



Policy Name: <p style="text-align: center;">PREPARING AND HANDLING LABORATORY SPECIMENS</p>	Policy Number: <p style="text-align: center;">1711</p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;">July 18, 2012</p>
Reason for Revision: <i>Click on item below and select item from list.</i> <p style="text-align: center;">CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</p> <p style="text-align: center;">New Format being used – minor changes and hyperlinks removed</p>	Date Revised: <p style="text-align: center;">October 3, 2018</p> Next Date for Review: <p style="text-align: center;">October 4, 2021</p>
Section: <p style="text-align: center;">Section 17 - Infection Prevention and Control</p>	Page No: <p style="text-align: center;">Page 1 of 2</p>

Policy

In order to minimize the exposure of others to potential hazardous laboratory specimens, Registered Nurses at The Salvation Army Agapé Hospice will collect, label, and package non-blood laboratory specimens at the point of collection. Calgary Lab Services employees will collect any blood required specimens.

REFERENCES

<http://www.calgarylabservices.com/lab-services-guide/Specimen-Transportation/Packaging-Transport-to-Lab-from-Another-Site.aspx> [November 22, 2016]

Detailed collection instructions can be found on the Calgary Laboratory website, <http://www.calgarylabservices.com>

Procedure

All laboratory specimens must be collected, prepared and packaged for delivery in the Resident's room.

1. Gather all necessary supplies for the collection of the needed specimen, including requisition, labels and plastic bag.
2. Collect the specimen accordingly. Do not over fill the specimen container.
3. Place the Resident's label on the specimen container.
4. Ensure the date and time of collection is marked on the laboratory requisition.
5. Place the specimen container in the plastic bag and the completed requisition in the outside pocket of the plastic bag before bringing to the nursing station.
6. The plastic bag with the specimen inside can then be placed in a paper bag in the nursing station.
7. If a specimen requires refrigeration, place it in the small refrigerator labeled "Specimens"



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Only” in the work station. If no refrigeration is required, place the specimen in the tray located on the counter above the specimen refrigerator.

8. Inform the Unit Clerk that there is a specimen ready to be picked up by the Mobile Lab personnel, ensuring that they will contact the lab to inform them of the required pick-up.

** Urine specimens collected in an **orange top sterile container** are stable for **24 hours** in the **refrigerator**. **

** Urine specimens collected in a **vacutainer transport tube** are stable for **48 hours** at **room temperature**. They do not need to be in the refrigerator. **

** Stool specimens for **C&S, C-Diff, Rotavirus and O&P** should be kept in the **refrigerator** and should be picked up by Mobile Lab within **8 hours** of collection. **