td>Urine</td>
<td>Referred</td>
<td>PCRBK</td>
</tr>
<tr>
<td>Test</td>
<td>Sample Type</td>
<td>Frequency</td>
<td>Code</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------</td>
<td>--------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Rubella PCR</td>
<td>Urine, amniotic fluid</td>
<td>Twice a week</td>
<td>PCRRU</td>
</tr>
<tr>
<td>Measles PCR</td>
<td>Urine, amniotic fluid</td>
<td>Twice a week</td>
<td>PCRME</td>
</tr>
<tr>
<td>Parvovirus PCR</td>
<td>EDTA blood</td>
<td>Daily</td>
<td>PCRPV</td>
</tr>
<tr>
<td>Enterovirus PCR</td>
<td>EDTA blood, CSF</td>
<td>Daily / 24 hours</td>
<td>PCREV</td>
</tr>
<tr>
<td>Respiratory Panel PCR</td>
<td>Respiratory sample</td>
<td>Daily / 24 hours</td>
<td>RCR15</td>
</tr>
<tr>
<td>Meningitis Panel PCR (Herpes virus, Mumps virus and Enterovirus)</td>
<td>CSF (other samples by consultation)</td>
<td>Daily / 24 hours</td>
<td>PCRMV</td>
</tr>
<tr>
<td>Mumps virus PCR</td>
<td>CSF and urine</td>
<td>Daily / 24 hours</td>
<td>PCRMS</td>
</tr>
<tr>
<td>Enterovirus genotyping</td>
<td>Stool and respiratory samples and swabs</td>
<td>As required</td>
<td>-</td>
</tr>
<tr>
<td>Adenovirus genotyping</td>
<td>Respiratory samples and swabs</td>
<td>As required</td>
<td>-</td>
</tr>
</tbody>
</table>
SEROLOGY LABORATORY

Results and reception  Tel no: 021 938 9557
Serology  Tel no: 021 938 9348

Please refer to the table for a list of serological tests offered by the Virology laboratory. If you require any tests that are not listed, please phone the laboratory for discussion. Unless otherwise indicated, all tests listed are performed and results sent out daily.

Ideally 5ml clotted blood (yellow top) should be sent for serological tests. The actually required minimum volume depends on the number of tests requested.

Generally, the presence of IgM antibodies indicates recent or active infection and of IgG antibodies past or ongoing infection (depending on virus) and/or immunity (following immunisation or infection).

