

Safe Work Practice (SWP)

Name of Task: Transportation of Blood and Sputum Samples for diagnostic testing of communicable diseases from the community	
Performed by	
Position/Job: Any staff member providing health care to clients e.g. RN, Outreach Worker, Resource Coordinator	Department/Unit: Population and Public Health Tuberculosis (TB) team
Where task is performed: In the community	When and how often is task performed: as necessary for client care
Equipment required: <ul style="list-style-type: none"> • Outer hard shell box (e.g. blue cooler, reusable if not damaged) • Sealable envelope • Sealable plastic bag (disposable, single use only) • Absorbent pad (disposable, single use only) • Laboratory Requisition Form – Clinical Microbiology Laboratory Test Requisition, DSM 	Tools Required: Permanent Marker
Personal Protective Equipment: <ul style="list-style-type: none"> • Gloves and all other Personal Protective Equipment used to collect blood and/or sputum sample • N95 Mask as necessary 	Hazards: Biological Hazard: Blood and/or sputum sample may be infected with a Communicable Disease
Education and training prerequisites: e.g. instructions or other SWPs→→	<ul style="list-style-type: none"> • Collecting blood and/or sputum samples from patients • Cleaning Blood and Body Fluid Spills • WRHA Blood and Body Fluid Post Exposure Protocol (PEP)
Training and Proficiency:	
<input type="checkbox"/> Read Procedure and Sign <input type="checkbox"/> Demonstrated Competency	
Steps to be taken to complete task safely:	
<i>(clear description in order of steps to follow to safely perform the task. If required add attach an additional form to list all steps) Include do's and don'ts</i>	
1.	Follow the safe work procedure for taking blood and/or sputum samples from patients. Use all appropriate Personal Protective Equipment.
2.	Fill out the Clinical Microbiology Laboratory Test Requisition form. Label the primary container with the following information as per Clinical Microbiology Laboratory requirements: Patient's First and Last Name PHIN Number DOB Type of Specimen Location, Date, and Time of Collection Sample May be Infected with TB Name of Ordering Professional
3.	Once the blood or sputum sample is obtained from the patient, ensure that the primary container (container containing the sample) is sealed properly so that the contents cannot be spilled. Please note: if the contents of the primary container should spill during any of the steps outlined below, please refer to the Cleaning of Blood and Body Fluid Spills Operational Directive. In addition, please complete an INM report and follow the PEP procedures if required.
4.	Wrap the absorbent strip around the primary container.
5.	Insert wrapped primary container into the plastic bag and seal plastic bag. Please note: Only one primary container should be placed into the bag.
6.	Place the requisition form in flap outside of the plastic bag.
7.	On the envelope, using the permanent marker label the envelope with the following information: Type of Specimen Sample May be Infected with TB

8.	Place the plastic bag (with primary container inside the bag) into the envelope.
9.	Place the envelope into the hardshell container. The hardshell container should be put together according to the instructions on the box. Please note: more than one sealed white envelope going to the same HSC laboratory may be placed in the hardshell container. Each envelope must be sealed and properly labeled.
10.	Place the envelope (with plastic bag, requisition and specimen inside) into the hardshell box. Please note: more than one sealed plastic bag to the same HSC laboratory may be placed in hard shell box. Each envelope must be sealed and properly labeled.
11.	Arrange absorbent padding around plastic bag(s) so that sample will not be damaged during transport.
12.	Please make sure that top of hardshell container is secure.
13.	<p>Please ensure that the UN3373 diamond is visible on the outside of the hardshell box. The following information must be placed on the lid of the hardshell box as per laboratory requirements:</p> <p>Diagnostic Specimens Clinical Microbiology Health Sciences Centre (HSC) MS6 120 Sherbrook Street Winnipeg, MB, R3J 1R9</p> <p>Note: the hardshell box is reusable</p>
14.	When placing the box containing the sample into the vehicle, it should be placed under the car seat and be made secure so that it cannot be moved around or jostled during the drive. The box should not be placed on the car seat as it may fall during sudden stops.

Completed By: Deborah Kon	Date Completed: November 20, 2013
Reviewed by:	Review Date:(must be reviewed annually)