



<b>NURSING RESPONSIBILITIES IN REQUESTING, COLLECTION AND TRANSPORTATION OF MICROBIOLOGY SPECIMENS</b>	
<b>Version Number</b>	V2
<b>Date of Issue</b>	February 2017
<b>Reference Number</b>	NRRCTMS-04-2017-FONMB-V2
<b>Review Interval</b>	3 yearly
<b>Approved By</b> Name: Fionnuala O'Neill Title: Nurse Practice Coordinator	Signature:  Date: April 2017
<b>Authorised By</b> Name: Rachel Kenna Title: Director of Nursing	Signature:  Date: April 2017 <small>Rachel Kenna Director of Nursing</small>
<b>Author/s</b>	Name: Fionnuala O'Neill Title: Nurse Practice Coordinator Name: Margaret Byrne Title: Microbiology Manager
<b>Location of Copies</b>	On Hospital Intranet and locally in department


<b>Document Review History</b>		
<b>Review Date</b>	<b>Reviewed By</b>	<b>Signature</b>
2020		

<b>Document Change History</b>	
<b>Change to Document</b>	<b>Reason for Change</b>
2017	

Our Lady's Children's Hospital, Crumlin		
Document Name: Nursing Responsibilities in Requesting, Collection and Transportation of Microbiology Specimens		
Reference Number: NRRCTMS-02-2017-FONMB-V2	Version Number: V2	
Date of Issue: February 2017	Page 2 of 6	

## CONTENTS

		Page Number
<b>1.0</b>	Introduction	3
<b>2.0</b>	Collection of Samples	3
<b>3.0</b>	References	7

Our Lady's Children's Hospital, Crumlin		
Document Name: Nursing Responsibilities in Requesting, Collection and Transportation of Microbiology Specimens		
Reference Number: NRRCTMS-02-2017-FONMB-V2	Version Number: V2	
Date of Issue: February 2017	Page 3 of 6	


## 1.0 Introduction

Nursing staff can request Microbiology samples for their patient group keeping mind the following:

- Nurses have a responsibility to ensure that the appropriate investigations are performed to avoid unnecessary specimen collection, causing a waste of time and resources.
- Nursing staff must ensure that the appropriate details are completed on the request form which will include:
  - Addressograph Label If Available,
  - Healthcare Record Number,
  - Consultant Name Must Appear Or The Sample Will Not Be Processed
  - Clinical Details And
  - Investigations Required
- It is essential that a consultant name is included on the request form, *if a consultant name does not appear on the form the specimen cannot be processed.* It is not however necessary that they sign the request form.
- Nursing staff must ensure that the exact sample is collected in the correct way and the correct amount.
- It is essential that adequate detail is given to the laboratory staff in order that they may carry out the tests involved.
- Some exceptions to investigations are included on the OLCHC Laboratory Handbook. Please make all staff requesting Microbiology aware of these exceptions.
- For specific information in relation to the collection of individual specimens, please refer to the OLCHC Laboratory Handbook (OLCHC 2007a) <http://olchlab.return2sender.ie/Account/Login.aspx> or contact the hospital laboratory directly on phone 6580.

## 2.0 Collection of Samples

<b>Equipment:</b>
Specific specimen container
Laboratory request form
Biohazard label, if appropriate
Non-sterile gloves, apron
Polythene bag for transportation

Our Lady's Children's Hospital, Crumlin		
Document Name: Nursing Responsibilities in Requesting, Collection and Transportation of Microbiology Specimens		
Reference Number: NRRCTMS-02-2017-FONMB-V2	Version Number: V2	
Date of Issue: February 2017	Page 4 of 6	