<table>
<thead>
<tr>
<th>TEST</th>
<th>SPECIAL INSTRUCTIONS / TAT</th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIV ELISA (4th generation)</td>
<td>Daily / 24 hours</td>
<td>HIVCA</td>
</tr>
<tr>
<td>Rapid HIV (screening)</td>
<td>Daily for after-hours requests – samples are sent to Chemical Pathology. Done on request / 1 hour</td>
<td>HIVR</td>
</tr>
<tr>
<td>Hepatitis A total antibodies</td>
<td>Daily / 24 hours</td>
<td>HEPAT</td>
</tr>
<tr>
<td>Hepatitis A IgM</td>
<td>Daily / 24 hours</td>
<td>HEPAM</td>
</tr>
<tr>
<td>Hepatitis B immunity (HBsAb)</td>
<td>Specify “for immune status only”. Daily / 24 hours</td>
<td>HBSAB</td>
</tr>
<tr>
<td>Hepatitis B active infection</td>
<td>Extended markers done if indicated. Daily / 24 hours For Tygerberg patients only</td>
<td>HBVAC</td>
</tr>
<tr>
<td>Hepatitis Bs Antigen</td>
<td>Daily / 24 hours</td>
<td>HBSAG</td>
</tr>
<tr>
<td>Hepatitis B extended markers</td>
<td>Daily / 24 hours</td>
<td>HEPBX</td>
</tr>
<tr>
<td>Hepatitis B Core-M</td>
<td>Daily / 24 hours</td>
<td>HBIGM</td>
</tr>
<tr>
<td>Hepatitis B anti-HBe</td>
<td>Daily / 24 hours</td>
<td>HBEAB</td>
</tr>
<tr>
<td>Hepatitis B HBeAg</td>
<td>Daily / 24 hours</td>
<td>HBEAG</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Daily / 24 hours</td>
<td>HEPC</td>
</tr>
<tr>
<td>Hepatitis E IgG</td>
<td>As required</td>
<td>HEPE</td>
</tr>
<tr>
<td>Hepatitis E IgM</td>
<td>As required</td>
<td>HEPE</td>
</tr>
<tr>
<td>Test</td>
<td>Frequency</td>
<td>Code</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------</td>
<td>-------</td>
</tr>
<tr>
<td>CMV IgG</td>
<td>Daily / 24 hours</td>
<td>CMVG</td>
</tr>
<tr>
<td>CMV IgM</td>
<td>Daily / 24 hours</td>
<td>CMVM</td>
</tr>
<tr>
<td>Herpes Simplex IgG</td>
<td>Weekly</td>
<td>HERPG</td>
</tr>
<tr>
<td>Herpes Simplex IgM</td>
<td>Weekly</td>
<td>HERPM</td>
</tr>
<tr>
<td>Varicella IgG</td>
<td>Do not send to Virology. Send directly to NHLS Johannesburg Central</td>
<td>VZVG</td>
</tr>
<tr>
<td>Varicella IgM</td>
<td>Weekly</td>
<td>VZVM</td>
</tr>
<tr>
<td>EBV VCA/EBNA IgG</td>
<td>Daily / 24 hours</td>
<td>EBV/</td>
</tr>
<tr>
<td>EBV VCA IgM</td>
<td>Daily / 24 hours</td>
<td>EBV/EBVNA</td>
</tr>
<tr>
<td>Measles IgG</td>
<td>Referred</td>
<td>MEASG</td>
</tr>
<tr>
<td>EBV VCA IgM</td>
<td>Daily / 24 hours</td>
<td>EBV/EBVCM</td>
</tr>
<tr>
<td>Acute Measles (not SSPE or immunity)</td>
<td>5ml clotted blood (must be accompanied by a urine sample or throat swab - see under ISOLATION). This is a disease for which a suspected case is notifiable. Please send with completed EPID form. The specimen is referred to the reference laboratory. <strong>Do not send to Virology TBH, but send directly to NICD.</strong></td>
<td></td>
</tr>
<tr>
<td>Measles IgG</td>
<td>Referred</td>
<td>MEASG</td>
</tr>
<tr>
<td>Rubella IgG</td>
<td>Daily / 24 hours</td>
<td>RUBG</td>
</tr>
<tr>
<td>Rubella IgM</td>
<td>Daily / 24 hours</td>
<td>RUBM</td>
</tr>
<tr>
<td>Coxsackie B1-6 titres</td>
<td>Weekly</td>
<td>COXS</td>
</tr>
<tr>
<td>Polio 1-3 titres (immunity)</td>
<td>As required</td>
<td>POLIO</td>
</tr>
<tr>
<td>HTLV total antibody</td>
<td>Referred</td>
<td>HTLV1</td>
</tr>
<tr>
<td>Parvovirus IgM</td>
<td>Referred</td>
<td>PARVO</td>
</tr>
<tr>
<td>Injury on duty (IOD) protocol</td>
<td>Only specimens sent via E8 Occupational Health (and F1 after hours) will be treated as IOD specimens. HIV and Hepatitis C status is tested on the contact, and Hepatitis B immunity is tested on the staff member. Further testing is done as indicated by the results, or at the request of Occupational Health. Post-exposure prophylaxis (using the antiretroviral starter pack) should be started immediately if and when indicated. Daily / 24 hours</td>
<td>HIVCAHEPC</td>
</tr>
<tr>
<td>Parvovirus IgM</td>
<td>Referred</td>
<td>PARVO</td>
</tr>
<tr>
<td><strong>Injury on duty (IOD) protocol</strong></td>
<td>Only specimens sent via E8 Occupational Health (and F1 after hours) will be treated as IOD specimens. HIV and Hepatitis C status is tested on the contact, and Hepatitis B immunity is tested on the staff member. Further testing is done as indicated by the results, or at the request of Occupational Health. Post-exposure prophylaxis (using the antiretroviral starter pack) should be started immediately if and when indicated. Daily / 24 hours</td>
<td>HIVCAHEPC</td>
</tr>
</tbody>
</table>

**Note:** HIV and Hepatitis C status is tested on the contact, and Hepatitis B immunity is tested on the staff member. Further testing is done as indicated by the results, or at the request of Occupational Health. Post-exposure prophylaxis (using the antiretroviral starter pack) should be started immediately if and when indicated.
Please refer to the table for a list of virus isolation and detection tests offered by the Virology laboratory. If you require any tests that are not listed, please phone the laboratory for discussion. Unless otherwise indicated, all tests listed are performed and results sent out daily.

