



WORK INSTRUCTIONS

SCOPE

This document provides guidelines for the Labelling and Use of Sample Containers. These instructions are given to the patients orally as well as a written copy is presented on receipt of the relevant sample containers.

RESPONSIBILITIES

It is the responsibility of all laboratory personnel to ensure that they are familiar with and understand the below mentioned instructions, however the Phlebotomist and Customer Service personnel are specifically responsible for the implementation.

Instructions

1. Depending on the instructions on the Doctor's Referral Form (SIIC-EXTF-001), follow the relevant procedure (SIIC-CSX-001,002 or 003) and apply this work instruction where it is indicated that it should be applied.
2. Determine the test that are required by examining (SIIC-EXTF-001) and supply the patient with a suitable container for the sample of the specimen needed for examination. Remember for analysis that require microbiological determination the container should be sterile.
3. The following Oral Instructions should be given to the patient.
 - Label the container with your name, date of birth and the date.
 - For stool place something in the toilet to catch it, such as a potty or an empty plastic container, or spread clean paper or plastic wrap over the rim of the toilet.
 - Make sure the sample does not touch the inside of the toilet.
 - Use a clean spoon or spatula that comes with the sample container provided to place the sample in it screw the lid shut.
 - Put anything you used to collect the sample in a plastic bag, tie it up and put it in a bin.
 - For urine fill at least 2/3 of the container or to the fill line. Do not over fill or the sample may be rejected. Do not allow hands or anything else to touch inside of the cover of the container. Allow the first portion of the urine to go to waste and catch the middle portion of the urine.

- For semen ensure to collect all the ejaculate in the container and fasten the lid, please report if any was spilled. Put sample container in your pocket to keep sample at body temperature and deliver to lab as soon as possible. You can use the wash room on the same floor as the lab for your convenience.
4. It is best practice for a copy of these instructions to be given to the patient however once orally explained the written instructions are not compulsory.
- 5. End of work instructions.**

Please Sign at the back to indicate you have read and understand these instructions.