Pathology labelling requirements Procedure

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TARGET AUDIENCE and SETTING

This procedure is applicable to all clinical staff that collect pathology specimens from inpatients and outpatients at Monash Health clinics.

PURPOSE

To ensure all pathology specimen labelling requirements are met

DEFINITIONS (optional)

Nil

PRECAUTIONS/CONTRAINDICATIONS (not required for non-clinical documents)

It is mandatory each request form and accompanying specimen/s meet minimum labelling requirements, this is a laboratory accreditation and a National Standards requirement.
Pathology labelling requirements Procedure

- Label the specimen tubes/containers immediately after the sample is collected in the presence of the patient.
- The request form and specimen/s can be labelled with either a hospital identification label or handwritten details containing a minimum of three approved patient identifiers.
- Blood Bank request forms (MRL28) must be used for transfusion related testing including cord blood and maternal blood specimens.
- Use of open cord vessels for collection is unacceptable due to the risk of contamination from maternal blood and/or Wharton’s Jelly.
- Orders can be placed on request forms if EMR is unavailable.

EQUIPMENT (optional)

- Pathology request forms/Blood Bank Request MRL28 form for transfusion testing.
- Printed electronic order forms for Transfusion testing (blood group and antibody screen) and Histology.
- Patient identification labels
- Specimen containers e.g. appropriate blood tubes, urine pots, Refer to Pathology Specimen Collection Handbook
- Specimen collection Biohazard bags/ sealed buckets.
- EMR workstation

STANDARD REQUIREMENTS

It is expected that staff are familiar with the relevant procedures and know when to undertake each step.

- Introduce yourself, discuss the procedure with the patient and obtain consent.
- Check patient identification. Refer to the Patient Identification procedure.
- Perform routine hand hygiene. Refer to the Hand Hygiene procedure.

Document in the health record/specific MR form [select one location] using black pen, include the date, time, signature, printed name and designation

Request form/electronic order and specimen label requirements
### Pathology labelling requirements Procedure

<table>
<thead>
<tr>
<th>Information Required</th>
<th>Request Form/ Electronic Order</th>
<th>Specimen</th>
<th>Comment</th>
</tr>
</thead>
</table>
| **Patient Identification**            | Mandatory* (concordant)       | Mandatory* (concordant) | • Monash Health Unit record number (UR)  
                              |                               |          | • Date of birth  
                              |                               |          | • Family and given name (As per Medicare card)  
                              |                               |          | • Newborns (yet to be named) use ‘Baby/Twin1/Twin2 of mothers full name (Family & Given)  
| **Gender**                            | Mandatory* (concordant)       | Mandatory# (concordant) | • For Cord Blood specimens #  
| **Location: Clinic/Ward**             | Mandatory                     |          |         |
| **Requesting Practitioner details**   | Mandatory                     |          |         |
| **Copy doctor details**               | If indicated                  |          |         |
| **Urgent**                            | If indicated                  |          |         |
| **Precious/irreplaceable**            | If indicated                  |          |         |
| **Clinical notes**                    | Mandatory                     |          |         |
| **Tests requested**                   | Mandatory                     |          |         |
| **Doctor requesting test/s**          | Mandatory                     |          |         |
| **Specimen type**                     | Mandatory                     | Mandatory (Non-blood specimens) | Mandatory for non-blood specimens: e.g. anatomical site for tissue/swab/fluids/urine  
| **Collector’s signature and name**    | Mandatory* (concordant)       | Mandatory* (concordant) | Signature/signed Initials. All Request form orders Electronic Orders: Transfusion testing  
| **Collection time & full date**       | Mandatory^ (concordant)       | Mandatory^ (concordant) | All Request form orders Electronic Orders: Transfusion testing Date: dd/mm/yy  

* Mandatory upon receipt in laboratory. Details must be concordant on request form AND specimen.  
# Mandatory upon receipt in laboratory for cord blood specimens. Details must be concordant on request form AND specimen.  
^ Transfusion testing: Mandatory upon receipt in laboratory. Details must be concordant on request form AND specimen.
Pathology labelling requirements Procedure

Minimum labelling requirements not met

- If specimens or request forms do not meet the minimum labelling 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.
- Correct labelling of specimens is mandatory for transfusion related testing. If criteria are not met upon receipt in laboratory, the specimen will not be processed. In that case, a new request form must be completed and a new specimen collected. In emergency situations, group O red cells will be issued.
- Irreplaceable specimens, excluding transfusion-related 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.
- 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 may be required to attend Pathology and complete the required information. Testing will be delayed in these circumstances.