<table>
<thead>
<tr>
<th>TEST</th>
<th>SAMPLE TYPE</th>
<th>SPECIAL INFORMATION / TAT</th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotavirus / Adenovirus 40/41</td>
<td>Stool</td>
<td>Rapid test. Daily / 24 hours</td>
<td>ROTA ADENO</td>
</tr>
<tr>
<td>Enterovirus culture</td>
<td>Stool, respiratory sample, CSF</td>
<td>14 days</td>
<td>CULVI</td>
</tr>
<tr>
<td>Enterovirus typing</td>
<td>Done on laboratory isolate</td>
<td>Done if Enterovirus culture is positive. Weekly</td>
<td></td>
</tr>
<tr>
<td>RSV Rapid test</td>
<td>Respiratory sample</td>
<td>If positive, shell vial culture will not follow unless specifically requested. 24 hours</td>
<td>RSV</td>
</tr>
<tr>
<td>Respiratory virus shell vial culture</td>
<td>Respiratory samples</td>
<td>The following viruses are included in this screen:</td>
<td>2 X SVC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CMV</td>
<td>PCRCM PCR15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• RSV</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Influenza A/B</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Parainfluenza 1/2/3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Adenovirus</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Human metapneumovirus</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>48 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A9 and A5 patients at TBH</td>
<td></td>
</tr>
<tr>
<td>Adenovirus immunofluorescence with shell vial culture</td>
<td>Respiratory samples containing adequate epithelial cells</td>
<td>If positive, shell vial culture will not follow. 24 hours</td>
<td>2 X SVC</td>
</tr>
<tr>
<td>RSV immunofluorescence with shell vial culture</td>
<td>Respiratory samples containing adequate epithelial cells</td>
<td>If positive, shell vial culture will not follow. 24 hours</td>
<td>SVC</td>
</tr>
<tr>
<td>Adenovirus shell</td>
<td>Respiratory</td>
<td>48 hours</td>
<td>2 X SVC</td>
</tr>
<tr>
<td>Sample Type</td>
<td>Collection Details</td>
<td>Turnaround Time</td>
<td>Methodology</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>-----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>vial culture</td>
<td>samples, urine, conjunctival swabs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMV shell vial culture</td>
<td>Respiratory samples, urine, biopsy tissue</td>
<td>48 hours</td>
<td>SVC</td>
</tr>
<tr>
<td>Herpes simplex shell vial culture</td>
<td>Swabs, aspirates, urine</td>
<td>48 hours</td>
<td>2 X SVC</td>
</tr>
<tr>
<td>Varicella shell vial culture</td>
<td>Swabs, aspirates, respiratory samples</td>
<td>48 hours</td>
<td>SVC</td>
</tr>
<tr>
<td>Mumps shell vial culture</td>
<td>Respiratory sample, urine, CSF</td>
<td>48 hours</td>
<td>SVC</td>
</tr>
<tr>
<td>Measles shell vial culture</td>
<td>Swabs, CSF, urine</td>
<td>48 hours</td>
<td>SVC</td>
</tr>
<tr>
<td>Acute Measles. <strong>Do not send to Virology TBH, but send directly to NICD.</strong></td>
<td>Urine sample or throat swab <em>(Must be accompanied by 5ml clotted blood - see SEROLOGY)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acute flaccid paralysis. <strong>Do not send to Virology TBH, but send directly to NICD.</strong></td>
<td>2x stool samples taken 24 hours apart</td>
<td>Please send with completed EPID form. This is a disease for which a suspected case is notifiable, and is referred to the reference laboratory.</td>
<td>-</td>
</tr>
</tbody>
</table>
SPECIAL PATHOGENS

ACUTE MEASLES PROTOCOL

Case definition:
- Fever
- Maculopapular rash
- Cough or runny nose or conjunctivitis

Suspected Measles notification and testing protocol in brief:
- Clotted blood and urine (or throat swab) must be sent to the laboratory.
- Contact the infection control unit/nursing sister for the relevant forms:
  - A case investigation form must be filled in and sent with the specimens.
  - A notification form GW17/5 must be filled in.
- An EPID number must be obtained when the case is telephonically reported to EPI-WCP at 021 483 5691 / 3156.

ACUTE FLACCID PARALYSIS (AFP) PROTOCOL

Case definition:
- Acute flaccid paralysis (including Guillain-Barrè Syndrome)
- Under 15 years of age, no apparent cause
- Any age, polio has been diagnosed by a medical officer

Acute Flaccid Paralysis notification and testing protocol in brief:
- Stool must be sent to the laboratory, followed by another specimen 24 hours later.
- Contact the infection control unit/nursing sister for the relevant forms:
  - A case investigation form must be filled in and sent with the specimens.
  - A notification form GW17/5 must be filled in.
- An EPID number must be obtained when the case is telephonically reported to EPI-WCP at 021 483 5691 / 3156.

