SPECIMEN COLLECTION

1.	*Collection Priority – should be highlighted as one of the following …	
	Routine	Test that needs to be done at time of order but are not urgent so will not be processed as urgent in the Lab
	Urgent	Test that needs to be collected urgently and will be processed urgently in the lab (they will have URG on the label)

2.	The Nursing Team will be aware that their patient has a pathology request that they will need to collect due to a reminder on the Interdisciplinary section of Care Compass. This will not be able to be documented as Done/Not Done/Document as the task reminder will be removed once collected.

3.	All elements of specimen collection need to be done at the patient's bed side. Ensure there is a PC screen with associated scanner and label printer. Go to 'Specimen Collection' from the toolbar within the Patient's record.

4.	A 'Collection Details' box will appear and will give patient details in a blue banner bar. You will be asked to scan the patients ID wrist band.

5.	On scanning the patient wrist band the window will list all the specimens awaiting collection for this patient. Identify the specimen(s) required e.g. **Key:** 1. The names of the orders will be listed. 2. The type of specimen container required will be listed 3. The date of when the sample is to be collected (i.e. the sample should not be taken until that date).

6.	Obtain the specimen(s).
7.	Print out the labels at the patient Bedside. If all specimens are being collected for that patient at that time then click the printer icon in the window

<table>
<tr><td></td><td>

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Clicking on the downward arrow will give the option to Print ALL labels

Print All Labels

Print All Requisitions

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8.	To print an individual label, hover the mouse over the specimen being collected until it is highlighted dark blue and click on the drop down on the right hand side. **MRSA (MRSA nose and groin swab)** 44-LA-17-0000866 ■ MRSA Dry 1 Each 17:36 GMT ☰ A menu will appear giving options to Print the label for that specimen. Click on "Print Label". Print Label Print Requisition

9.	A window will appear giving you the selection of Printers available to use.
	
	Print Labels
	
	Select labels to print.
	☐ Select All
	☐ Clotting screen, blood (Coag screen, blood) 44-LA-16-0000601
	    ☐ ■ Green 3 mL
	☐ Erythrocyte sedimentation rate, blood (ESR, blood) 44-LA-16-0000601
	    ☐ ■ Red 3.4 mL
	☐ Full Blood Count (FBC) 44-LA-16-0000601
	    ☐ ■ Red 3.4 mL
	1 ☑ Urea and electrolytes, blood (UE, blood), Liver function test, blood (LFT, bl... 44-LA-16-0000601
	
	Scan or select your printing device. **2**
	
	Printer Name Description
	rgrqln23 Zebra "BC QL220"
	rgrqln24 Zebra "BC QL220"
	rgrqln25 Zebra "BC QL220"
	rgrqln26 Zebra "BC QL220"
	rgrqln6 Zebra "BC QL220"
	
	☐ Set as default label printer. Print Cancel
	
	Key:
	1 – The specimen requiring the label will be ticked
	2 – The list of available printers will be listed (the names will be associated will be on each printer).

10.	Select the correct printer and the Print button will now become available. Print Cancel Check that the label printer you have selected is on before clicking "Print" and the labels will be printed.

11.	Now confirm that the sample has been collected by highlighting the required specimen and clicking on the menu button again. Urea and electrolytes, blood (UE, blood), Liver function test, blood (LFT, blood), C-reactive protein level, blood (CRP, blood) 44-LA-16-0000601 ■ Brown 4.9 mL 21/Dec/16 16:20 GMT ☰

12.	Look for the option "Collected" and click this. ✔ Collected

13.	The specimen will now appear as follows … Urea and electrolytes, blood (UE, blood), Liver function test, blood (LFT, blood), C-reactive protein level, blood (CRP, blood) 44-LA-16-0000601 ✔ Brown 4.9 mL And the "Sign" button becomes available in the bottom right hand corner of the window. [Sign] [Close]
14.	At this stage if you wish to untick that it has been obtained hover over this specimen until it turns dark blue and click on the drop down the right hand side and click on "Reset". Reset
15.	If happy with the sample(s) collected, click the "Sign" Button. Any specimen(s) collected will be removed from the window. Click the "Close" button [Sign] [Close]
16.	To confirm that the specimen has been collected go to and select the Laboratory view from the left hand side. **Requests/Care Plans**
17.	The status of the specimen(s) collected will have a status of "Collected". MRSA (MRSA nose and groin swab) Ordered (Collected) Test, Coll priority: Routine, Nurse collect?, Collection DT/TM: …
18.	Once ready results will be available in "Results Review". **Results Review** Recent Results | **Laboratory** | Radiology | Vital Signs | Assessments | Cardiology Flowsheet: Laboratory … Level: Laboratory ● Table ○ Group ○ List 15 December 2016 11:31 GMT - 23 December 2016 11:31 GMT (Clinical Range) Navigator ☑ General Haematology ☑ General Biochemistry Show more results 	Laboratory	20/Dec/16 12:52 GMT	 |---|---| | **General Haematology** | | | ☐ White Blood Cell Count | 8 | | ☐ Haemoglobin | * 165 | | ☐ Red Blood Cell Count | 3.8 | | ☐ Haematocrit | 0.4 | | ☐ Mean Cell Volume | 98 |