

Microbiology Specimens and Request form Acceptance Criteria

The laboratory adopts a zero tolerance to specimens received that are not in compliance with this document which is based upon national guidelines:

Specimens for Microbiology

All request forms and sample labels **MUST** have at least the following three points of reference, which are identical on both the form and sample label

1. Patients full name or unique coded identifier (where this applies)
2. Patients date of birth
3. Hospital or NHS number (with the exception of anonymized patients)

At the discretion of the laboratory, samples failing to meet the above criteria may **not** be processed.

Unrepeatable samples that are unlabeled or mislabeled will be processed at the discretion of the Microbiology consultant.

Unlabelled blood cultures, where possible, will need to be labelled by the requesting clinical team. Where this is not possible, the sample will still be processed. Mislabeled blood cultures will only be processed if the requesting clinical team can confirm the identity of the sample and take responsibility for this information.

The following additional information should be provided, but omission will not cause samples to be rejected at present.

- Time and date on sample
- Requesting clinician
- Location for report
- Investigations required
- Gender
- Relevant clinical details
- Relevant medication
- Nature of specimen
- Clinician contact number (bleep or extension)

Clinical information influences the tests performed, and the interpretation of results; inclusion of this information will enhance the quality of the results.

Specimens for CJD, Ebola and other haemorrhagic fevers

Please contact laboratory before taking samples from patients suspected of having these conditions.

Copy to Requests

If a sample requires a copy to be sent to the patient's GP, the name of the GP and GP Surgery must also be on the request form as copies of results can be sent to the wrong GP.

Microbiology will be adopting a zero tolerance on the copy to requests, if the GP name and Surgery are not stated, a copy will not be sent to the GP.