OTHER SPECIAL PATHOGENS

For special pathogens, please contact Virologist at lab or via the pager system to discuss the case before sending specimens. In some cases, the reference laboratory will need to be notified in advance. Most cases of suspected viral haemorrhagic fever are due to other causes, and a clinical consultation may provide better information for both clinician and pathologist.
<table>
<thead>
<tr>
<th>VIRUS</th>
<th>SAMPLE TYPE</th>
<th>SPECIAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rabies</td>
<td>Saliva, brain biopsy, CSF, clotted blood</td>
<td>Consult with pathologist</td>
</tr>
<tr>
<td>Viral haemorrhagic fevers</td>
<td>5ml EDTA blood and 5ml clotted blood</td>
<td>Consult with pathologist</td>
</tr>
<tr>
<td>Arboviruses</td>
<td>Clotted blood, various</td>
<td>Consult with pathologist</td>
</tr>
</tbody>
</table>

National Institute for Communicable Diseases (NICD), Special Pathogens Unit, Johannesburg.  011 386 6400
Rabies hotline for medical advice:  011 882 9910
Viral Haemorrhagic Fever hotline:  082 883 9920

1. GUIDE TO APPROPRIATE SPECIMENS

GENERAL INSTRUCTIONS:
- All diagnostic information from the virology laboratory is contingent on the quality of specimen received. A poorly collected and/or poorly transported specimen can result in:
  - Failure to isolate the causative virus, and
  - Contamination with bacteria or fungi.
  - Haemolysis of blood samples
- Safety considerations with regard to the handling of specimens:
  - Treat all specimens as potentially hazardous
  - Do not contaminate the external surface of the collection container and/or its accompanying paperwork
  - Minimize direct handling of specimens in transit from the patient to the laboratory. Ideally, specimens should be placed in plastic sealable bags with a separate pouch for the specimen request form.
- Please ensure that samples are correctly labelled and that the request form is filled in with all the relevant data.
- The points listed below each specimen type are to enable clinicians, nursing staff and patients to be able to take a good quality specimen.
- Clinicians, nursing staff and patients are responsible for ensuring that these guidelines are followed.
- Please contact the laboratory if in any doubt as to the collection or transport of a specimen.
a. FAECAL SPECIMENS

COLLECTION AND TRANSPORT

i. **Acceptable specimens:** Specimens should be submitted to the laboratory in a sterile screw-cap jar as soon after collection as possible (i.e. within 1 to 2 hours). Care should be taken to ensure that the specimen is not contaminated with urine. The stool should be a freshly passed stool specimen.

ii. A 1-2g quantity is sufficient for virological processing.

iii. Submit rectal biopsy specimens in a sterile screw-cap jar with a small amount of sterile water to prevent desiccation. **Specimens for virological processing must not be submitted in formalin.**

iv. Specimens for Acute Flaccid Paralysis (enteroviruses) should be sent on ice.

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**ACUTE FLACCID PARALYSIS NOTIFICATION AND TESTING PROTOCOL IN BRIEF**

- An EPID number must be obtained when the case is telephonically reported to EPI-WCP at 021 483 5691 / 3156.
- A case investigation form must be filled in and sent with the specimens.
- A notification form GW17/5 must be filled in.
- Stool must be sent on ice to the laboratory, followed by another specimen 24 hours later.

**Case definition:**

- Acute flaccid paralysis (including Guillain-Barrè Syndrome)
- Under 15 years of age, no apparent cause
- Any age, polio has been diagnosed

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b. URINE SPECIMENS

COLLECTION AND TRANSPORT

Urine is normally a sterile body fluid. However, unless it is collected properly, it can become contaminated with microorganisms from the perineum, urethra or vagina. The following guidelines are provided to ensure proper specimen collection and subsequent, prompt delivery of urine samples to the laboratory.
A. SPECIMEN COLLECTION

1. **Midstream urine specimens (MSU):**
   - The person obtaining the urine specimen should wash their hands with soap and water, rinse, and dry. If the patient is collecting the specimen, he/she should be given detailed instructions, including diagrams or a pictorial display.
   - **Females:** Cleanse the urethral opening and the vaginal vestibule area with clean gauze pads soaked with sterile saline. Hold labia apart during voiding.
   - **Males:** Cleanse the penis, retract the foreskin (if not circumcised), and wash with sterile saline. Keep foreskin retracted during voiding (to minimise contamination with skin flora).
   - **Both females and males:** Allow a few millilitres of urine to pass (DO NOT STOP THE FLOW OF URINE) and collect the midstream portion of urine in a sterile container. In circumcised men, cleansing of the peri-urethral area does not improve the detection of bacteriuria and is therefore not necessary.
   - Collect voided urine directly into a sterile container; do not use a urinal or bedpan for collection.

2. **Catheter urine**
   - A straight (non-indwelling) catheter is used by a physician to obtain urine directly from the bladder.
   - Avoid contamination during urine collection from indwelling catheters.
   - This procedure is not routinely recommended because there is a risk of introducing microorganisms into the bladder.

3. **Urine from an ileal conduit** must be collected after removal of the external device and insertion of a catheter into the cleansed stoma.

4. **Urine collected by suprapubic needle** aspiration of the bladder avoids contamination associated with the collection of voided urine. This is the preferred method for infants and for patients for whom the interpretation of results of voided urine is difficult.

