

Primary Care Mini-Indexor Guide

Introduction

Indexor is a system designed to organise blood sample handling and provide an audit trail for samples ordered on tQuest from the point of collection from the patient until the sample reaches the laboratory. The samples will be 'registered' onto the system by scanning the sample barcode and 'checked' into the Indexor iRack.

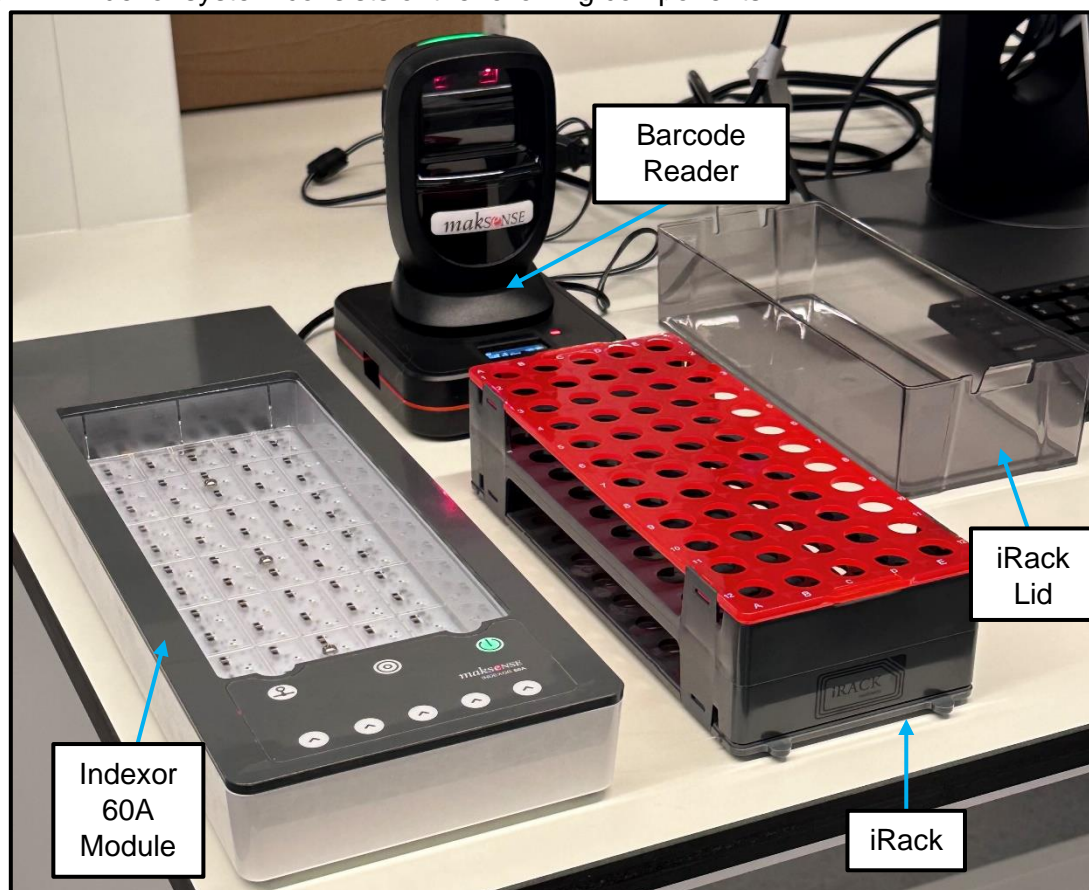
Please Note: Only Adult GP blood samples should be racked onto the Mini-Indexor System.

To ensure this is a smooth and seamless process the samples must be,

- Labelled with the correct barcode for the sample type, each label states which colour vial to use.
- Have the label running down the length of the vial in the correct orientation (i.e. the lid should be on the left when placing the label), the label must not be wrapped around the bottle.
- Use all labels printed i.e., if there are 2 labels printed for purple EDTA, 2 purple top bottles must be collected, labelled, and sent to the laboratory.
- Ensure the date and time of collection is on the form and sample labels.

