

## NDMRB-SOP-016

### Taking blood from healthy volunteers in the NDMRB

#### 1.0 Introduction

The Nuffield Department of Medicine Research Building (NDMRB) is a centre for medical research spanning immunology, infectious disease, and the target discovery institute. There are occasions when blood from human subjects is needed for non-research purposes to facilitate work ongoing in the building (eg for preparation of feeder cells and as a reagent for growth of stocks of viruses). Samples to be drawn for research purposes must be covered by an approved NHS Research Ethics application (see [www.corec.org.uk](http://www.corec.org.uk) and [www.nres.nhs.uk/about-the-national-researchethics.../about-recs/](http://www.nres.nhs.uk/about-the-national-researchethics.../about-recs/)). Blood may be taken from colleagues. This must follow the guidelines in the University of Oxford Occupational Health Service policy document OHS 1/03. Copies of this can be found in the together with blank consent forms in the “Blood Letting Consent and Records” folder stored within a secure location in the first floor office area.

#### 2.0 Phlebotomy room

The Phlebotomy room (disabled shower room) located on the basement level is the only location in the NDM Research Building where blood may be taken.

No equipment should be left in the phlebotomy room with individual groups supplying disposable gloves, needles, syringes, tubes, tissues, sterile wipes and portable yellow incinerator (Sharps) bins as required. Blood tubes should be transported to the laboratory within a suitable, sealable, secondary container (e.g. plastic bio bottle).

NDM Research Building cleaning staff clean the room and stock the hand wash stations.

Only those members of staff who are UK trained/registered clinicians/ phlebotomists are permitted to use the Phlebotomy room for the purpose of taking blood.

Those members of staff using the room must make certain that the room is left clean and tidy after they have finished.

Consent must be informed and freely given All those taking blood must have had appropriate training in taking consent, and should confirm with the donor that the blood is being given voluntarily and that consent is both informed and freely given. The consent forms must be completed and signed each time blood is taken. Handwriting on these forms must be legible and the name of the donor must be clear. Accurate and sufficient records of the date blood is taken, the quantity and by whom must be recorded in ink on the appropriate forms.

Anonymization Before blood is taken it must be clear to all parties what the blood is being used for and how it is being anonymized.

Storage time If blood is being stored it must be clear to all parties how and for how long the blood is being stored.

Any blood taken must not be given to a third party without prior consent from the donor.

Consent forms need to be amended appropriately.

Tubes containing the donor’s blood or cells must be coded or anonymized in such a way that the donor cannot be identified.

Electronic and paper records must be kept to prove when the blood samples were taken, when and how they were used up. Electronic records must also be kept of how and when any remaining cells were discarded. The paper records of current donors must be kept in alphabetical order in

“Blood Letting Consent and Records” folder stored within a secure location in the first floor office area.

Disposal of syringes and needles All used syringes and needles must be disposed of directly into a yellow incinerator bin in the Phlebotomy Room.

Under no circumstances must syringe needles be re-sheathed. The Emergency notice posted by the hand wash station provides information in the event of a needle stick injury. If there is a needle stick injury then Occupational Health must be contacted and an accident/incident report completed. The accident/incident book can be accessed via Reception.

Yellow incinerator bins Portable small yellow incinerator bins are available from the NDM Research building facilities team (Ross MacRae / James Scott) These bins should be stored within the main laboratory areas and transported to the phlebotomy room as and when required. The bin must not be stored in the phlebotomy room. All yellow incinerator bins must be sealed before or when they reach  $\frac{3}{4}$  full.

All blood tubes/bags etc that need to be disposed of in a NDM Research building laboratory must be disposed of via the sharps clinical waste stream.

## 6.0 Risk Assessment

HTA-RA-001 Human Tissue Act (HTA) in the NDMRB

## 7.0 Review

The information in this document will be reviewed and amended if necessary every 3 years by the laboratory manager or alternative relevant personnel.

## 8.0 References

OHS Policy Document 1/03

## 9.0 Document control

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