B. SPECIMEN TRANSPORT

- Transport urine to the laboratory as soon as possible after collection.
- Urine specimens must be submitted for culture within 2 hours after collection, or refrigerated and cultured within 24 hours whenever possible.
- **All specimen containers must be closed tightly to prevent leaking. If sample has grossly leaked from the container, the specimen will be rejected and not processed. If the specimen has**
leaked slightly, decontaminate the outside of the container with 70% alcohol prior to transport.

**SUSPECTED MEASLES NOTIFICATION AND TESTING PROTOCOL IN BRIEF:**

An EPID number must be obtained when the case is telephonically reported to EPI-WCP at 021 483 5691 / 3156. A case investigation form must be filled in and sent with the specimens. A notification form GW17/5 must be filled in. Stool must be sent on ice to the laboratory, followed by another specimen 24 hours later.

**Case definition:**
- Fever
- Maculopapular rash
- Cough or runny nose or conjunctivitis

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C. STERILE BODY FLUIDS INCLUDING CSF

COLLECTION AND TRANSPORT

1. CEREBROSPINAL FLUID (CSF)

Please note: CSF MUST BE COLLECTED PRIOR TO ANTIMICROBIAL THERAPY!

Collection considerations for Central Nervous System (CNS) specimens:

<table>
<thead>
<tr>
<th>Assay</th>
<th>Optimal volume</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culture</td>
<td>1-2ml</td>
<td></td>
</tr>
<tr>
<td>PCR</td>
<td>1-2ml</td>
<td></td>
</tr>
<tr>
<td>Serology</td>
<td>1-2ml</td>
<td>NOT ideal specimen for serology.</td>
</tr>
</tbody>
</table>

Volumes are guidelines. Greater volumes increase the chance of organism recovery.

- The laboratory, irrespective of the volume received, must process all CSF specimens.
- CSF specimens should be transported to the laboratory promptly. Failure to do this may result in the non-viability of some viruses.
- In addition to routine information, it is essential that the patients’ specimen label accurately reflects:
  - The specific body site from which the specimen was taken
  - Provisional diagnosis

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The ideal tubes for CSF specimens are tubes with no additives or clotting activators.

- If prompt delivery is not possible CSF specimens should be kept at 4-8°C for viral culture.
- CSF should **not** be added to viral transport medium.
- The ideal tube for CSF specimens is a red-topped tube with no additives or clotting activators.

2. **OTHER STERILE FLUIDS**

*Vesicle fluid*
- Vesicle fluid should be aspirated using a sterile technique, and inoculated into viral transport medium. Transport medium can be drawn up into the syringe and then expelled to flush the syringe and ensure that a maximum amount of vesicle fluid is obtained.
- In the past, it has been permissible to use the aspirating syringe as the transport container provided the needle was capped. This practice is no longer acceptable because of the increased possibility of needle-stick injuries.

Other: Contact the virologist to discuss the clinical case and possible tests.

**SPECIMEN COLLECTION**
- Specimens should be collected with as little contamination from indigenous microbial flora as possible to ensure that the sample will be representative of the infected site.
- Sterile equipment and aseptic technique must be used to collect specimens to prevent introduction of microorganisms during invasive procedures.
- In addition to routine information, it is essential that the patients' specimen label accurately reflects:
  a. The specific body site from which the specimen was taken
  b. Provisional diagnosis
- Collect specimens in sturdy, sterile, screw cap, leak-proof containers with lids that do not create an aerosol when opened.
TRANSPORT

- **Syringes:**
  Specimens obtained by a doctor using needle aspiration should be transferred to viral transport medium prior to transport to the laboratory. Transport medium can be drawn up into the syringe and then expelled to flush the syringe and ensure that a maximum amount of fluid is obtained.

- **Swabs**
  If a swab is taken it is essential that it be placed in viral transport medium. The swab should be placed into the bottle, and the shaft broken off. This will allow the bottle to close. Swabs for virological testing must not be put into the gel medium used for bacterial culture. Viral transport medium should be used instead.

  - **RESPIRATORY SWABS**
    Swabs for viral culture can be taken from the nasopharynx or oropharynx.
  
  - Multiple swabs taken from the same patient can be pooled in a single container of viral transport medium.

**d. SWABS OF ULCER BASES:**

- Specimens should preferably be collected prior to the administration of antiviral therapy.
- Remove overlying debris.
- Vigorously swab or curette the base of the ulcer. Ulcer scrapings can be sent for culture.
- If exudate is present from the ulcer, collect it with a syringe or a sterile swab.

**e. TISSUE SPECIMENS**

**Biopsies and tissue specimens:**
Tissue should be sent in viral transport medium. If this is not available, use sterile water or saline. Do NOT use formalin. Brain tissue for rabies investigation should be sent in sterile glycerol-saline (50%/50%) – consult the pathologist.

