

 <p>Connecticut Valley Hospital Nursing Policy and Procedure</p>	<p>SECTION D: PSYCHOLOGICAL ADAPTATION CHAPTER 15: EXAMINATION AND SPECIAL TESTS</p> <p>POLICY AND PROCEDURE 15.4 Chain of Custody Urine Collection</p>
<p>Authorization: Nursing Executive Committee</p>	<p>Date Effective: May 1, 2018 Scope: Registered Nurses and Licensed Practical Nurses</p>

Standard of Practice:

Nursing staff will ensure that a Chain of Custody (COC) urine specimen is that of the designated patient and that the collection process meets procedural and legal requirements.

Standard of Care:

The patient can expect that procedures for collecting urine specimens for drug and/or alcohol analysis will ensure that the specimens are those of the designated individuals.

Policy:

Urine specimens for drug and/or alcohol screens will be collected in accordance with Chain of Custody procedures. The patient must remain present throughout the procedure and specimens will be safeguarded to ensure that they are those of designated individuals.

Procedure:

A. Collection Procedure and Form Completion:

1. Fill in required information on the chain of custody form where indicated and in the proper time sequence.

Complete LABCORP RARITAN Form

STEP 1:

- a. – This form area is preprinted with hospital name, address, building and unit.
- b. – Print Doctor's name and unit/ward.
- c. – Enter MPI #
- d. – Select reason for test, check off "Other Box" to indicate admission or temporary leave.
- e. – Collection site address (preprinted above in section A)
- f. – Donor ID verified by employer representative.

2. Have patient select a collection kit; accompany and observe the collection of 30 ml specimen in provided container, affixed with a temperature strip. Wearing gloves, take possession of specimen immediately. Make sure patient remains with staff during entire procedure.

STEP 2:

Immediately after collecting the specimen, check temperature strip on the collection container. The temperature strip affixed to the collection container must be read within 4 minutes of collection. If the temperature is within specified range of 90 – 100F, check the “YES” box. If the temperature is not within the above range, select the “NO” box and record the temperature here and enter remarks. In the Split Specimen Collection area, check “NO.”

STEP 3:

The collector must affix the bottle seal “A” to the collection container. The collector must date the seal and the donor must initial the seal. The remaining seals can then be discarded. *Note the position of the barcode at bottom right of the form.

STEP 4:

Donor and collector completes information; DONOR NAME, DONOR INITIALS, DONOR SIGNATURE, DATE OF COLLECTION and DONOR BIRTHDATE. Telephone numbers need not be entered.

STEP 5:

The collector should PRINT and SIGN his/her NAME here with DATE and TIME.

The specimen can now be placed in a transport bag with an absorbed pad. Copy #1 is placed in pocket of transport bag and then sent with the specimen to the laboratory. If the specimen is not immediately transported then refrigerate. Copy #2 is placed in the lab section of patient’s medical records. Copies #3 -5 are placed in the shredder bin.

B. Items for Documentation in Patient Medical Record

1. Obtaining the specimen and forwarding to lab.
2. Patient refusal to initial any part of the procedure.
If patient refuses to sign at any point, the procedure will be invalid as a COC. Send urine for testing via routine Hospital urine collection procedure.
3. Specimen temperature out of specified range.
4. Any unusual circumstance in collecting or processing a specimen.
5. Inability to obtain specimen, and the reason.

Call the lab tech for any procedural questions related to the lab kit and forms being used.