The College of Naturopaths of Ontario

Standard of Practice:

Collecting Clinical Samples

Introduction

The intent of this standard is to advise Members of the requirements for collecting clinical samples safely, ethically and competently. This standard applies to the collection of samples for the purpose of point-of-care testing, internal examinations, and for testing as permitted under the Laboratory and Specimen Collection Centre Licensing Act

Definitions

Clinical Sample: for the purpose of this standard is a biological substance, such as blood, saliva or urine, collected from the patient or collected by the patient and provided for clinical analysis.

Equipment, Instruments and Supplies: devices used in the collection of clinical samples. They may be disposable or non-disposable materials.

1. Competency

The Member has the knowledge, skill and judgment necessary to collect clinical samples safely, ethically and competently.

Performance Indicators

Prior to collecting clinical samples, the Member:

- fulfills all requirements for maintenance of competence for performing the procedure (e.g., continuing education, College's Quality Assurance Program)

2. Collecting Clinical Samples

The Member ensures that appropriate clinical sample collection procedures are in place.

Performance Indicators

The Member:

- collects blood samples only for Point of Care Tests authorized in the General Regulation made under the *Naturopathy Act*;
- collects non-blood samples only for Point of Care Tests authorized in the Laboratory and Specimen Collection Centre Licensing Act or the regulation made thereunder;
- collects non-blood samples from an internal examination only for laboratory tests authorized under the Laboratory and Specimen Collection Centre Licensing Act or the regulation made thereunder.
- ensures that any instrument or device used for collecting a sample is used solely for the purpose intended by the manufacturer and in compliance with the manufacturer's specifications;
- develops and maintain policies and procedures to anticipate, recognize, and minimize risks to patients, self

and others associated with collecting clinical samples;
- ensures that appropriate space is allocated to perform the procedure without compromising quality of work, safety of personnel, and patient care;
- ensures that all work areas, equipment and supplies are clean and well maintained and are available in sufficient quantities for their intended use in sample collection, stabilization, transport, and storage;
- ensures that any supplies used have not passed their expiration date;
- uses sterile single-use supplies and ensures they are never re-used;
- disposes of single-use equipment appropriately after each sample collection;
- establishes a process that regularly monitors and demonstrates the proper calibration and functioning of equipment and instruments used in clinical sample collection;
- wears appropriate personal protective equipment (which many include gloves, gowns, eye protection);
- has a protocol for addressing adverse events and recalls of equipment, instruments and supplies;
- ensures that all reusable equipment that comes into contact with a patient is appropriately cleaned and disinfected prior to each use;
- provides the patient with appropriate preparatory instructions with regard to sample collection (e.g., fasting, requirements for specific time of last dose of medication, requirements for collecting a sample at a precise time);
- has procedures in place for the safe collection, handling, storage, and transportation of samples to prevent contamination or deterioration; and
- ensures that an appropriate carrier is used if the sample requires transportation.

3. Labeling

The Member ensures that all required information is included with all clinical samples collected.

Performance Indicators

The Member ensures that clinical samples are labeled during or immediately after the collection procedure and in the presence of the patient.

The following information is included with all clinical samples collected. This information is included on a label affixed to the sample container in a manner that ensures that all the information will be visible.
- first initial and last name of the patient;
- date of birth or unique patient identifier;
- the date and time (where applicable) of collection; and
- the identity, or unique identifier, of the person who collected the sample.

3. Record Keeping

The Member maintains records specific to Clinical Sample Collection.

Performance Indicators

In addition to the College's Standard of Practice for Record Keeping, the Member will document in the patient chart:
- the date of the sample collection;
- the time of the sample collection, where applicable; and
- the identity of the person who collected the sample.

Related Standards & Guidelines

Consent
Delegation

Infection Control
Internal Examinations
Performing Authorized Acts
Point of Care Testing
Record Keeping

Legislative Framework

General Regulation
Laboratory and Specimen Collection Centre Licensing Act
Naturopathy Act, 2007
Professional Misconduct Regulation
Regulated Health Professions Act, 1991
National Standard of Canada CSA-Z22870-07: Point-of-care testing (POCT) Requirements for quality and competency
National Standard of Canada CSA-Z316.7-12: Primary sample collection facilities and medical laboratories – Patient safety and quality of care – Requirements for collecting, transporting, and storing samples
Ministry of Health and Long-Term Care *Point-of-Care Testing Policy and Guideline for Hospitals with a Licensed Laboratory*
Guideline C-4: The Management of Biomedical Waste in Ontario (2009

Disclaimer
In the event of any inconsistency between this standard and any legislation that governs the practice of Naturopathic Doctors, the legislation shall govern.