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| **Introduction to Specimen Collection** |
| **Purpose** | This procedure provides an INTRODUCTION TO SPECIMEN COLLECTION. |
| **Policy Statements** | This procedure applies to all laboratory staff who collect specimens. |
| **Sample** | This procedure applies to all specimens. |
| **Procedure** | Follow the activities in the table below for an INTRODUCTION TO SPECIMEN COLLECTION.

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| **Step** | **Action** |
| 1 | While precision and accuracy of clinical testing are the cornerstones of a laboratory’s performance, there are much wider dimensions to a laboratory’s quality image and reputation. Quality laboratory service is best defined as a service that is fully satisfactory and satisfying to clinicians and patients alike. |
| 2 | Factors in the pre-analytical phase of testing that contribute to laboratory error:* test requisitions
* patient identification
* preservative
* patient preparation
* processing of specimens
* proper storage
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| 3 | To be a quality laboratory, it takes everyone’s commitment to eliminate errors at every stage in the process. |
| 4 | Above all, remember that variations in test results caused by improper specimen collection and preparation override the effects of good analytical precision. The answer is only as good as the specimen. |
| 5 | The person doing phlebotomy represents the public’s image of the laboratory most often. All professionals should adhere to a code of conduct or a code of ethics as defined by Children's Minnesota. |
| 6 | During phlebotomy training, be sure to introduce yourself as well as the trainee. Inform the patient/family that you are training and ask if it is permissible for the trainee to collect the specimen. |
| 7 | Realize that the knowledge obtained concerning patients during the course of your work must be treated with strict confidentiality. Recognize that your integrity and that of the profession must be pledged to the absolute reliability of your work. |

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