
Overview

This standard applies to receipt of all types of specimens, including environmental, from patients, families and other sources. It involves ensuring correct identification and sample. It also includes recognition of special requirements for urgent or labile specimens.

This standard is intended for use by all healthcare workers who receive specimens and samples, these samples can be from: patients, GP surgeries, community clinics, outpatient clinics, wards.

Users of this standard will need to ensure that practice reflects up to date information and policies.

SFHCHS183

Receive specimens for preparation

Performance criteria

You must be able to:

- P1 check specimen/sample for correct container, damage, suitability for preparation and reason for referral
- P2 communicate required information to others clearly, accurately and in a timely fashion
- P3 follow the appropriate standing operating procedures, policies and protocols for the handling and biological containment level of specimens/samples
- P4 differentiate between those specimens/samples which can be processed and those which need referral elsewhere
- P5 take appropriate action to deal with leakage, spillage, breakage or other contingency
- P6 check labelling of specimen/sample for complete details and match to request documentation
- P7 take appropriate action to deal with inadequate or incomplete labelling of specimen/samples or inadequate or incomplete information on the documentation
- P8 ensure unique identifier is attached to specimen/sample and its documentation and retained throughout specimen sample life
- P9 identify high risk specimens/samples and those with hazard warning labels
- P10 identify urgent requests or labile specimens/samples correctly and notify relevant
- P11 wear suitable protective clothing when handling specimens/samples
- P12 manage workload effectively to make efficient use of resources and meet prioritisation needs
- P13 work within your scope of practice to complete all relevant records accurately and in accordance with protocols
- P14 take appropriate action to respond to an unexpected situation, problem or event

Knowledge and understanding

You need to know and understand:

- K1 relevant statutory, regulatory and legislative requirements and guidance
- K2 the relevant standard operating procedures, policies and their importance
- K3 your limitations to practice and an understanding of the importance of working within these in a clinical context
- K4 your role, in the specimen/sample pathway and how you can contribute to the efficiency and effectiveness of the service provided
- K5 types of hazard warning labels and high risk specimens
- K6 action to take when handling high risk or hazardous specimens
- K7 the correct type and use of protective equipment and clothing
- K8 how to communicate with individuals to explain procedures and reassure, including those with special needs
- K9 the importance of identifying referral reason, test required and suitability for processing
- K10 how to differentiate between those specimens/samples which can be processed and those which need referral elsewhere
- K11 the importance of correct identification including unique identifier
- K12 the correct destination for each specimen/sample received
- K13 types of containers and their correct use for specimens/samples
- K14 indications of damage or unsuitability of specimens/samples
- K15 how to deal with mismatched or inadequately identified specimens/samples and requests
- K16 factors affecting the integrity, safety and quality of specimens/samples, and how to identify these
- K17 relevant corrective action and options in the event of receipt of inappropriate or damaged specimens/samples
- K18 the implications and the corrective action in respect of leakage, spillage, breakage
- K19 your responsibility for ensuring specimen/sample reception is correctly completed
- K20 contingency and risk assessments relating to specimen/sample reception

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Additional Information

External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: HWB8 Biomedical investigation and intervention

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Developed by	Skills for Health
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Version number	1
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Date approved	June 2010
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Indicative review date	June 2012
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Validity	Current
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Status	Original
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Originating organisation	Skills for Health
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Original URN	CHS183
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Relevant occupations	Health, Public Services and Care; Medicine and Dentistry; Nursing and Subjects and Vocations Allied; Healthcare and Related Personal Services
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Suite	Clinical Health Skills
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Key words	Preparation, Samples, Specimens
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