ACTION	RATIONALE & REFERENCE
<p><b><u>Preparation:</u></b>            Explain the procedure to the child and family, allow time to answer questions.</p> <p>If possible, obtain specimen before commencing medication therapy /treatment.</p> <p>Assess the need for administration of pain relief prior to the procedure.</p> <p>Gather all equipment required for the procedure</p> <p>Decontaminate hands</p> <p>If required to the specimen collection clean the area with sterile swabs and sterile water prior to collection of urine samples.</p> <p>Ensure privacy throughout the procedure</p> <p><b><u>Obtaining a specimen:</u></b>            Wear non-sterile disposable gloves and apron while collecting and handling the specimen</p> <p>Use <u>Aseptic Non Touch Technique (ANTT) level 3</u></p> <p>Ensure any necessary equipment is clinically clean</p> <p>Ensure the lid of the container is secure</p> <p>Ensure outside of container is not contaminated with stool or any body fluids</p> <p>Handle specimens <u>with care</u> from children who have recently received any toxic substances or potential infectious substances</p>	<p>To promote trust (Dougherty &amp; Lister, 2015). In accordance with local guidelines (OLCHC 2007b)</p> <p>To achieve accurate results (Maddox and Pearson 2006) and to ensure the administration of appropriate therapy.</p> <p>To ensure comfort (Trigg &amp; Mohammed, 2010)</p> <p>To complete procedure efficiently (Mc Queen, Bruce Gibson, 2012). OLCHC, 2010</p> <p>To maintain dignity, providing nursing care in accordance with hospital guidelines (OLCHC 2007b)</p> <p>To avoid contamination of the specimen and the nurse (OLCHC, 2010)</p> <p>As per ANTT guidelines (OLCHC 2014)</p> <p>To prevent contamination of the specimen</p> <p>To avoid spillage of the specimen (OLCHC 2010).            To reduce risk of contamination            To ensure safety (Dougherty and Lister 2011)            To ensure safety of staff/children (OLCHC 2011)</p> <p>OLCHC 2010a</p> <p>To detect abnormalities (Maddox and Pearson 2006, Dougherty and Lister 2004)</p> <p>Culture for individual pathogens is based on the clinical details supplied (OLCHC 2007a)</p>



Dispose of all equipment appropriately.

Observe and record the colour, content, and consistency, presence of blood and odour of any specimen.

Labelling a specimen:

Ensure the **specimen container** includes the following information:

- child's name, hospital number and/or DOB
- specimen type
- date and time of collection
- patient location/clinical area
- The consultant name must appear on the specimen

Check that the details on the specimen container label correspond to the request form.

Ensure the following details are included on the **specimen request form:**

- Addressograph Label
- Admission Date (If Admitted)
- Required Test
- Clinical Information (Symptoms, Diagnosis)
- Recent Foreign Travel
- Infected Contacts
- Recent Surgery
- Antibiotic Therapy
- Requesting Doctor And Contact Details- Consultant Name
- Gender
- Minimum Handling (If Needed)
- how the sample was collected (e.g urine bag, indwelling catheter)

Transporting a specimen

Place a biohazard label on the specimen if appropriate

Place the container in a sealable polythene bag.

Insert the specimen request form in the pouch attached to the bag. **Transfer specimen as soon as possible** to the laboratory in a rigid cleanable transport box suitable for this purpose. The sooner they arrive in the lab the better.

To identify the correct source of the specimen (OLCHC 2007a, Maddox and Pearson 2006).

To ensure accurate results. This is particularly important when multiple specimens are received from the same child. (OLCHC 2007a). Clinical information is particularly important for laboratory staff to analyse the specimen appropriately.

If the specimen is incorrectly labelled, the laboratory will contact the clinical area to identify the specimen and complete the labelling. In some circumstances the specimen may be discarded.

To clearly identify the source (Maddox and Pearson 2006).

To ensure safety (Maddox and Pearson 2006).

To prevent contamination (Maddox and Pearson 2006).

To ensure accurate diagnosis of organisms (OLCHC 2007a).


To avoid delays in processing specimens.

To ensure the specimen is analysed on the same day (OLCHC 2007a)

The range of tests available to be performed on an emergency bases is available on the lab handbook (OLCHC 2007a).

