

Specimen Collection: Sputum (Home Health Care) – CE

CHECKLIST

S = Satisfactory **U** = Unsatisfactory **NP** = Not Performed

| Step | S | U | NP | Comments |
|--|---|---|----|----------|
| Performed hand hygiene and donned gloves and appropriate PPE based on the patient's signs and symptoms and indications for isolation precautions. Took airborne precautions when caring for a patient who was suspected of having TB or other airborne transmissible diseases. | | | | |
| Introduced yourself to the patient, family, and caregivers. | | | | |
| Verified the correct patient using two identifiers. | | | | |
| Explained the procedure to the patient, family, and caregivers and ensured that the patient agreed to treatment. | | | | |
| Verified the practitioner's order and assessed the patient for pain. | | | | |
| Prepared an area in a clean, convenient location and assembled the necessary supplies. | | | | |
| Checked the practitioner's orders for the type of sputum analysis and specifications. | | | | |
| Assessed the patient's level of understanding of the procedure and its purpose. | | | | |
| Determined when the patient last ate a meal or had a tube feeding. | | | | |
| Assessed the patient's respiratory status, including respiratory rate, depth, pattern, and color of mucous membranes. | | | | |
| Determined the patient's ability to assist with the collection of the specimen. | | | | |
| Provided privacy for the patient. | | | | |
| Positioned the patient in the high-Fowler or semi-Fowler position for specimen collection. | | | | |
| Instructed a patient who had a surgical incision or localized area of discomfort to place his or her hands firmly over the affected area or to place a pillow over the area. | | | | |
| Sputum Collection Using the Coughing and Expectorating Method | | | | |
| If not already done, performed hand hygiene and donned gloves. | | | | |

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| Provided the patient with the appropriate specimen container. Instructed him or her not to touch the inside of the container. | | | | |
| Instructed the patient to take a slow deep breath and to cough after a full inhalation. | | | | |
| Instructed the patient to expectorate sputum directly into the specimen container. | | | | |
| Instructed the patient to repeat coughing until a minimum of 5 ml of sputum was collected. | | | | |
| Secured the top on the specimen container tightly. | | | | |
| Wiped any sputum present on the outside of the container with a disinfectant wipe. Ensured that the container was tightly closed before wiping. | | | | |
| Offered the patient tissues after he or she expectorated. Disposed of the tissues in an emesis basin or appropriate waste receptacle. | | | | |
| Offered the patient mouth care, if desired. | | | | |
| In the presence of the patient, labeled the specimen per the organization's practice. | | | | |
| Placed the labeled specimen in a biohazard bag and transported it to the laboratory immediately per the organization's practice. | | | | |
| Observed the character of sputum, noting the color, consistency, volume, viscosity, and presence of blood. Reported unusual sputum characteristics or changes in the characteristics of the sputum to the practitioner. | | | | |
| Referred to the laboratory reports for the test results. | | | | |
| 1. Reported abnormal findings to the practitioner. | | | | |
| 2. Initiated appropriate isolation techniques if an AFB sputum culture was positive. | | | | |
| Evaluated the patient's ability to describe and demonstrate the sputum collection process. | | | | |
| Assessed pain, treated if necessary, and reassessed. | | | | |

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| Discarded or stored supplies, removed PPE, and performed hand hygiene. | | | | |
| Documented the procedure in the patient's record. | | | | |
| Sputum Collection Using Suctioning | | | | |
| Prepared the suction machine or device, if available, and ensured that the suction source was functioning properly. | | | | |
| Connected the suction tubing to the adapter on the sputum trap. | | | | |
| If using a sleeved suction catheter, removed the suction tubing from the end of the catheter and connected it to the sputum trap. | | | | |
| If not already done, performed hand hygiene and donned gloves. Donned sterile gloves and eye protection (if not already done) if a regular sterile suction catheter would be used. | | | | |
| Connected the regular sterile suction catheter or the end of the sleeved suction catheter to the rubber tubing on the sputum trap. | | | | |
| Applied a water-soluble lubricant to the end of the suction catheter. | | | | |
| Instructed the patient to breathe normally during suctioning. Explained to the patient that he or she might cough. | | | | |
| Gently inserted the tip of the suction catheter through the nasopharynx, endotracheal tube, or tracheostomy tube without applying suction. | | | | |
| Advanced the catheter into the trachea gently and quickly. | | | | |
| Applied suction by placing the thumb of the nondominant hand over the suction port of the regular suction catheter or by depressing the suction button of the sleeved suction catheter for 10 to 15 seconds as the patient coughed. Collected 5 to 10 ml of sputum. | | | | |
| Applied suction only while withdrawing the catheter from the insertion site. Maintained sterility when suctioning the endotracheal or tracheostomy tube site. Limited the duration of each suction pass to less than 15 seconds | | | | |

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| and limited the number of passes to a maximum of three. If the patient became hypoxic during the procedure, discontinued the procedure immediately and provided supplemental oxygen. | | | | |
| Observed and monitored the patient’s respiratory status throughout the procedure, especially during suctioning. | | | | |
| Observed the patient for anxiety or discomfort. | | | | |
| Released the suction and withdrew the catheter. | | | | |
| Turned off the suction source. | | | | |
| Evaluated the patient immediately after the procedure. Noted any dyspnea or signs of hypoxia. | | | | |
| Detached the catheter from the specimen trap. | | | | |
| 1. Disposed of the catheter in an appropriate receptacle if using a regular suction catheter. | | | | |
| 2. Reconnected the suction tubing to the end of the catheter if using a sleeved suction catheter. | | | | |
| Detached the suction tubing and connected the rubber tubing on the sputum trap to the plastic adapter. | | | | |
| Wiped off any sputum present on the outside of the sputum trap with a disinfectant wipe. Ensured that the sputum trap was tightly sealed before wiping. | | | | |
| Offered the patient tissues after suctioning. Disposed of the tissues in the emesis basin or appropriate waste receptacle. | | | | |
| Offered the patient mouth care, if desired. | | | | |
| In the presence of the patient, labeled the specimen per the organization’s practice. | | | | |
| Placed the labeled specimen in a biohazard bag and transported it to the laboratory immediately per the organization’s practice. | | | | |
| Observed the character of sputum, noting the color, consistency, volume, viscosity, and presence of blood. Reported unusual sputum characteristics or changes in the | | | | |

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| characteristics of the sputum to the practitioner. | | | | |
| Referred to the laboratory reports for the test results. | | | | |
| 1. Reported abnormal findings to the practitioner. | | | | |
| 2. Initiated appropriate isolation techniques if an AFB sputum culture was positive. | | | | |
| Evaluated the patient’s ability to describe and demonstrate the sputum collection process. | | | | |
| Assessed pain, treated if necessary, and reassessed. | | | | |
| Discarded or stored supplies, removed PPE, and performed hand hygiene. | | | | |
| Documented the procedure in the patient’s record. | | | | |

Learner: _____ Signature: _____

Evaluator: _____ Signature: _____

Date: _____