 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	<p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-P11-S04
		Effective Date:	06-30-2022
		Document Type:	Standard Operating Procedure
		Page Number:	1 of 3
		Department/Section:	Nursing Service Division
		Document Title:	SPECIMEN COLLECTION

PURPOSE:

To provide guidelines in obtaining specimen and to avoid mislabeling and other errors.

SCOPE:


Applies to all Nursing Service Division (department/ section/ unit) staff of Dr. Pablo O. Torre Memorial Hospital, Medical Doctors, Nursing Student supervised by the RCI Clinical Instructor

PERSON RESPONSIBLE:

Staff Nurse, Nursing Attendant/Ward Clerks, Medical Doctors & Nursing Student supervised by the RCI Clinical Instructor

GENERAL GUIDELINES:


1. All specimen to be collected shall be ordered in the chart by the Medical Doctor.
2. Proper collection and handling of specimen shall be referred to laboratory staff.
3. All specimens taken from the patient shall be delivered by the attendant, or any available nursing staff on duty to the Laboratory Department as soon as possible after collection.
4. All specimens shall be checked and labeled properly in accordance with the Laboratory Policy for specimen labeling and the appropriate requisition shall be completed.
5. All specimens collected shall be considered bio hazards and shall be handled in accordance with RMCI Infection Control Policies and Procedures.
6. All specimen containers shall come from Central Supply and Laboratory Department. They must be clean and free from contamination.

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- All staff shall perform hand hygiene at all times during the process and submission of specimen.


PROCEDURE:

- Nurse-on-duty/Nursing Attendant/Clerk verifies Doctor's order and identify patient's chart correctly.
- Nurse-on-duty/Nursing Attendant instructs, explains and provides container to patient / watcher for collection of specimen.
- Nursing Staff collects and checks specimen against the doctor's order and patient's data for accuracy.
- Nurse-on-duty/Nurse Attendant/Clerk labels the specimen:
 - Patient's name
 - Room number
 - Attending physician
 - Type of specimen
 - Date and Time of collection
- Nurse-on-duty/Nursing Attendant/Clerk performs hand hygiene after collecting the specimen.
- Nurse-on-duty encodes requested examination to the Laboratory Department.
- Nurse-on-duty/Nursing Attendant delivers immediately the collected specimen(s).
- Nursing Staff/ Attendant Performs hand hygiene after delivering the specimen.
- Nurse-on-duty/Nurse Attendant/Clerk signs laboratory logbook upon submission of specimen(s).


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APPROVAL:






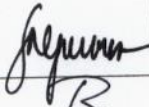

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Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		07/08/2022
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KEY TASKS	PERSON RESPONSIBLE
1. Verifies doctor's order	Staff Nurse/ Nursing Student supervised by RCI Clinical Instructors
2. Informs, instructs and provides container to patient/significant other for specimen collection on how to collect the specimen ordered	
3. Encodes request and delivers specimen to the laboratory department	
4. Verifies doctor's order	Nursing Attendant/Clerk
5. Informs, instructs and provides container to patient/significant other for specimen collection on how to collect the specimen ordered	
6. Encodes request and delivers specimen to the laboratory department	
7. Orders the request for specimen collection	Medical Doctors

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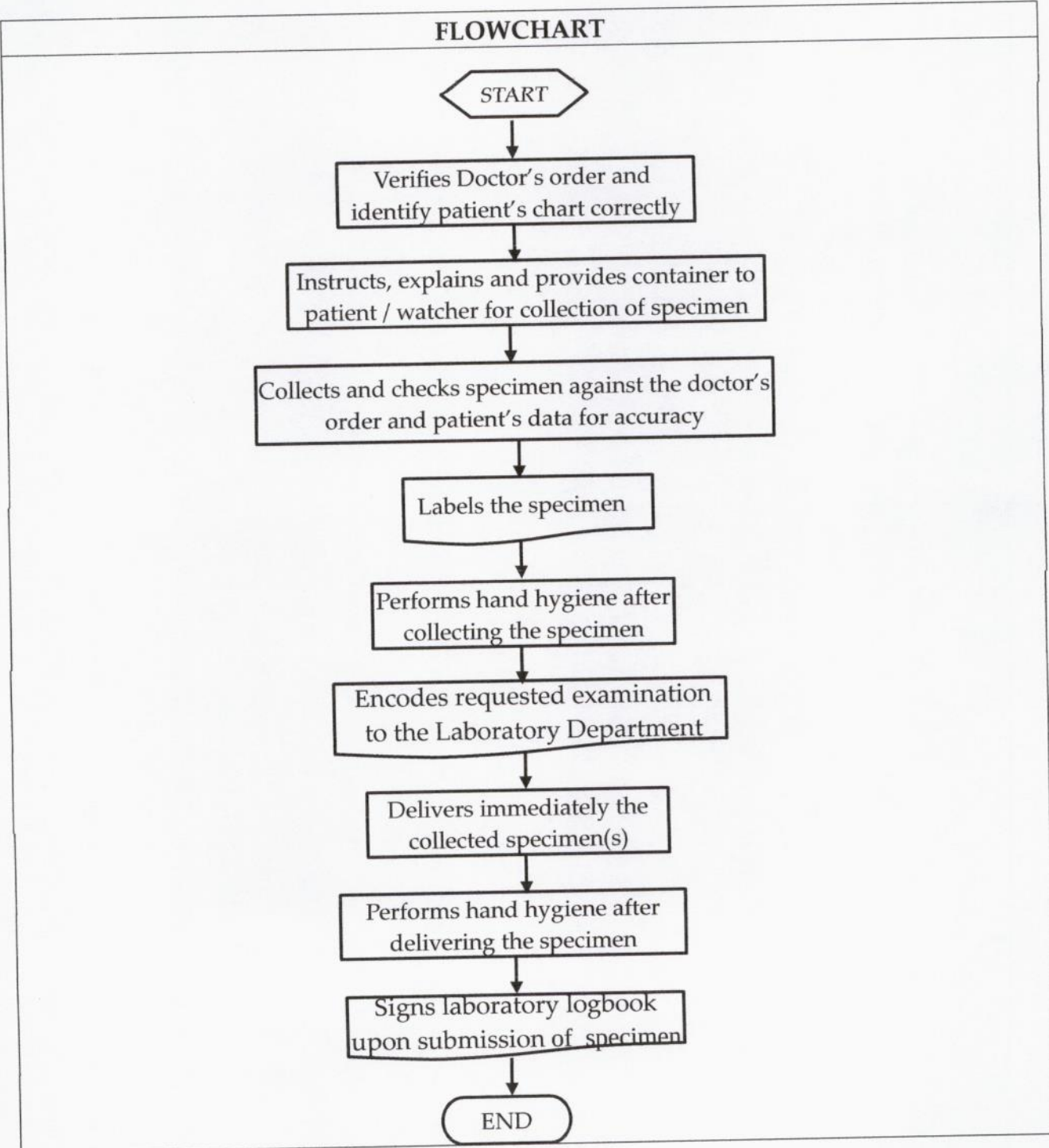



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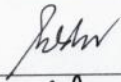


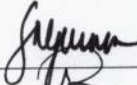

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FLOWCHART



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