Who must Comply with this procedure
All clinical staff

This procedure applies to:
This procedure is applicable to all clinical staff that collect pathology specimens.

Precautions and Contraindications
Each request form and accompanying specimen/s **must meet minimum labelling requirements** this is a laboratory accreditation and National Standards requirement.

Equipment

- Pathology request forms
- Patient identification labels
- Specimen containers e.g. blood tubes, urine pots
- Specimen collection Biohazard bags
- Sealed buckets

Requirements

1. Minimum inpatient identification requirements

1.1 A minimum of three approved patient identifiers is required when labelling pathology request forms and specimens. They are:

- UR number (Monash Health Unit Record Number)
- Family & Given name as stated on the patient's Medicare card.
- Date of birth

2. Labelling and packaging requirements

2.1 Request forms

Request forms in addition to the 3 patient identifiers must also contain:

- Requesting practitioner's details:
  - full name
  - provider number (or practice location to assist with provider number allocation)
- Collector's signature & print Surname (mandatory upon receipt in laboratory)
- Date and time of collection (mandatory upon receipt in laboratory)
- Clinic/Ward
- Clinical notes including:
  - relevant medication e.g. drug therapy, coagulation related medication
  - blood pressure for all ECG's
- Test/s requested
- Details of the doctor requesting the test/s: Surname (clearly printed), date of request and contact details (pager/mobile number)
- Specimen type (Non-blood specimens) / anatomical site for tissue specimens/swabs
- Copy doctor details (if report required):
  - full name

provider number (or practice location to assist with provider number allocation)

2.2 **Specimen Labelling**

- Specimen Labelling in addition to the 3 patient identifiers must also contain:
  - Date and time of collection (mandatory upon receipt in laboratory)
  - Collector's signature (mandatory upon receipt in laboratory)
  - Specimen type (non - blood specimens) / anatomical site for tissue specimens/swab

2.3 **Minimum labelling requirements not met**

- If specimens or request forms do not meet the minimum labelling or packaging requirements testing will not be performed. The ward or collector will be contacted by telephone. A comment detailing the problem will be entered into the patient record in the pathology computer system.

- Opportunity will be given for completion of other crucial information e.g. clinical notes; tests requested or requesting practitioner's provider number or practice location. The doctor will be contacted and required to attend Pathology and complete the required information. Testing may be delayed in these circumstances.

- Irreplaceable specimens may be processed at the discretion of the Director of Pathology or their delegate. The specimen collector will be required to attend Pathology to
  - Complete the mandatory requirements

  and/or
  - Confirm the patient identification for that specimen and complete the supplied "Acceptance of Responsibility" declaration.

3. Patient identification and specimen labelling

3.1 Take the request form to the patient requiring collection.

3.2 Confirm the identity of the patient by direct questioning or checking their patient identification band.

3.3 Confirm the three approved patient identifiers match on the request form and patient identification wristband.

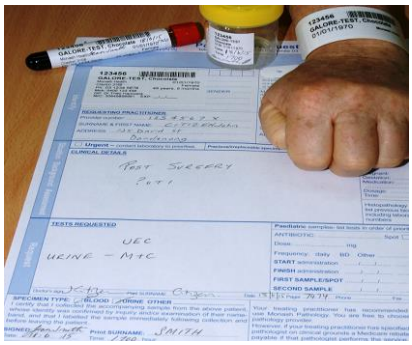
3.4 Collect the specimen/s.

3.5 Label the specimen containers before leaving the patient.

3.6 Sign the collector's declaration, print surname and record collection date and time.

3.7 Sign specimen label, record date and time (details must be concordant with request form)

3.8 Confirm the three approved patient identifiers match on the patient identification band, the request form and specimen label.



4. Specimen packaging

4.1 Use separate packaging for each patient. Use red specimen collection biohazard bags for urgent specimens (blue bags at Casey hospital)

4.2 Ensure specimens are be delivered to the laboratory within a suitable secondary leak-proof packaging such as a biohazard bag. Fluids in drainage bags must be placed in buckets with sealed lids.

4.3 Ensure the request form accompanies the specimen and is accessible without opening the secondary packaging.

Related procedure

Venepuncture and blood specimen collection

Transfusion - Blood bank specimens: patient identification and labelling

The ABCD of sample collection

Document Management
Policy supported: Safe and Effective Person Centred Care
Executive Sponsor: Chief Operating Officer
Person Responsible: Quality Systems Manager, Pathology