

SUBJECT: COLLECTION OF LABORATORY SPECIMENS	REFERENCE #101
DEPARTMENT: SANTA BARBARA ADMHS PSYCHIATRIC HEALTH FACILITY	PAGE: 1 OF: 3
	EFFECTIVE: 05/07
APPROVED BY: Infection Control Review Committee	REVISED:

**INTRODUCTION:**

- Laboratory specimens are processed by the Public Health Department (PHD) Laboratory.
- The PHD Laboratory is located on the same floor as the PHF in building #3.
- The PHD Laboratory is open between 7:30am and 5:30pm Monday through Friday.
- The PHD phlebotomy staff comes to the Psychiatric Health Facility (PHF) in the morning as soon as they open, to draw labs on the PHF patients.
- The PHF staff provides a completed lab slip to the lab tech, brings the patient to the Exam Room where the blood is drawn, identified the patient to the Lab Staff and stands by to assist with the procedure as necessary.
- The PHF night nursing staff collects urine specimens in the early morning.
- The day nursing staff checks Monday through Friday in the refrigerator in the Dirty Utility room to make sure that the urine specimens are delivered to the lab on the day that they are collected.

**GENERAL OVERVIEW:**

- Specimens must be collected before antibiotics are given, whenever possible per doctor's orders.
- Specimens are collected in sterile containers.
- All Urine specimens should be collected as a "Clean Catch" Specimen.

**INSTRUCTIONS FOR COLLECTION OF URINE FOR CLEAN CATCH/CULTURE**

Instruct the patient to wash his or her hands thoroughly with soap and water, rinse well, dry with a paper towel.

**FEMALE**

- Separate the skin folds around the urinary opening.
- Wash the opening with BZK towelette with front to back motion.
- Repeat using a second fresh towelette. (DO NOT scrub back and forth)
- Begin urinating into the toilet, making sure to keep the skin folds apart.
- Without stopping the stream, insert the container into the stream. (DO NOT allow the container to touch the clothing, legs or genital area)
- Fill the container about ½ full.
- Replace the lid.
- Give the specimen to the nurse as soon as possible.

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#### MALE

- If applicable, pull back the foreskin to completely expose the head of the penis.
- Wash the opening of the penis with towelette.
- Begin urinating into the toilet.
- Without stopping the stream, insert the container into the stream.  
(DO NOT allow the container to touch the clothing, legs or genital area)
- Fill the container about ½ full.
- Replace the lid.
- Give the specimen to the nurse as soon as possible.

#### SPECIMEN HANDING

- Label the lab slip with the Patient's Name, Date of Birth (DOB), Social Security #, MD ordering the test, Psychiatric or Medical Diagnosis and date of collection.
- Label the specimen cup with the patient's name, date of birth, and date of collection.
- Disinfect the exterior of the container if it becomes soiled during specimen collection.
- Put the lab slip and specimen container in a Lab supplied collection bag.
- Specimens are held in the specimen refrigerator in the Dirty Utility Room until given to the PHD Staff in the morning during lab draw or delivered to the PHD Lab by the PHF staff during operating hours.
- Refrigerate the urine within 1 hrs of collection. The specimen is stable in the refrigerator for 24 hours, but must be received in the laboratory within 1 hr of removal from the refrigerator.

*NOTE: Urine specimens will be **REJECTED** if the urine container is not labeled even if the requisition is in the specimen bag and correctly completed.*

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### 24 HOUR URINE COLLECTION

#### GENERAL OVERVIEW:

- Urine is collected over a 24 hr period to determine renal and metabolic functioning and to plan effective therapeutic interventions.
- Large specimen container is obtained from the PHF Lab.
- Specimen container is placed on ice as soon as the test had been initiated.
- 24 hr urine specimens are not a “clean catch” procedure.

**The 24 hr urine specimen is scheduled to be collected to end on a Monday through Friday when the PHD Laboratory is open.**

### INSTRUCTION FOR 24 HR URINE COLLECTION

- Instruct the patient that a 24 hr urine specimen is being collected and the purpose of the collection.
- Instruct the patient to wash his/her hands prior to and after each urine collection.
- Place **24 HOUR URINE COLLECTION IN PROCESS** signs in the bathroom and over the bed of the patient.
- Instruct the patient to void, discard the urine and note the time of the start of the collection on the large collection container.
- Instruct the patient that, for the next 24 hours, all urine is to be collected in a urinal, bedpan or toilet urine collection hat. No urine is to be voided directly into the toilet.
- Instruct the patient that no toilet tissue or fecal matter is to be collected in the container.
- Instruct the patient to notify his nurse whenever he/she voids during the next 24 hours so that the urine may be added to the large container.
- Keep the large specimen container tightly closed and sitting on ice in a wash basin.
- Replenish the ice as necessary to keep the specimen cold.
- Instruct the patient to void a few minutes before the end of the 24 hours and add this last specimen to the large collection container.
- Deliver the 24 hour collection to the lab ASAP.