 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-38-P05-S02
	Effective Date:	09-30-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Surgical Complex
	Document Title:	LABORATORY SPECIMEN COLLECTION AND HANDLING

PURPOSE:


1. To provide a standardized procedure in collecting and handling of laboratory specimen.
2. To provide guidelines for Surgical Complex Personnel in obtaining specimen collection.
3. To decrease mislabeling errors.
4. To provide a standardized procedure in collecting and handling of laboratory specimen.

SCOPE:


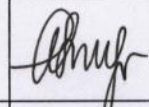

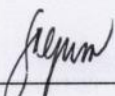
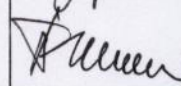
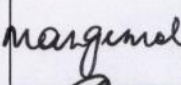

Surgical Complex Staff nurses, Medical Technologists, Attending Physicians, and Surgeons.


PERSON RESPONSIBLE:

Doctor, Surgical Complex Nurse, Medical Technologist

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	VANESSA V. VERDE, RN Surgical Suites Head Nurse		09-22-21
Verified:	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		9-28-2021
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		10-04-2021
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MN Nursing Service Division Officer		10-04-2021
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		10/4/2021
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		10-6-2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		10/30/2021

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PROCEDURE:

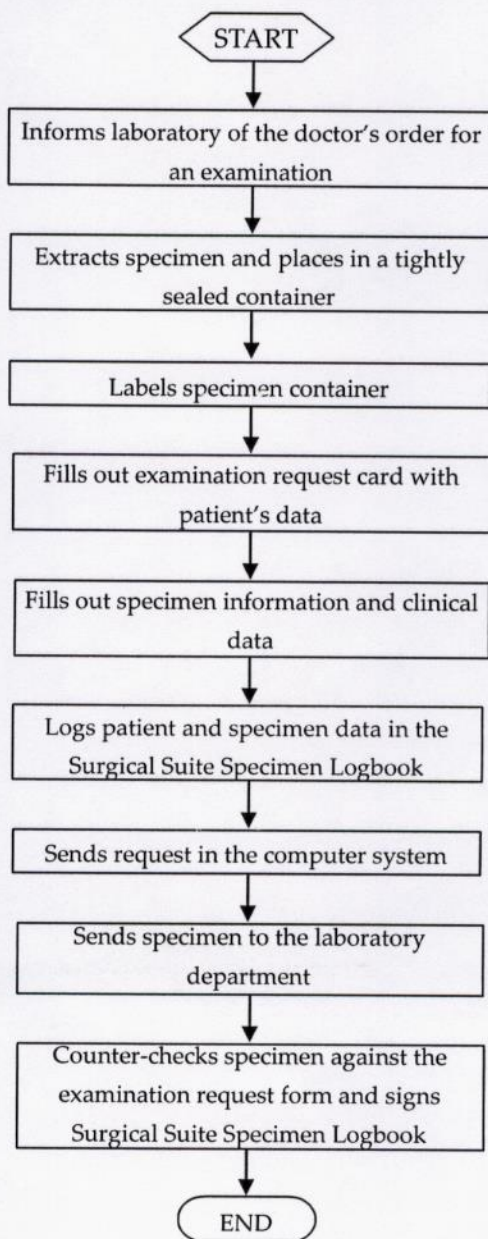
1. Circulating nurse informs the laboratory department regarding doctor's order for laboratory examination (e.g. Blood test, Frozen Section, etc.)
2. In case of blood examinations, the medical technologist and/or anesthesiologist draws blood specimen for testing. (e.g. Complete blood count, blood chemistry, etc.).
3. Surgeon extracts specimen and places into tightly sealed specimen container. Identifies laboratory examination appropriately
4. Circulating nurse labels the specimen container including patient's complete name, date of collection, specimen name, and initial of the collector.
5. Circulating nurse fills out patient's identification on the examination request form
6. Surgeon fills out the specimen's information, procedure, clinical data, and diagnosis in the examination request form
7. Circulating nurse logs information in the Surgical Suite specimen logbook and secures a requisition of charges on the computer system.
8. Surgical Suite personnel sends specimen to laboratory department for examination using the specimen transport tray.
9. Medical technologist counter-checks specimen along with the examination request form and signs Surgical Suite specimen logbook.


REFERENCES:

1. American Journal of Clinical Pathology. *Getting It Right for Patient Safety: Specimen Collection Process Improvement from Operating Room to Pathology*. From <https://academic.oup.com/ajcp/article/146/1/8/1730325>
2. The Royal Children's Hospital Melbourne. *Specimen Identification, Collection and Handling*. From [https://www.rch.org.au/surgery/local_procedures/Specimen Identification, Collec tion and Handling/](https://www.rch.org.au/surgery/local_procedures/Specimen%20Identification,%20Collection%20and%20Handling/)
3. Association of Surgical Technologists. *AST Standards of Practice for Handling and Care of Surgical Specimens*. From [https://www.ast.org/uploadedFiles/Main Site/Content/About Us/Standard Handling Care Surgical Specimens.pdf](https://www.ast.org/uploadedFiles/Main_Site/Content/About_Us/Standard_Handling_Care_Surgical_Specimens.pdf)


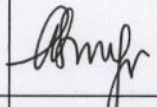

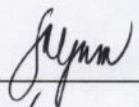
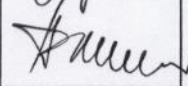
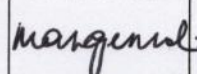
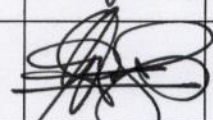
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FLOWCHART




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APPROVAL:


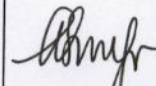


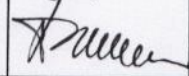
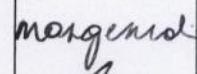

	Name/Title	Signature	Date
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Verified:	MARIA AGNES A. SARIEGO, RN, MN, FPCHA Surgical Complex Manager		9-28-2021
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		10-04-2021
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		10/30/2021

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	Document Title:	LABORATORY SPECIMEN COLLECTION AND HANDLING

KEY TASKS	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Informs the laboratory department regarding doctor's order for laboratory examination (e.g. Blood test, Frozen Section, etc.). 2. Labels the specimen container including patient's complete name, date of collection, specimen name, and initial of the collector. 3. Fills out patient's identification on the examination request form. 4. Logs information in the Surgical Suites specimen logbook and secures a requisition of charges on the computer system. 	Circulating nurse
<ol style="list-style-type: none"> 1. Draws blood specimen for testing. (e.g. Complete blood count, blood chemistry, etc.), In case of blood examinations. 2. Counter-checks specimen along with the examination request form and signs Surgical Suites specimen logbook. 	Medical Technologist
<ol style="list-style-type: none"> 1. Extracts specimen and places into tightly sealed specimen container. Identifies laboratory examination appropriately. 2. Fills out the specimen's information, procedure, clinical data, and diagnosis in the examination request form. 	Surgeon
<ol style="list-style-type: none"> 1. Sends specimen to laboratory department for examination using the specimen transport tray. 	Surgical Suites Personnel

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