INTERDISCIPLINARY CLINICAL

Policy and Procedure

Title:	Laboratory Specimen Acceptance and Rejection for Diagnostic Testing	Number:	CC 85-016
Effective Date:	July 2014	Page	1 of 4
Applies To:	Central Zone		

POLICY

1. Pathology and Laboratory Medicine will comply with standards of accreditation, legislation, regulations, and best practice, thereby providing the highest possible standard of safe patient care.
2. Requisitions, electronic orders, and specimens received in the Laboratory must be assessed to determine if they meet the Laboratory acceptance criteria.
   2.1. If the requisitions, electronic orders and/or specimens do not meet the minimum acceptance requirements the testing will not be performed.

   Exception: Potential negative impact on patient care; e.g., specimen is irretrievable; (Refer to approved exceptions on *Central Zone webpage: Laboratory Irretrievable Specimens Guidelines*.)
3. Individuals or businesses who independently engage in phlebotomy and obtain urine and/or stool samples for the purpose of laboratory testing are required to have an agreement in place with Central Zone prior to the collection of any specimens. See Central Zone webpage: Independent Phlebotomists Information and agreement Independent Phlebotomy Agreement.

DEFINITIONS

Authorized Prescriber

Qualified physicians and dentists licensed to practice medicine or dentistry in the province of Nova Scotia while practicing at a Nova Scotia Health Care organization/facility.

Nurse practitioner registered in the province of Nova Scotia and who has a collaborative practice agreement within Nova Scotia Health.

Qualified physicians who are registered to practice and have requested testing that, under an established agreement with Nova Scotia Health, Central Zone, is referred for testing at the QEII Health Sciences Centre.

> **Note** - Clinical Clerks are not authorized prescribers.
>
> An ordering authorized prescriber is the authorized prescriber who has ordered a diagnostic test, and who is responsible for initiating follow-up of abnormal results.

Requests from Physicians who are registered to practice external to Nova Scotia who have provided their patient with a request for laboratory testing from their home location with testing required for immediate patient management while visiting or travelling though the province of Nova Scotia will be reviewed by the laboratory on a case-by-case basis. These physicians will not be created in the Laboratory Information System database as a recognized authorized prescriber in Nova Scotia.

Irretrievable: The specimen has been acquired through an invasive procedure, or cannot otherwise be repeated or a new specimen may yield significantly different results: Refer to Central Zone laboratory webpage: Laboratory Irretrievable Specimens Guidelines.

Test Order: A test request entered into the LIS that generates a test order.

GUIDING PRINCIPLES AND VALUES

1. An incorrect specimen and/or patient's information or a specimen not meeting acceptable integrity requirements may lead to invalid or incorrect test results.
2. Cancellation and re-collection leads to an additional procedure performed and delay of results that can adversely affect patient care. This re-work adds financial costs to the organization.

PROCEDURE

1. Adhere to the guidelines for appropriately specimen collection. CC 85-015 Laboratory Requisition, Specimen Labeling and Supplementary Requests for Diagnostic Testing policy
2. Be aware that the requisitions, electronic orders and/or specimen deficiencies listed in the Specimen Rejection Criteria may result in rejection of the specimen. Refer to Central Zone webpage: *Laboratory Rejection Criteria*.
3. Once the requisition, electronic orders and specimens are received, the laboratory:

3.1. Ensures the request is from an Authorized Prescriber and follows laboratory procedures for acceptance and rejection.

3.2. Accepts specimens when the CC 85-015 Laboratory Requisition, Specimen Labeling and Supplementary Requests for Diagnostic Testing policy has been adhered to.

3.3. Each laboratory division develops policies and/or procedures for specific specimen acceptance and rejection appropriate for their test requirements. Refer Central Zone webpage: Laboratory Specimen Rejection and Critical Result Value Notification Plan for information on the laboratory's notification plan.

3.4. Accepts specimens not meeting the minimum requirements only when the following approved exceptions occur:

3.4.1. The specimen has been acquired through an invasive procedure and/or is irretrievable.

3.4.2. The test requested is time-specific and result is not reproducible with a re-collection, which may compromise patient care (e.g., drug levels).

3.4.3. Coded specimens for anonymous testing submitted with a unique identifier assigned by a requester.

> **Note:** When an irretrievable specimen is accepted, place a comment on the result so that results can be interpreted appropriately.

3.5. Adheres to the laboratory's Deviation from Policy, Process and Procedure Policy prior to deviating from the standards outlined in this policy.

3.6. Enters all rejected test requests in the Laboratory Information System (LIS); assign a cancellation status to the test order that will be documented on the report.

> **Note:** Rejected specimens and/or requisitions are not returned to the requesting patient care area/location.

3.7. When acceptance criteria are not met, documents events in the Patient Safety Report System.

3.8. Audits rejection rates and event(s) regularly to identify opportunities for improvement.

RELATED DOCUMENTS

Policies

CDHA CH 07-041 Unidentified Patient

CDHA CC 85-079 Venipuncture for Blood Specimen/Blood Culture Collection

CDHA CC 85-015 Laboratory Requisition, Specimen Labeling, Supplementary Requests for Diagnostic Testing

CDHA CC 85-017 Diagnostic Tests - Requesting, Reporting of Results and Follow-up

CDHA CC 85-018 Clinical Laboratory Diagnostic Test Ordering

NSHA CL-SR-025 Client Identification - Policy and Procedure

Other

Central Zone's Laboratory Specimen & Collection Requirements webpages:

- Specimen & Collection Requirements
- Requesting Tests
- Collection
- Rejection Criteria
- Laboratory Utilization
- Laboratory Specimen Rejection and Critical Result Value Notification Plan

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VERSION HISTORY

Version:	Effective:	Approved by:	What's changed:
Original	2014-07	Administrative Director of Pathology and Lab Medicine, Capital Health Chief of Pathology and Lab Medicine	N/A
Revision	2021-08-24	Interim Vice President Operations, Central Zone	• Revised to reflect Central Zone. • Clarified definition of authorized prescriber.