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MEMORANDUM

DATE: December 14, 2015

TO: All Clinical Educators, Managers, Nurses, Physicians

FROM: Dr. C. Main, A. Elahie, C. McCallum

CC: HRLMP Quality Council members

RE: **Sign Meditech mnemonic or full name AND time of collection to all specimen labels at the time of collection**

The Hamilton Regional Laboratory Medicine Program is preparing for Institute for Quality Management in Healthcare Laboratory Accreditation (formerly Ontario Laboratory Accreditation (OLA)) this coming spring. IQMH requires that:

- 1) Each specimen shall be labelled at the time and point of collection with a firmly attached label containing: (a) the patient's full name and; (b) one other unique identifier such as the admission/identification or accession number and; (c) the date of collection and; (d) **the time of collection.**
- 2) There shall be instructions for **recording the identity of the person collecting the specimen.**

During our accreditation visit in April 2012 we were cited for gaps in identifying the person who collected the specimen, and recording the time of collection on the label. This information is often missing from the labels and our current practice of writing initials on the label does not allow us to consistently identify the person responsible for collection.

In order to address these gaps and ensure our success with IQMH Accreditation, we are requiring:

Each specimen requisition must include the:

- actual time of collection
- specimen collector's identity
(Meditech User ID or full name)

FLINTSTONE, FRED (M000000096)
MI-4Y 4Y-07-BN () DOB: 60M MA000073/08
0110:000001R R# 00002575 MCMASTER MICROBIOLOGY COLB [0846]

Coll Date: 01/10/08 Coll Time/By: 0900 / RUBBLE B
Sp. Instr: GLUR: SEND TO LAB ASAP

Ordered: GLUR, NA, K

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We will be monitoring this practice in **all** HRLMP laboratories effective **November 15, 2015**. It is our goal to perform audits and provide feedback to clinical units about their performance. Please work with your staff to ensure that this best practice is put in place immediately.

The attached coloured posters can be provided to you for posting in your clinical area. Please contact Michelina Bozzo at (bozzom@hhsc.ca) and let her know how many posters you need and where these should be mailed.

Please contact me if you have any questions or concerns about this quality improvement initiative.

Yours sincerely,



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Write the time of collection

and

Meditech Mnemonic

On ALL specimens at time of collection

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- specimen collector's identity
(Meditech User ID or full name)

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Your Meditech mnemonic is
the name you use when
logging into Meditech