PROCEDURE

The collector must:

1. Take the request form/Workstation on wheels to the patient.
2. a) Check the patient identification band and confirm the three approved patient identifiers exactly match the patient information on the request form or Banner Bar on Workstation. If possible also confirm above details by direct questioning. If patient identification band is not available above details must be confirmed by direct questioning.
   Refer to the Patient Identification Procedure.
   b) For electronic orders scan the wristband to complete the positive patient identification.
3. If any of the patient details do not exactly match do not proceed with the specimen collection.
4. Collect the specimen/s, if blood specimens as per the correct order of draw. Refer to Prompt document Blood Collection order of draw for tubes and bottles / Blood Tube Guide & Order of Draw Reference Chart
5. Before leaving the patient
   (a) Label specimen tubes/containers. Include:
      - Patient identification details
      - Collector’s signature (full signature or signed initials) Signature must be concordant on request form and specimens with request form orders and transfusion testing electronic orders

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Pathology labelling requirements Procedure

- Collection date and time. Date/time must be concordant on request form and specimens with request form orders and transfusion testing electronic orders
- Specimen type (non-blood)

(b) Electronic Orders: Scan barcode on the specimen label to mark as ‘collected’.

c) Request form and Printed Electronic Order Form (Transfusion and Histology Testing) collections: Sign the collector’s declaration (full signature or signed initials), print surname and record collection date and time on the request form if. Signature/date/time must be concordant on request form/Printed Electronic Order Form and specimens.

6. Confirm the three approved patient identifiers match the patient identification band, the request form/electronic order and the specimen label.

7. Specimen packaging

7.1. Place specimens in secondary leak-proof packaging (e.g. biohazard bags/buckets for fluids in drainage bags).

7.2. Separate packaging is required for each patient.

7.3. Request and printed Electronic Order Form (Transfusion and Histology testing only) need to accompany specimens and must be accessible without opening the secondary packaging.

8. Urgent Testing

8.1. Use red specimen collection biohazard bags (blue bags at Casey hospital Emergency).

8.2. Contact the laboratory concerned and speak with a Senior Scientist or Pathologist. Direct communication greatly assists with prioritisation of testing.

RELATED DOCUMENTATION

Patient Identification
The ABCD of sample collection
Venepuncture and blood specimen collection

BACKGROUND (optional)

Relevant information not included in the procedure section.

KEY STANDARDS, GUIDELINES OR LEGISLATION (optional)

National Safety and Quality Health Service Standards 2nd Edition (2017)
ISO 15189 – 2012 Medical Laboratories – Requirements for quality and competence
NATA General Accreditation Criteria ISO 15189 Standard Application Document (July 2019)
NPAAC Requirements for Medical Pathology Services (2018)
Appendix 1 – Examples of request form requirements
Pathology labelling requirements Procedure

**Patient Details:**
- **Name:** [Redacted]
- **Surname:** [Redacted]
- **Address:** [Redacted]
- **Date of Birth:** [Redacted]

**Requesting Doctor:**
- **Name:** [Redacted]
- **Provider No.:** [Redacted]

**Clinical Notes:**
- **Blood group:** [Redacted]
- **Antibodies:** [Redacted]
- **Reason for transfusion:** [Redacted]
- **Previous transfusions:** [Redacted]
- **Current medications:** [Redacted]
- **Previous medications:** [Redacted]

**Tests Requested:**
- **Blood components on products required:**
  - **Date required:** [Redacted]
  - **Site:** [Redacted]
  - **Site Code:** [Redacted]

**Special Requirements:**
- **Selected:** [Redacted]
- **Reason required:** [Redacted]

**Compatibility/Product:**
- **Blood Group Result:** [Redacted]
- **Transfusion Record:** [Redacted]

**Red = Mandatory fields  Purple = Other fields required, if applicable**
Appendix 2 Examples of Pathology labelling requirements

Confirm details on request form and all specimens match patient identification band

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**Pathology labelling requirements Procedure**

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**Appendix 2 Examples of Pathology labelling requirements**

- Confirm details on request form and all specimens match patient identification band
Pathology labelling requirements Procedure

☑️ Signature used on ALL specimen labels and request forms

☑️ Signed Initials used on ALL specimen labels and request form

☒ Details must be concordant with request form. Signed initials must be used on ALL labels and request forms OR a signature must be used on ALL labels and request forms
Pathology labelling requirements Procedure

KEYWORDS
Pathology specimen labelling patient identification tests

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<tr>
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<tr>
<td><strong>Service</strong></td>
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<td><strong>Document Author</strong></td>
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