Policy · SPC-POL-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 19.2

At a glance

- Each specimen type has a written collection procedure, from the receiving laboratory.
- The procedure names the right container, the correct timing and the right preservation.
- Staff collect only the specimen types they have a procedure for.
- A procedure that is missing for a type is raised with the laboratory before collection.
- Stop and get help straight away if: a specimen is collected with no procedure, or in the wrong container.

1. Purpose

To make sure every specimen is collected in the right container, at the right time and with the right preservation (19.2).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

Each specimen type needs its own container, timing and handling. Collecting it wrongly gives a result that is false, even though the sample looks fine.

5. Responsibilities

Role	Responsibility	Competence
Collection point lead	Owns the procedures and their use	Clinician or manager
Collecting staff	Follow the procedure for each specimen	Staff

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Use the procedure.

- Use the written procedure for the specimen type being collected.

Key point: Procedure used.

Step 2. Check container and timing.

- Check the container, the timing and the preservation before collection.

Key point: Checked.

Step 3. Raise gaps.

- Raise any missing procedure with the receiving laboratory before collection.

Key point: Raised.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Collections made to the written procedure	100%	Monthly	Collection point lead	Escalate to medical director

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
SPC-FRM-002	Collection audit record	Record

17. Evidence

Reference	Note
E-009	
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- Pre-Examination: Specimen Pathway (LAB-06)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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