**Fine needle aspiration:**
Specimens obtained by a doctor using needle aspiration should be transferred to viral transport medium prior to transport to the laboratory. Alternatively, and only if transferring it from the syringe will compromise the specimen, the **doctor should remove the needle**, using a protective device to avoid injury, and cap the syringe with a sterile cap prior to transporting it to the laboratory. If the latter procedure is followed it is essential that the specimen be submitted to the laboratory immediately after collection.

**GENERAL RECOMMENDATIONS FOR SPECIMEN COLLECTION FOR SEXUALLY TRANSMITTED DISEASES:**

**Cervical swabs:** The cervix should be visualized via speculum examination and normal or inflammatory discharges should be removed with swabs. Swabs for Herpes Simplex Virus (HSV) should be collected from the ectocervix.
Genital Ulcer: Swabs should be used to obtain specimens from the ulcer base and placed into appropriate transport medium. If vesicles are also present in the same area, vesicle fluid may be collected after lancing the vesicle.

Vesicles: Vesicle fluid may be collected after lancing the vesicle, or aspirated from the vesicles.

TRANSPORT

- All specimens should be transported to the laboratory promptly. Failure to do this may result in overgrowth of bacteria.
- If prompt delivery is not possible specimens should be refrigerated at 4-8°C.
- Syringes:
  - Specimens obtained by a doctor using needle aspiration should be transferred to viral transport medium prior to transport to the laboratory. Alternatively, and only if transferring it from the syringe will compromise the specimen, the doctor should remove the needle, using a protective device to avoid injury, and cap the syringe with a sterile cap prior to transporting it to the laboratory. If the latter procedure is followed it is essential that the specimen be submitted to the laboratory immediately after collection.

f. SPUTUM AND RESPIRATORY TRACT SPECIMENS

INTRODUCTION:
Infections of the lower respiratory tract are a major cause of morbidity and mortality. Diagnosis of these infections frequently is complicated by the contamination of specimens with upper respiratory tract secretions during collection.

SPECIMEN COLLECTION:
Specimens include sputum, tracheal aspirates, bronchial washings, bronchial brushes, bronchial biopsy specimens, bronchoalveolar lavage fluid, transtracheal aspirate, lung aspirate and lung biopsy specimens.

- Throat (Pharyngeal specimens):
  - Do not obtain throat samples if epiglottis is inflamed, as sampling may cause serious respiratory obstruction.
  - Depress tongue gently with tongue depressor.
  - Extend sterile swab between the tonsillar pillars and behind the uvula. (Avoid touching the cheeks, tongue, uvula, or lips).
  - Sweep the swab back and forth across the posterior pharynx, tonsillar areas, and any inflamed or ulcerated areas to obtain sample.

- Nasopharyngeal swabs:
  - Carefully insert a swab through the nose into the posterior nasopharynx, and rotate the swab.

- Nasopharyngeal aspirates
Attach syringe to tube and fill 5ml syringe with saline or viral transport medium. Instill saline into nostril and aspirate the recoverable nasal specimen immediately. Inject aspirated specimen into container containing virus transport medium

- **Tracheal aspirates**
  - Broncheoalveolar lavages

**GUIDELINES FOR PROPER SPECIMEN TRANSPORT:**
- All specimen containers must be tightly closed. **Leaking specimens will compromise the quality of results.**
- Specimens must be transported to the laboratory promptly. Failure to do this may result in the death of fastidious organisms and in overgrowth by more hardy bacteria.
- If prompt delivery is not possible, specimens should be refrigerated at 4 – 8°C.
- The longer the delay in reaching the laboratory, the lower the yield of virus, and the less sensitive the culture.

**GUIDELINES FOR BLOOD SPECIMENS:**
- Please consult the list of tests to see which type of blood specimen is required.
- In general, only two types of blood specimens are used – clotted blood for serology, and EDTA blood for other assays.
- Serology - clotted blood (yellow or red-topped tube)
- CMV pp65 antigenaemia - EDTA blood needs to arrive at the laboratory before 15:00. Samples older than 48 hours cannot be processed.
- PCRs and viral loads done on blood samples – EDTA blood
- Post-mortem blood samples are often haemolysed. Moderately haemolysed specimens might still be testable, but severely haemolysed specimens are often untestable.

**FORENSIC MEDICINE**

No tests are performed in the Department of Forensic Medicine and Pathology. Most blood specimens are sent to the Woodstock Police testing facility to maintain the chain of evidence.

It is of the utmost importance that clinicians always strive to maintain the chain of evidence in all cases where medico-legal intervention is anticipated, for example where blood is taken from a patient for ethanol concentration determination, or projectiles are collected during surgery in gunshot cases.

