

CHS7.2012 Obtain and test specimens from individuals

OVERVIEW

This standard covers obtaining specimens, testing some specimens in the work area, and forwarding some specimens for laboratory investigation. Collection of blood specimens is not included. Users of this standard will need to ensure that practice reflects up to date information and policies. Version No 2

KNOWLEDGE AND UNDERSTANDING

You will need to know and understand:

1. your own level of competence, authority and specialist knowledge base in relation to obtaining and testing specimens from individuals
2. how to communicate effectively in the appropriate medium to meet the individual's needs and preferences
3. why it is essential to check the identity of the individual, valid consent and authorisation for the planned activity
4. the importance of maintaining the individual's confidentiality, privacy and dignity
5. the importance of applying appropriate health and safety measures, standard precautions for infection prevention and control and personal protective equipment relevant to obtaining and testing specimens from individuals and the potential consequences of poor practice
6. the types of specimen you may obtain
7. the required preparation for individuals prior to the type of specimen collection within your work practice
8. the importance of giving clear explanations to individuals to enable them to collect their own specimens when appropriate
9. the adverse effects that may occur and how to respond to them
10. the materials and equipment required for collecting the specimen and the types of specimens that you may obtain
11. the different types of container, transport media and request forms for specimens appropriate to the specimen and planned test procedure
12. the information that is required to ensure accurate labelling of specimens and the potential hazards and other consequences related to incorrect labelling or dispatch of specimens
13. the tests and investigations that may be carried out on the specimens you obtain
14. the implications the results of the tests will have on the individual
15. the importance of accurate record keeping
16. the importance of immediately reporting any findings which are outside of normal

- ranges and which demand urgent attention
- 17.the current national legislation, guidelines, organisational policies and protocols which affect your work practice
 - 18.the policies and guidance that clarify your scope of practice, accountabilities and the working relationship between yourself and others

PERFORMANCE CRITERIA

You must be able to:

- 1.work within your level of competence, responsibility and accountability for obtaining and testing specimens
- 2.apply appropriate health and safety measure, standard precautions for infection prevention and control and personal protective equipment relevant to the procedure and environment
- 3.check the individual's identity and gain valid consent and authorisation for the planned activity
- 4.communicate effectively in the appropriate medium to meet the individual's needs and preferences
- 5.ensure privacy and dignity at all times, taking into account the individuals ethnic and religious background which might influence certain aspects of collecting specimens
- 6.check the required preparations have been completed and stop the procedure if the necessary preparations have not been followed by the individual or staff
- 7.provide the necessary and appropriate container for the specimen to the individual
- 8.obtain specimens from clients when they cannot do this themselves, and place them in the appropriate container
- 9.ensure specimens are collected in the correct order where necessary
- 10.label specimens correctly, attach the relevant documentation, place in the relevant biohazard bags, and put them in the correct place for storage, collection or transportation
- 11.record any problems in obtaining the specimen to the appropriate member of the team without delay
- 12.when required, test specimens using the correct process for the investigation to be performed, and according to the specimen being tested
- 13.report immediately any findings which are outside of normal ranges and which demand urgent attention in line with local policies, protocols and procedures
- 14.reassure and inform the individual of the results of the tests according to their needs or pass this on to other staff members if this is beyond your role and responsibility
- 15.maintain full, accurate and legible records of sample collection and testing and store in correct location in line with current legislation, guidelines, local policies and protocols

ADDITIONAL INFORMATION

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004): Dimension: HWB8 Biomedical investigation and intervention