

**Title:** **HANDLING OF SPECIMENS IN ENDOSCOPY**

**Responsibility:** Endoscopy Registered Nurse (RN)

**Purpose of Guidelines:** To assure proper care, handling and labeling of all specimens obtained.

**Procedure:**

1. Staff will use two patient identifiers when collecting specimens of any kind from a patient.
2. Specimens will be labeled at the patient's bedside with the patient present.
3. Specimen labels will be printed from EPIC using the Zebra label makers and marked as sent.
  - I. Pathology specimens: Place specimen in the drop-off box in the dirty room for lab to pick up. ~~Photocopy the requisition form and place a copy in the folder located next to the specimen drop-off box.~~ Document the following on the lab specimen log sheet: date, time, number of jars and initials.
  - II. Cytology specimen: The Pathologist in attendance for the procedure will handle specimens and will give preliminary results for the chart. When a pathologist is not involved, the specimen must be delivered to the lab front counter located in the main hospital basement and checked in using the computer by the counter.
  - III. Microbiology specimen: Such as stool aspirate, must be delivered to the laboratory immediately to the front counter and checked in using the computer by the counter.
  - IV. Do not send stool or formalin through the pneumatic tube system.
4. Biopsies must be handled during the procedure only by the person who has collected them.