Quick Reference Guide (QRG)

Pathology Specimen Collection

This QRG assists clinicians to:

- *Locate and launch the Specimen Collection Module*
- *Associate Printers and Print Specimen Labels*
- *Print Requisition Forms*
- *Collect, Affix labels, and Document Specimen Collection*
- *Document an unsuccessful collection*
- *Interpret Specimen Labels*

Locate the Specimen Collection Module

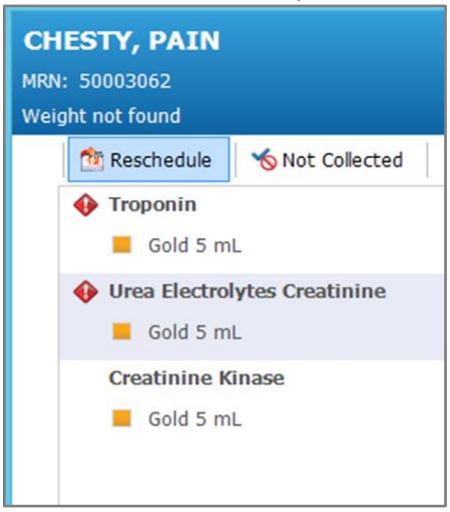
The Specimen Collection Module is located in the toolbar.

Launch the Specimen Collection Module via scanning

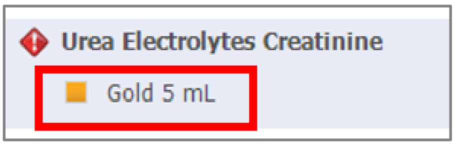
1. Click on **Specimen Collection**.

2. Scan the patient's wrist band to confirm **Positive Patient Identification (PPID)**.

This will automatically display specimen orders that have been placed for the patient.



The display automatically identifies **Collection Indicators** such as the colour and volume of the sample container.

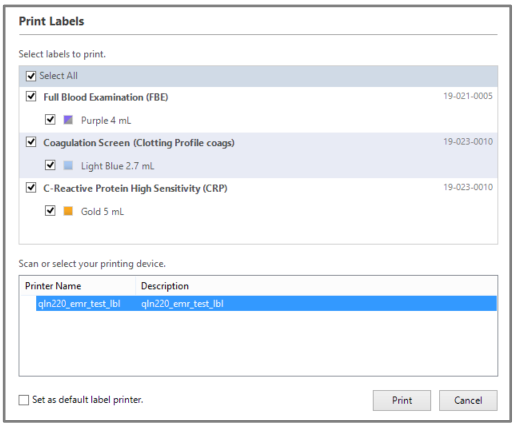


3. Prepare and setup equipment and specimen containers for specimen collection.

4. Proceed to printing the required specimen labels.

Associate Printers and Print Specimen Labels

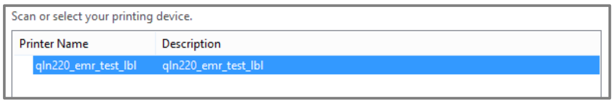
1. Click on the **Printer icon** 



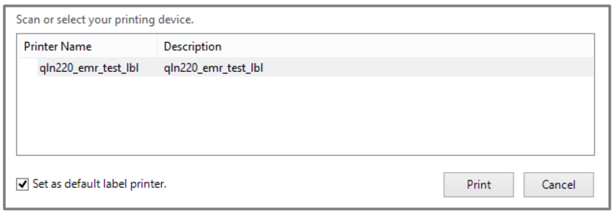
2. Select the **specimens** to be collected by ticking the appropriate boxes.

3. Scan the **QR code on the label printer** located on the WOW or the **printed QR code** of the closest printer.

This will automatically select the printer.



4. Set it as a default printer if required.



5. Click **Print**.

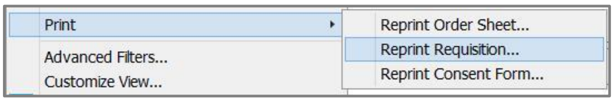
Print Requisition forms

Requisition forms are required for the following tests:

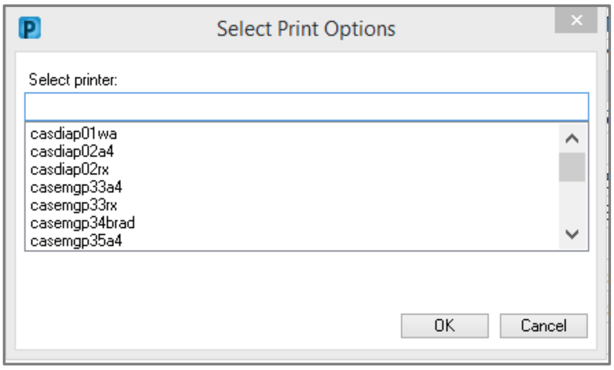
- ***Group and Hold***
- ***Blood Group and Antibody Screen***
- ***Histopathology***

<u>To print Requisition forms:</u>

1. Go to **Orders tab** in the **Menu**.
2. Locate the orders under **Pathology**.
3. Right click on the relevant pathology order.
4. Select **Print** and click on **Reprint Requisition**.

