

TRAINING UPDATE

Lab Location:	SGAH & WAH	Date Distributed:	7/11/2014
Department:	Client Service & Processing	Due Date:	8/11/2014
		Implementation:	8/12/2014

DESCRIPTION OF PROCEDURE

Name of procedure:
Special Specimen Collections SGAH.CS881, WAH.CS878 v0 Outpatient Lab - Special Specimen Collection Request AG.F292.0
Description of change(s):
<p>This is a new procedure and form that describes the process for outpatient specimen collection when the collection technique or procedure cannot be performed by Lab staff.</p> <p>Note: throat culture collection by the Lab will be discontinued when this new SOP is implemented.</p> <p>This SOP will be implemented on August 12, 2014</p>

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

Approved draft for training all sites (version 0)

Non-Technical SOP

Title	Special Specimen Collections	
Prepared by	Samson Khandagale	Date: 7/2/2014
Owner	Samson Khandagale	Date: 7/2/2014

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

Review:		
Print Name	Signature	Date

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1. PURPOSE

This procedure describes the process for outpatient specimen collection when the collection technique or procedure cannot be performed by Laboratory personnel.

2. SCOPE

Applies to specimens that cannot be collected by Laboratory personnel by venipuncture or finger / heel stick and includes, but not limited to various microbiology cultures (throat, eye, ear, nose, rectal), urine catheterization, and difficult blood draws. It does not apply to specimens collected by an indwelling catheter.

3. RESPONSIBILITY

Client Service staff must have knowledge and comply with this procedure.

4. DEFINITIONS

ED – Emergency Department

5. PROCEDURE

1. The registered patient presents to Laboratory with physician order to perform testing.
2. The Client Service staff processes the order per SOP ‘Outpatient Processing’.
3. If the patient has an indwelling catheter, refer to SOP ‘Blood Collection from Indwelling Catheter’.

4. For other testing that is not routinely collected by laboratory personnel:
 - a. Complete the “Outpatient Lab - Special Specimen Collection Request” form and make a copy.
 - b. Attach LIS collection labels to the original Collection Request form and hand to the patient.
 - c. Inform the patient that the specimen must be collected in the ED and there may be a wait time
 - d. Direct or escort the patient to the Triage Area of the ED.
 - e. If the test requires special collection supplies, confirm that the ED has the item(s) or take supplies when escorting patient.
 - f. Staple the physician order to the copy of the Collection Request form and file with daily outpatient requisitions.

5. ED Collection Process
 - a. If Successful Collection: ED Nurse/Collector sends the properly labeled specimen and Collection Request form to the Lab. The ED may retain a copy of the form for their records.
 - b. If specimen was NOT collected: ED Nurse/Collector will describe the unsuccessful collection on the form under ‘RN comments’ and send the form to the lab. Lab will cancel the test.

6. Processor receives specimen(s) in LIS and forwards to the testing bench. The Collection Request form is placed in the appropriate file.

6. RELATED DOCUMENTS

Outpatient Processing, Client Service procedure
 Blood Collection from Indwelling Catheter, Phlebotomy procedure
 Outpatient Lab - Special Specimen Collection Request (AG.F292)

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES

N/A



- Shady Grove Adventist Hospital
- Washington Adventist Hospital

Outpatient Lab – Special Specimen Collection Request

Laboratory services request collection of specimen(s) on:

Today's Date: _____ Time: _____

Patient Name: _____ Date of Birth: _____

Requesting Physician: _____

Account/Billing Number: _____

Medical Record Number: _____

Procedure to be performed: _____

Laboratory Personnel: _____
Signature Print Name

Note -
 Original copy: attach collection labels and escort / direct patient to ED
 Copy: staple to Lab's face sheet / prescription documentation and file

- Successful collection
- Unsuccessful collection
Explain below and return form to Lab

RN Comments: _____

Collection Personnel: _____
Signature Title Print Name

Send properly labeled specimen(s) and Collection Request form to the Lab