For practical pointers regarding maintenance of chain of evidence during evidence collection, please contact the department or doctor on call at the following numbers:
### Contact Details:
- Head of Discipline, all personnel: Tel no: 021 938 9325 / 931 8043
- On call registrar: Tel no: pager number 444

### Human Genetics Laboratory

**Telephone number: 938 4217, 938 9089 or 938 4760**

**List of tubes used for Phlebotomy**

<table>
<thead>
<tr>
<th>Collection Tube</th>
<th>Additive</th>
<th>Mode of Action</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purple</td>
<td>EDTA liquid</td>
<td>Forms calcium salts to remove calcium</td>
<td>DNA extraction - invert 8 times to prevent clotting and platelet clumping</td>
</tr>
<tr>
<td>Dark Green</td>
<td>Sodium heparin or lithium heparin</td>
<td>Inactivates thrombin and thromboplastin</td>
<td>Blood culturing for chromosome analysis - invert 8 times to prevent clotting and platelet clumping</td>
</tr>
<tr>
<td>Sterile (Greiner or Falcon)</td>
<td>10 - 15 ml of amniotic fluid</td>
<td></td>
<td>Amnion fluid culturing for chromosome analysis</td>
</tr>
<tr>
<td>Sterile</td>
<td>5 - 8 ml HBSS or Transport medium</td>
<td>Preserves solid tissue</td>
<td>Solid tissue culturing for chromosome analysis or solid tissue for DNA extraction</td>
</tr>
<tr>
<td>Sterile</td>
<td>5-8 ml HBSS with heparin</td>
<td></td>
<td>Chorionic Villus for chromosome analysis or for DNA extraction</td>
</tr>
</tbody>
</table>

**General Instructions:**
1. Please ensure prompt, adequate mixing of blood samples taken into anticoagulant. These samples should be mixed adequately by gently inverting at least 8 times - **do not shake!** Failure to mix adequately may result in the sample clotting rendering it unsuitable for analyses. Vigorous shaking will cause haemolysis of sample.
2. Coagulation samples:
   - **Full draw is critical** - the correct anticoagulant/blood ratio is essential for accurate results.
Please ensure that coagulation specimens reach laboratory within 24 hours.

Paediatric/neonate tubes are available from the lab - please phone lab stores (ext. 2207/2238) to place your order. These tubes are commercially available if you are outside the laboratory’s service area.

Haemolysis must be avoided.

Send coagulation specimens at room temperature unless otherwise advised by the laboratory.

3. Safety considerations with regard to the handling of specimens:
   - Treat all specimens as potentially hazardous
   - Do not contaminate the external surface of the collection container and/or its accompanying paperwork
   - Minimize direct handling of specimens in transit from the patient to the laboratory. Ideally, specimens should be placed in plastic sealable bags with a separate pouch for the specimen request form.

4. Please ensure that samples are correctly labelled and that the request form is filled in with all the relevant data.

5. The points listed below each specimen type are to enable clinicians, nursing staff and patients to be able to take a good quality specimen.

6. Clinicians, nursing staff and patients are responsible for ensuring that these guidelines are followed.

7. Please contact the laboratory if in any doubt as to the collection or transport a specimen.

All specimen containers must be closed tightly to prevent leaking. If sample has grossly leaked from the container, the specimen will be rejected for processing. If specimen has leaked slightly, decontaminate the outside of the container with 70% alcohol prior to processing.

If any of the tests that you require are not listed in the table below, please phone the laboratory for special instructions. Tests listed below are the common human genetic diagnostic tests available.

<table>
<thead>
<tr>
<th>TEST</th>
<th>SAMPLE TYPE</th>
<th>SPECIAL INSTRUCTIONS</th>
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<tbody>
<tr>
<td>Chromosome Analysis</td>
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<td>(Karyotype):</td>
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<tr>
<td>Blood (Peripheral &amp; Umbilical)</td>
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<tr>
<td>Amniotic fluid</td>
<td>10 - 15ml amniotic fluid in sterile Falcon or Greiner tube</td>
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<tr>
<td>Chorionic villus</td>
<td>Sterile tube with heparin and HBSS or transport media</td>
<td>Obtain tube with specific heparin concentration from</td>
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<tr>
<td>Test Description</td>
<td>Sample Type</td>
<td>Storage Media</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>---------------------------------</td>
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<tr>
<td>Solid tissue (eg. Product of conception, skin biopsy, etC.)</td>
<td>1 sq cm solid tissue in sterile tube with 5 ml HBSS or transport media</td>
<td>Obtain tube from laboratory</td>
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<tr>
<td>Fanconi Anaemia</td>
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<tr>
<td>Fluorescent in situ hybridisation (FISH) with:</td>
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<tr>
<td>Down syndrome probe</td>
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<tr>
<td>Edward syndrome probe</td>
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<td>Patau syndrome probe</td>
<td>5 ml heparinised blood (green top)</td>
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<tr>
<td>Sexing probe</td>
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<td>Williams syndrome probe</td>
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<td>Di George syndrome probe</td>
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<td>Angelman syndrome probe</td>
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<td>Smith Magenis syndrome probe</td>
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<td>Prader-Willi syndrome probe</td>
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<td>Molecular Genetics (DNA test):</td>
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<td>Spino-cerebellar Ataxia (SCA)</td>
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<td>Friedreich’s Ataxia</td>
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<td>Myotocndrial Disease</td>
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<td>Dentatorubral Pallidoluisan Atrophy</td>
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<td>Hereditary Non Polypotic Colon Cancer (HNPCC)</td>
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<td>Polycystic Kidney Disease</td>
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Diagnostic test for rare genetic diseases:

