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| STANDARD WORK |  | | Name of Activity: Labeling Specimens with Laboratory Barcode Labels – Standard Work |
| | | | Role performing Activity: All staff who collect laboratory specimens |
| | | Location: All wards and labs performing phlebotomy with Laboratory barcode labels (generated from LIS) | Department: Pathology and Laboratory Medicine |
| | | Document Owner: Diane Haugrud | Region/Organization where this Standard Work originated: former Saskatoon Health Region |

Standard Work Summary: This document provides direction on specimen procurement.

| Essential Tasks: | |
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| 1. | Identify patient <ul style="list-style-type: none"> • Patient must have an identification band - SHA Policy • Name challenge if possible HSN, first and last name |
| 2. | One set of labels <ul style="list-style-type: none"> • If multiple orders, leave others flipped over • Ensures samples are never mislabeled |
| 3. | Check starred labels <ul style="list-style-type: none"> • Indicates which collection tubes are required |
| 4. | Check comment labels <ul style="list-style-type: none"> • Look for any special handling comments |
| 5. | Label specimen <ul style="list-style-type: none"> • Label specimen <u>at the bedside</u> to keep focus • Use starred labels to label tubes |
| 6. | Initial and time of collection <ul style="list-style-type: none"> • Print your initials and the time of collection in the bottom right hand corner of the DEMOGRAPHIC LABEL only |
| 7. | Count missing labels <ul style="list-style-type: none"> • The number of missing labels should equal the number of samples collected • Double check that all samples are labeled |
| 8. | Send to the lab <ul style="list-style-type: none"> • Fold remaining labels inward and send with labeled specimens together in a tied plastic bag • Never place labels inside bag with ice |