

Specimen Collection: Nose and Throat Swabs (AUS and NZ)

Checklist

	S = Satisfactory U = Unsatisfactory NP = Not Performed			
Step	S	U	NP	Comments
Identified the indication/rationale for nose/throat swab collection by assessing the person’s clinical condition.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ensured that the request form was completed in full with at least three approved patient identifiers, specimen type, requested test(s), appropriate clinical information and signed and dated by the requesting medical practitioner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Gathered the necessary equipment and supplies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Performed hand hygiene.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Step	S	U	NP	Comments
Engaged in therapeutic communication.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1. Introduced self (name and function/designation).				
2. Confirmed the person's identity (minimum of three identifiers: e.g. full name, date of birth, medical record number).				
3. Stated intent, outlined the procedure and answered any questions.				
Gained consent (from the patient and/or caregiver).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ensured the privacy and comfort of the patient.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Helped the person to sit upright.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ensured a good light source.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Performed hand hygiene and applied PPE as required by the person's condition in accordance with standard or transmission-based precautions. Additional PPE may have been required for those on droplet or airborne precautions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Assessed the nasal mucosa, sinuses and/or throat, noting any reddened areas with lesions, inflammation or visible exudate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Step	S	U	NP	Comments
Opened the sterile swab specified by the pathology service provider without touching the swab itself or the inside of the container.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Collected the swab as per local policies and guidelines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<ol style="list-style-type: none"> Performed the following steps for a throat swab. <ol style="list-style-type: none"> Instructed the person to open their mouth widely and slightly depressed the tongue with the tongue depressor. Quickly, but gently, rubbed the swab over the prescribed area, usually the posterior pharyngeal wall and/or tonsillar regions or any area with lesions, inflammation or visible exudate. Performed the following steps for a nasal swab. <ol style="list-style-type: none"> Carefully inserted the swab into the anterior nare (nostril) until it reached the portion of mucosa that was inflamed or contained exudate. Rotated the swab quickly but gently over the inflamed or exudative area. Stated intent, outlined the procedure and answered any questions. 				
Inspected the specimen/sample for colour and consistency and noted any unusual odour.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Step	S	U	NP	Comments
Put the swab inside the container without contaminating the exterior with specimen/sample matter and secured the lid. Ensured the swab was positioned within the transport medium if present.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Offered the person tissues to blot their nose and attended to mouth care as appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Removed gloves, disposed of PPE and attended to hand hygiene according to the '5 moments for hand hygiene'.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Labelled the specimen container with at least three approved patient identifiers, specimen type, collection site, date and time of specimen/sample collection and specimen/sample number (if a series of specimens was being collected).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Ensured the person was safe, positioned comfortably and had access to the call bell and personal items.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Completed the request form by adding date and time of specimen collection, and if appropriate, collection site and specimen number (if a series of specimens was being collected). Signed, printed name and provided contact details to finalise, if mandated by local protocol.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Step	S	U	NP	Comments
Placed the specimen container in a designated specimen transport bag, sealed it and inserted the request form into the pocket of the bag. Packaged specimens/samples for urgent transport or processing, according to local protocol.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Initiated immediate transport of the specimen/sample to the receiving laboratory, if urgent, or placed the correctly labelled specimen/sample under suitable storage conditions in a designated area to await transport.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Documented the specimen/sample collection and any associated observations. Reported any adverse events during collection according to local policies and guidelines. Ensured that the specimen number was documented if a series of specimens was being collected.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Learner: _____ Signature: _____

Evaluator: _____ Signature: _____

Date: _____