

Policy #:	500 (PLH-500-02)	Effective Date:	9/30/2004	Reviewed Date:	2/4/2011
Subject:	COLLECTION OF SPECIMENS FOR CYTOLOGIC EXAMINATION				
Approved by: Laboratory Executive Director, Ed Hughes (electronic signature)					
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COLLECTION OF SPECIMENS FOR CYTOLOGIC EXAMINATION

Conventional Pap:

1. Write or stamp the patient's name, account number and any other pertinent information on the specimen container and lab request form. The patient's age and LMP along with other related GYN history should be listed on the request.
2. The physician will collect the cell sample by rotating the endocervical brush and/or scraper at the opening of the cervix or vaginal cuff area for post hyst patients.
3. The physician will smear the cells onto one or two slides that have been labeled with the patient's name.
4. Immediately spray fix the slides with the spray fixative.
5. Place the fixed slides in the slide container, seal and take with completed request form to the lab or place in the courier pick-up area.

Materials needed: Microscope slides, Lab request form, Endocervical brush and/or scraper, Spray fixative, Slide transport container

Thin Prep Pap:

1. Write the patient's name on the PreservCyt vial. The lab request should have the patient's name, account number and any other pertinent information like age, LMP along with related GYN history listed.
2. The physician will collect the cell sample by rotating the endocervical brush and/or scraper and/or broom device at the opening of the cervix or vaginal cuff for hyst patients.
3. Deposit the specimen directly into a PreservCyt solution vial.
4. Send to the lab with the request.

Materials needed: PreservCyt Vial, Endocervical brush, scraper, broom Lab request form

Fluids (bronchial wash, effusion, pleural, peritoneal, etc.)

1. Write, or stamp with addressograph, patient's name, room number, hospital number, and other pertinent information on label for specimen container and on laboratory request form.
2. Assist physician as necessary in obtaining specimen.
3. Label specimen.
4. Deliver specimen immediately to the laboratory with a completed request form.

Miscellaneous Smears (bronchial brush, wash, and etc.)

1. Write, or stamp with addressograph, patient's name, room number, hospital number, and other pertinent information on label for specimen container and on laboratory request form.
2. Label the glass microscope slide with the patient's name.
3. When the physician has collected the specimen, spray immediately with the aerosol spray-cyte fixative.
4. Take the specimen with completed request form to the laboratory.

Urine

1. Write, or stamp with addressograph, patient's name, room number, hospital number, and other pertinent information on label for specimen container and on laboratory request form.
2. Collect specimen only during the hours that the cytology laboratory processes specimens. (07:00 - 16:00).
3. Have patient void and discard specimen.
4. Have patient drink three (3) or four (4) glasses of water quickly.
5. One (1) hour later, have the patient void and collect the entire specimen.
6. If patient has an indwelling catheter, empty drainage bag, force fluids as above, then collect specimen.
7. Label specimen and deliver immediately to the laboratory with a complete laboratory request form.

Sputum

1. Write, or stamp with addressograph, patient's name, room number, hospital number, and other pertinent information on label for specimen container and on laboratory request form.
2. Collect the first cough specimen of the early morning for this examination.
3. Have patient to expectorate the saliva in his mouth and discard.
4. Instruct patient to cough as deeply as possible, and expectorate sputum directly into sputum specimen container.
5. Seal container and label specimen.
6. Deliver immediately to the laboratory with a completed request form.

Fine Needle Aspiration

Write or stamp with addressograph the patient's name, room number, hospital account number and other pertinent information on a label for the specimen container and on the laboratory request form. Label four slides with the patient's name. Additional slides may be needed if the lesion produces a cystic type specimen. Assist the physician as needed with the procedure. One drop of the aspirated material should be placed on each slide. These should then be smeared one at a time and immediately spray fixed to prevent air-drying artifact. Any remaining sample can be placed into saline or a PreservCyt vial that is labeled with the patient's name and sent to cytology for a Thin Prep preparation or a cell block. Place the fixed slides into a labeled slide container. Send the specimen with a completed laboratory request to cytology for processing.

Note: Miscellaneous Specimen Types

Specimens from other body sites can be prepared using the above recommendations based on the specimen consistency and whether the specimen will be sent to the lab smeared onto slides or in the fresh state. Please call cytology at 541-6030 if other questions arise.

Call immediately about mislabeled, unlabeled, missing or other specimen problems. The responsibility for the laboratory, accepting the specimen, rest with the nurse or doctor. All communications should be noted, dated and initialed on the requisition.