To maintain a trusting relationship between the child and nurse (Dougherty & Lister, 2015)

To maintain an accurate record of nursing care, to

Our Lady's Children's Hospital, Crumlin		
Document Name: Nursing Responsibilities in Requesting, Collection and Transportation of Microbiology Specimens		
Reference Number: NRRCTMS-02-2017-FONMB-V2	Version Number: V2	
Date of Issue: February 2017	Page 6 of 6	


<p>Ensure specimens are sent to the correct area.</p> <p>Specimens should be transported to the laboratory before 4:30pm. After this time, transfer to laboratory for refrigeration. Contact on call laboratory technician if appropriate.</p> <p><b><u>After obtaining a specimen:</u></b>  Praise and thank the child  Document all care given.  Follow up on the results of the specimen</p>	<p>ensure safe practice and maintain accountability (NMBI, 2015)</p>
---	--

### 3.0 References

1. Algren C.L. and Arnow D. (2007) Pediatric variations of Nursing Interventions. In *Wongs' Nursing Care of Infants and Children*, 8<sup>th</sup> Edn. (Hockenberry M.J. and Wilson D. eds.), Mosby Elsevier, Missouri. 1083-1139.
2. Department of Health and Children (2002), *Segregation Packaging and storage guidelines for Healthcare Risk Waste (Working Draft)*. Department of Health and Children, Dublin.
3. Dougherty L and Lister S (2015) *The Royal Marsden Hospital Manual of Clinical Nursing Procedures*, 9<sup>th</sup> edition. Blackwell Publishing, Oxford.
4. Hockenberry M.J. (2003) *Wong's Nursing Care of Infants and Children*, 6<sup>th</sup> edn, Mosby, St. Louis.
5. Macqueen, S., Bruce, EA., & Gibson, F., (2012) *The Great Ormond Street Hospital, Manual of Children's Nursing Practice*, Wiley Blackwell, UK
6. Maddox C. and Pearson B. (2010) Specimen collection. In *Practices in children's nursing. Guidelines for Hospital and community*, 2<sup>nd</sup> Edn. (Trigg E. and Mohammed T.A. eds. 2010), Churchill Livingstone, Edinburgh, 362-373.
7. Nursing & Midwifery Board of Ireland, (2015) *Recording Clinical Practice*, NMBI, Dublin, Ireland.
8. Our Lady's Children's Hospital Crumlin, (2011) *Standard Precautions*, OLCHC Dublin, Ireland.
9. Our Lady's Children's Hospital Crumlin (2007a) *Laboratory Handbook*, Our Lady's Children's Hospital Crumlin, Dublin 12. Available from <http://olchlab.return2sender.ie/Account/Login.aspx> (Accessed April 2017) Internet.
10. Our Lady's Children's Hospital Crumlin (2007b) *Prevention of Abuse of Children by a Staff Member while in the Care of the Hospital*, Our Lady's Hospital for Sick Children, Dublin.
11. Our Lady's Children's Hospital Crumlin (2007c) *Aseptic non-touch technique*, Our Lady's Children's Hospital Crumlin, Dublin 12.
12. Our Lady's Children's Hospital Crumlin, (2013), *Guideline on Hand Hygiene*, OLCHC, Dublin, Ireland.
13. Our Lady's Hospital for Sick Children (2010) *Guidelines for Management of Occupational Blood Exposure*, Our Lady's Hospital for Sick Children, Dublin.

©2017 OLCHC.

Copyright and Disclaimer ©2017. Our Lady's Children's Hospital Crumlin, Dublin 12. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means without the prior written permission of the copyright holder. Every effort has been made to ensure that the information provided is accurate and in accord with standards accepted at the time of printing.

Our Lady's Children's Hospital, Crumlin		
Document Name: Nursing Responsibilities in Requesting, Collection and Transportation of Microbiology Specimens		
Reference Number: NRRCTMS-02-2017-FONMB-V2	Version Number: V2	
Date of Issue: February 2017	Page 7 of 6	