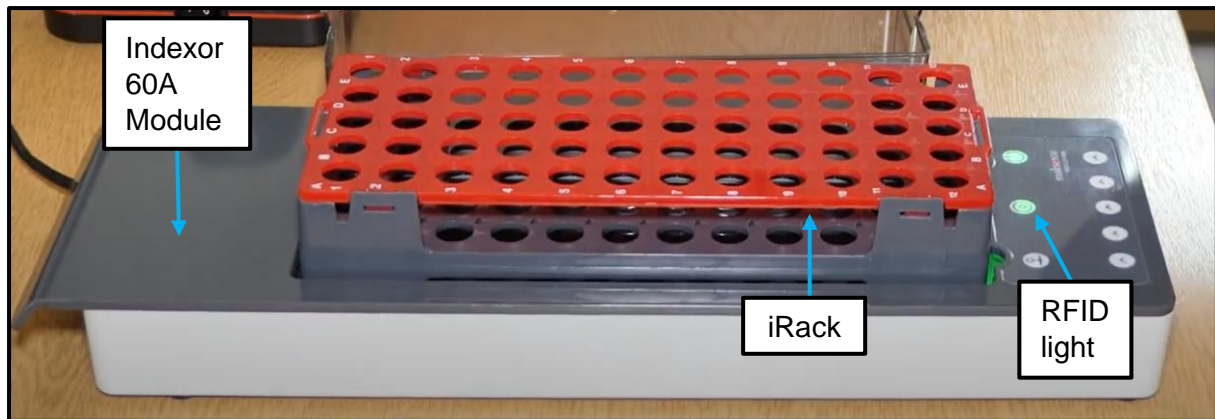
Mini-Indexor Equipment

The Mini-Indexor system consists of the following components:

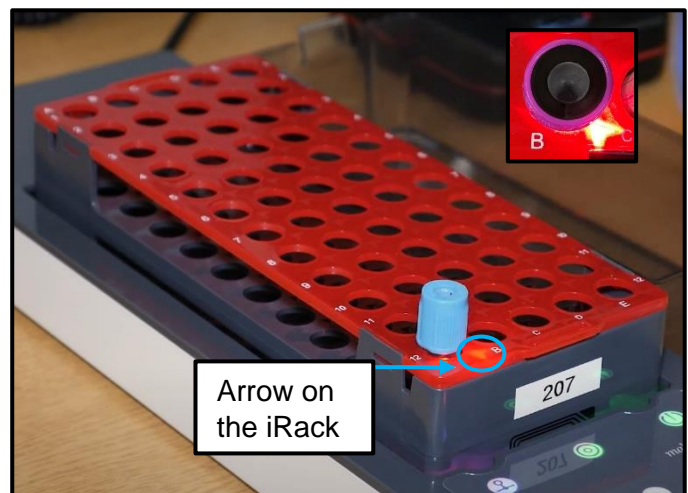


How to Use the Mini-Indexor for Blood Samples

1. Insert the iRack into the Indexor 60A module, inserting the back first and then the front. Ensure space A1 is in the top left corner. The system will then check itself indicated by a series of lights running down column by column.



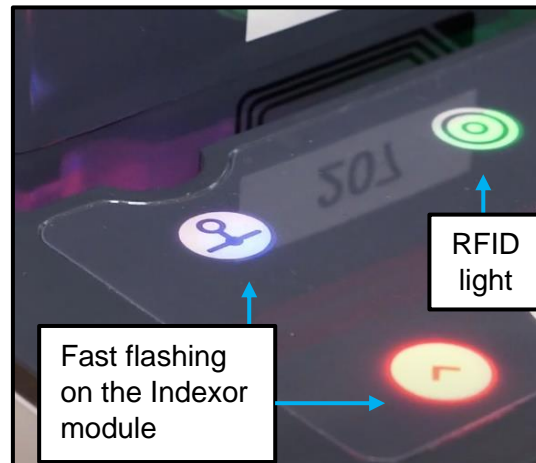
2. Once the checking process has taken place, check the RFID light. A **green** light indicates the rack is connected successfully, whereas a **red** light will indicate the rack is not connected. If a **red** light appears, attempt to re-rack the iRack into the Indexor module.
3. Having confirmed the patient's identity, collect the blood sample from the patient and label each vial with the barcode for that sample type found on the tQuest form.
4. Scan the labelled blood sample vial with the barcode reader until a "Beep" sound is heard and place the vial in the next available space in the iRack.