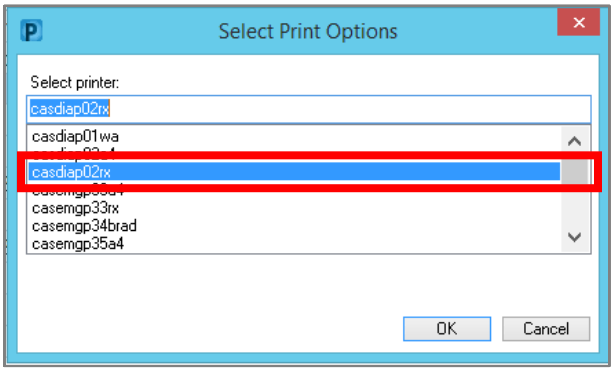


5. The **Select Print Options** window will display.



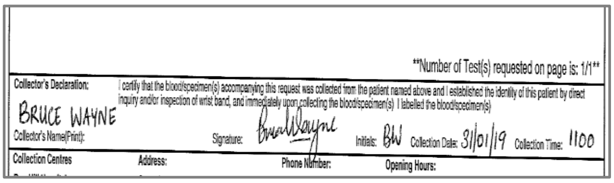
6. Scan the **QR code** or the **printed QR code** located on the WOW for the relevant printer.

This will select the printer scanned.



7. Click 

8. **Complete the necessary fields** in the requisition form as per protocol.



NOTE: Ensure that the Requisition forms are completed accurately and sent with the labelled specimen to Pathology.

The initial, date and time details on the requisition form should match the date and time the specimen collection was signed.

Collecting, Affixing labels and Documenting Specimen Collection

1. Once the specimen containers have been prepared and the relevant labels printed.
2. **Collect the specimen/s**.
3. **Affix the specimen labels** on the correct specimen container.
4. **Scan the barcode** on the **specimen label**.

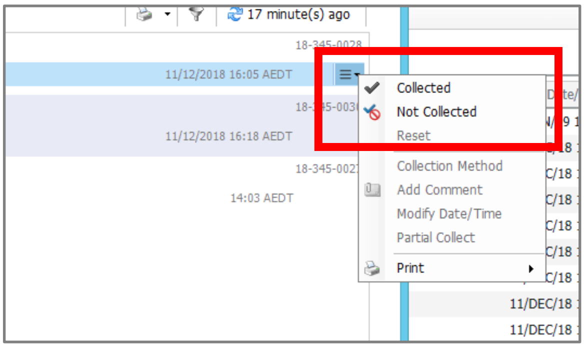
5. This will document the specimen as **'Collected'** and a **tick** will appear next to the Specimen requirements.

6. Proceed to scanning the barcode on the labels for the rest of the specimens collected.

7. **Sign and close** the Specimen Collection module when collection done.

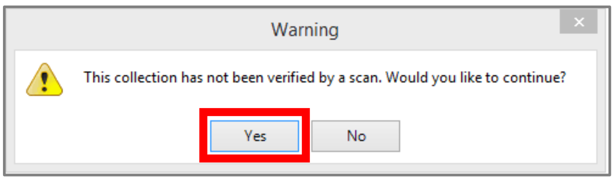
If there is a malfunctioning scanner:

1. To document the specimen as collected, click the **Options Bar** for the selected Specimen.



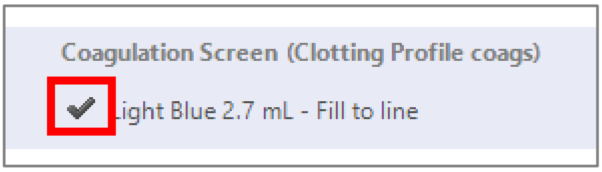
2. Click on **Collected**.

An **alert** will appear to check if the sample has not been verified by scanner.



3. Click **Yes** to continue.

4. Once this is completed, a tick will appear next to the Specimen Requirements.



5. Proceed to collecting the rest of the specimens.

6. **Sign and close** the Specimen Collection module when collection done.

Unable to collect the Specimen

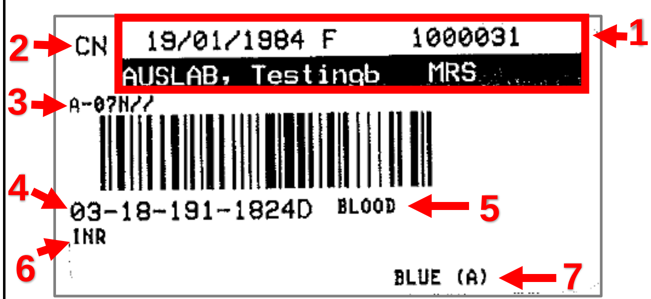
If the specimen cannot be collected for any reason:

1. Leave the specimen order as it is.
2. Communicate to the primary nurse that the specimen collection was unsuccessful and requires actioning.

NOTE: it is imperative to leave the specimen order as it is and not document as 'Not Collected' which will result in the order being cancelled.

Interpreting Specimen Labels

Below are the different indicators on a Specimen Label:



1. *Patient Demographic Information* (DOB, Gender, UR Number and Name)

2. *Collection Priority* (other values: RT, Stat, Timed Study, AM...)

3. *Location* of the patient.
4. *Accession/Specimen Number*
5. *Specimen Type*
6. *Order Name*
7. *Specimen Collection Requirements*