**T-Quest process for staff new to General Practice and the District Nursing Team**

Please see guidance below:

* If there is a date of collection specified in **Collect On/After** column, the bloods need to be collected **ON** that date
* If there are issues surrounding capacity to collect the bloods on a date that has been specified, the GP Surgery needs to be contacted to see if this is a visit that can be rescheduled for another date.
* If a date specific request is rescheduled for a different day, the GP Surgery need to be informed of this change.
* If a request is received and the date of collection is for the same day as the date of the request, the request needs to have been received before 10 am
* If a request is received, the date of collection is for the same day as the date of the request and the request is received after 10 am, the GP surgery will contact the hub to advise the request has been made and to discuss with a duty nurse whether or not a collection can be arranged.
* If there is **NO** date of collection specified, we are free to choose a date that is up to **5 working days** after the date of issue of the request. (The date of issue of the request itself is to be counted as day zero).
* Bloods are not to be added for Saturdays, Sundays nor Bank Holidays. (There is currently no provision on these days for collecting, testing or reporting results).