



TRAINING UPDATE

Lab Location: GEC, SGAH & WAH
Department: Micro

Date Distributed: 3/21/2013
Due Date: 4/21/2013

DESCRIPTION OF PROCEDURE REVISION

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| Name of procedure: |
| Specimen Acceptability (Micro specific SOP) GEC.M04, SGAH.M21, WAH.M21 v001 |
| Description of change(s): |
| Section 5: Edited 5C, Added 5E Section 6: updated policy title Changes are shown in yellow on attached SOP |

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training all sites (version 001)

Non-Technical SOP

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|--------------------|-------------------------------|-----------------|
| Title | Specimen Acceptability | |
| Prepared by | Ron Master | Date: 8/24/2009 |
| Owner | Ron Master | Date: 8/24/2009 |

| Laboratory Approval | | |
|--|------------------|-----------------------|
| Print Name and Title | Signature | Date |
| <i>Refer to the electronic signature page for approval and approval dates.</i> | | |
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| Local Issue Date: | | Local Effective Date: |

| Review: | | |
|-------------------|------------------|-------------|
| Print Name | Signature | Date |
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1. PURPOSE

To describe the appropriate action for specimens that are inadequate for testing due to volumes, improper collection, and/or improper labeling.

2. SCOPE

This procedure pertains to all specimens processed for microbiology, mycobacteriology and mycology testing.

3. RESPONSIBILITY

It is the responsibility of all staff assigned to microbiology to evaluate specimen integrity and acceptability.

4. DEFINITIONS

QNS – quantity not sufficient

5. PROCEDURE

A. Inadequate Volume: Partial QNS

1. Specimen processor/technologist will call nursing unit and ask if there is a preference as to which test should be completed first, i.e., sputum for routine culture, TB and cytology. If diagnosis is possible TB, then another specimen may be collected for the routine culture and cytology.
2. If there is no preference, the technologist will process the most routine cultures first and notify the unit which test(s) is being setup and which will be cancelled. The nurse should be directed to obtain another specimen and re-order the test(s).

Form revised 3/31/00

3. Cancel tests in LIS and include the name of the person you informed, message you conveyed, the date and time and your tech code.

B. Inadequate Volume: QNS

Call the physician or nursing unit to notify them that you are unable to perform the test(s). Request another specimen. Tell them you will be canceling these orders and they must reorder when they have collected another sample.

C. Improper Collection or Transport:

1. Specimens submitted with gross external contamination, improper specimen type, incorrect preservative, dried swabs, or incorrect use of transport media are not acceptable.
2. If the specimen has been improperly collected or transported, call floor or physician's office and request another specimen. Notify them of the reason for specimen cancellation and indicate how the specimen should be obtained, labeled and transported.
3. Only one specimen from the same source (e.g., urine) should be accepted per day with the exception of surgical specimens and sputum for AFB smear and culture. Any other orders should be canceled as duplicate after notifying floor.
4. Malaria smears should be collected at least 6 hours apart.

D. Unlabeled or Improperly Labeled Cultures

Specimen processing should manage unlabeled or improperly labeled specimens as per Laboratory policy 'Specimen Acceptability Requirements.'

E. Incomplete Requisitions

1. In addition to the proper patient and ordering physician information, requests for microbiology microscopy and culture must include the source of the specimen and the test or tests requested
2. When appropriate, the type of infection and/or organism expected should be listed

6. RELATED DOCUMENTS

Specimen Acceptability Requirements, Laboratory policy

7. REFERENCES

N/A

8. REVISION HISTORY

| Version | Date | Reason for Revision | Revised By | Approved By |
|----------------|-------------|---|-----------------------|--------------------|
| | | Supersedes SOP M020.002 | | |
| 000 | 3/12/13 | Section 5: Edited 5C, Added 5E Section 6: updated policy title | R Master L Barrett | R Master |
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9. ADDENDA AND APPENDICES
None