5. You have 2-3 seconds to place the sample tube into the iRack. The arrow on the rack shows the marked tube.

Note: Where the request requires more than one sample, scan each vial. Start loading in the top left-hand corner of the rack (1A) and work left to right.

6. If the arrow flashes once, this indicates that the sample vial has been correctly inserted and recorded into the RFID of the iRack.
7. Fast flashing of the arrow light and Indexor module indicates an unidentified tube (a tube has not been scanned correctly) or the vial has not been inserted in time. Remove the vial and try again.



8. As the vials are placed in the rack, place the corresponding tQuest forms, face down to create a pile where the forms will be in the same order as the patient's samples are loaded.
9. **If the barcode does not read or there is no barcode available to label the vial, refer to your current process by using the label or handwriting the patient demographics, sample collection date and collection time onto the sample and place the sample(s) into a clear plastic bag with the tQuest form. These samples can then be placed in the courier bags alongside non-blood samples.**
10. When loading is complete and the samples are ready for collection, remove the iRack from the Indexor module and place the lid on the iRack securely.



11. Place the bundle of forms associated with the samples from each iRack into an envelope and write the number of the iRack (e.g. iRack 207) on the outside of the envelope.



12. Take the iRack and the tQuest forms to the courier collection area. The iRack will be placed inside a temperature-controlled bag, ready for transportation. Ensure that any samples in clear bags that could not be racked into the iRack are handed over to the courier.
13. The courier will arrive with empty replacement iRacks.

Currently, the support demarcation process has not been established. In the interim, if you experience any issues with the Mini-Indexor system please contact: letstalk@synnovis.co.uk

Appendix

How to Clean the Mini-Indexor System

In the event of a spillage, please follow these instructions to clean the system. Ensure that the power supply is switched off before cleaning.

Indexor 60A Module:

This unit can be cleaned with a soft cloth slightly moistened with ethyl alcohol (70%).

iRack and Lid:

- 1) Either use a detergent solution diluted in water, or use a soft cloth slightly moistened with ethyl alcohol (70%).
- 2) Keep the iRack and lid submerged for a maximum of 5 minutes in the cleaning solution chosen in step 1, followed by rinsing with tap water.
- 3) Leave the iRack and lid to dry. If needed, the iRack and lid can be dried in an oven at 50°C for a maximum of 10 minutes.

Safety Precautions

The Mini-Indexor system has been designed with the highest concern for safety. However, in order to ensure safe operation, be sure to follow the guidelines below:

- Ensure the Mini-Indexor System is placed on a stable surface and avoid shaking the system.
- Avoid exposing the Mini-Indexor system to high temperatures.
- Avoid exposing the Mini-Indexor system to direct sunlight and very intense artificial light sources.
- Avoid exposing the Mini-Indexor system to humidity as the system is an electrical appliance.
- Avoid handling the Mini-Indexor system components with wet hands.
- Do not look directly into the LED lamp inside the Mini-Indexor module.

Installing the Mini-Indexor System

If the Mini-Indexor system needs to be moved and re-installed, please follow the instructions below:

1. Ensure that the Mini-Indexor remains connected to the barcode reader.
2. Using the supplied RJ45 type cable, connect the Indexor 60A module to the Mini-Indexor on port 60A (please refer to the port identification that is engraved at the bottom part of the Mini-Indexor).
3. Connect the Mini-Indexor power supply to a power outlet. The on/off switch is located on the side of the component.