http://www.doh.gov.za/docs/index.html or consult the laboratory

STERILE AMNION FLUID, SOLID TISSUE AND CHORIONIC VILLUS - COLLECTION AND TRANSPORT

Collection considerations for Amnion Fluid specimens:

<table>
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<th>Culture/Test</th>
<th>Optimal volume (ml)¹</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Amniotic fluid / Chromosome analysis or DNA extraction</td>
<td>10 - 15 ml</td>
<td>Send specimen to human genetics laboratory immediately.</td>
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<tr>
<td>Amniotic fluid / FISH analysis</td>
<td>10 - 15 ml</td>
<td>Send specimen to human genetics immediately</td>
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<tr>
<td>Solid Tissue / Chromosome analysis or DNA extraction</td>
<td>0.5 sq meter in 5-8 ml transport medium</td>
<td>Send specimen to human genetics immediately</td>
</tr>
<tr>
<td>Chronic Villus / Chromosome analysis or DNA extraction</td>
<td>In 5-8 ml transport medium with heparin</td>
<td>Send specimen to human genetics immediately</td>
</tr>
</tbody>
</table>

- If prompt delivery is not possible specimens should be refrigerated at 4-8°C.
SPECIMEN COLLECTION

1. Specimens should be collected with as little contamination from indigenous microbial flora as possible to ensure culture growth.
2. Sterile equipment and aseptic technique must be used to collect specimens to prevent introduction of microorganisms during invasive procedures.
3. If a specimen is to be collected through intact skin, cleanse the skin first. For example, use 70% alcohol followed by iodine solution (1-2% tincture of iodine or 10% solution of povidone-iodine). Prevent burn by tincture of iodine by removing excess after the specimen has been collected.
4. In addition to routine information it is essential that the patients’ specimen label accurately reflects:
   - The specific body fluid the specimen contain
   - Provisional diagnosis and reason for referral
5. Collect specimens in sturdy, sterile, screw-cap, leak-proof containers with lids that do not create an aerosol when opened.
6. Although occasionally small clots will form in some fluids, addition of anticoagulant is not recommended; citrate or EDTA inhibits growth. If anticoagulant must be used, heparin should be the choice.

TRANSPORT

Sterile tubes
Fluid specimens can also be transferred into a sterile tube without preservative. The specimen should be submitted to the laboratory without delay so as not to compromise the recovery of anaerobic organisms.
BLOOD CULTURES - COLLECTION AND TRANSPORT

1. PROCEDURE

Site selection
The phlebotomist should:
- Select a different site for each blood sample.
- Avoid drawing blood through indwelling intravenous or intra-arterial catheters.

Site preparation
- Vigorously cleanse the venipuncture site with 70% isopropyl or ethyl alcohol.
- Do not touch the venipuncture site after preparation and prior to phlebotomy.

Collection of blood
- Using syringe and needle insert the needle into the vein, and withdraw blood. Do not change needles before injecting the blood into the tube.
- After the blood is inserted into the tube mix well to avoid clotting.
- Use a new needle if vein is missed initially.
- After phlebotomy, cleanse the site with 70% alcohol and cover puncture wound appropriately.

2. SPECIMEN VOLUME

Recommended volume:
- Babies (<6 months): Ideally, 1 to 2 ml of blood should be drawn per venipuncture. However, a minimum of 0.25ml x 2 is required per test.
- Children (>6 months – 12 years): Ideally, 1 to 3 ml of blood should be drawn per venipuncture. However, a minimum of 0.3ml x 2 is required per test.
- Adults (>12 years): Ideally 5 ml blood per tube. However, a minimum of 0.35ml x 2 is required per test.

QUALITY CONTROL:
Tube
- Check expiry dates of tubes used.
- Tubes should be stored in a cool dark place.
- Discard any tubes showing abnormal characteristics.

Labelling and transport
Please ensure that all tubes are labelled correctly and that the request form is completed with all the relevant required data. All specimens should be transported to the laboratory promptly. Failure to do this may result no growth in culture with no results.
## Tygerberg Hospital Extension List

(For direct calls add 021 938 with the extension no)

**Practice Number** - 560 2181

<table>
<thead>
<tr>
<th>WARD</th>
<th>SR</th>
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<th>WARD</th>
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<td>6037</td>
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For enquiries or to obtain information and/or copies of this document please contact:
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Room 9, Ground Floor

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