

# Specimen Collection: Nose and Throat (Ambulatory)- CE

## CHECKLIST

S = Satisfactory      U = Unsatisfactory      NP = Not Performed

Step	S	U	NP	Comments
Performed hand hygiene.				
Introduced self to the patient.				
Verified the correct patient using two identifiers.				
Explained the procedure to the patient and ensured that he or she agreed to treatment.				
Ensured that evaluation findings and laboratory results were communicated to the clinical team leader per the organization's practice.				
Determined the patient's understanding of the purpose of the procedure and his or her ability to cooperate.				
Evaluated the patient's nasal mucosa, posterior pharynx, and sinuses and observed for any drainage.				
Checked the practitioner's order for the type of specimen ordered and specifications.				
Obtained assistance for collecting the throat specimen as needed.				
<b>Collecting a Throat Specimen</b>				
Performed hand hygiene and donned gloves and appropriate personal protective equipment (PPE) based on the patient's signs and symptoms and indications for isolation precautions.				
Verified the correct patient using two identifiers.				
Explained the procedure to the patient and ensured that he or she agreed to treatment.				
Instructed the patient to sit erect in a bed or in a chair, and faced him or her. Had a patient who was acutely ill or a young child lie back against the bed with the head of the bed raised.				
Had the swab and the sterile tube or culture tube ready for use. If using a prepackaged swab in a tube, loosened the top so the swab could be removed easily.				
Instructed the patient to tilt his or her head back. If the patient was in a bed, placed a pillow behind his or her shoulders.				
Asked the patient to open his or her mouth and say "ah."				

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Depressed the anterior third of the tongue with a tongue blade and observed for inflamed areas of the pharynx or tonsils. Illuminated the area with a penlight as needed. Did not place the tongue blade along the back of the tongue. If the patient gagged, removed the tongue blade and allowed the patient to relax before reinserting it.				
Inserted the swab without touching the lips, teeth, tongue, cheeks, or uvula.				
Gently but quickly swabbed the tonsillar area from side to side, contacting any inflamed or purulent sites.				
Carefully withdrew the swab without touching the oral structures.				
Inserted the swab immediately into the sterile tube or culture tube and pushed the tip into the liquid medium at the bottom of the tube or followed instructions specific to specimen collection per the organization's practice.				
Placed the top securely on the culture tube.				
In the presence of the patient, labeled the specimen per the organization's practice.				
Prepared the specimen for transport. Placed the labeled specimen in a biohazard bag.				
Transported the specimen to the laboratory immediately per the organization's practice.				
Discarded supplies, removed PPE, and performed hand hygiene.				
Documented the procedure in the patient's record.				
<b>Collecting a Nasal Specimen for Culture</b>				
Performed hand hygiene and donned gloves and appropriate PPE based on the patient's signs and symptoms and indications for isolation precautions.				
Verified the correct patient using two identifiers.				
Explained the procedure to the patient and ensured that he or she agreed to treatment.				
Instructed the patient to sit erect in a bed or in a chair, and faced him or her. Had a patient who was acutely ill or a young child				

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lie back against the bed with the head of the bed raised.				
Had the swab and the sterile tube or culture tube ready for use. If using a prepackaged swab in a tube, loosened the top so the swab could be removed easily.				
Asked the patient to occlude each nostril one at a time and exhale.				
Positioned the patient with his or her head tilted back and used a penlight to check the nasal passages for patency. If the patient was on a bed, placed a pillow behind his or her shoulders.				
Carefully inserted the swab into the nostril until it reached the portion of mucosa that was inflamed or contained exudate. Rotated the swab quickly and gently.				
Removed the swab without touching the sides of the nose.				
Offered the patient a facial tissue to blow his or her nose if needed.				
Inserted the swab into the sterile tube or culture tube and pushed the tip into the liquid medium at the bottom of the tube or follow instructions specific to specimen collection per the organization's practice.				
Placed the top securely on the tube.				
In the presence of the patient, labeled the specimen per the organization's practice.				
Prepared the specimen for transport. Placed the labeled specimen in a biohazard bag.				
Transported the specimen to the laboratory immediately per the organization's practice.				
Discarded supplies, removed PPE, and performed hand hygiene.				
Documented the procedure in the patient's record.				
<b>Collecting a Nasopharyngeal Specimen for Culture: Swab Method</b>				
Performed hand hygiene and donned gloves and appropriate PPE based on the patient's signs and symptoms and indications for isolation precautions.				
Verified the correct patient using two identifiers.				

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Explained the procedure to the patient and ensured that he or she agreed to treatment.				
Instructed the patient to sit erect in a bed or in a chair, and faced him or her. Had a patient who was acutely ill or a young child lie back against the bed with the head of the bed raised.				
Had the nasopharyngeal swab and the sterile tube or culture tube ready for use. If using a prepackaged swab in a tube, loosened the top so the swab could be removed easily.				
Positioned the patient with his or her head tilted back and used a penlight to check the nasal passages for patency. If the patient was on a bed, placed a pillow behind his or her shoulders.				
Gently advanced the swab to the nasopharynx until resistance was met.				
Rolled the swab and allowed it to remain in place for several seconds.				
Inserted the swab into the sterile tube or culture tube and pushed the tip into the liquid medium at the bottom of the tube or follow instructions specific to specimen collection per the organization's practice.				
Placed the top securely on the sterile tube or culture tube.				
Offered the patient a facial tissue to blow his or her nose if needed.				
In the presence of the patient, labeled the specimen per the organization's practice.				
Prepared the specimen for transport. Placed the labeled specimen in a biohazard bag.				
Transported the specimen to the laboratory immediately per the organization's practice.				
Discarded supplies, removed PPE, and performed hand hygiene.				
Documented the procedure in the patient's record.				
<b>Collecting a Nasopharyngeal Specimen for Culture: Wash Method with Suction</b>				
Performed hand hygiene and donned gloves and appropriate PPE based on the patient's signs and symptoms and indications for isolation precautions.				

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Verified the correct patient using two identifiers.				
Explained the procedure to the patient and ensured that he or she agreed to treatment.				
Instructed the patient to sit erect in a bed or in a chair, and faced him or her. Had a patient who was acutely ill or a young child lie back against the bed with the head of the bed raised.				
Attached the suction catheter to the suction specimen trap. Attached the specimen trap to the suction connecting tubing and adjusted the suction.				
Drew up 1.5 ml of sterile nonbacteriostatic 0.9% sodium chloride solution into a 3-ml syringe.				
Instructed the patient to tilt his or her head back. If the patient was in a bed, placed a pillow behind his or her shoulders.				
Using the syringe, inserted 1 to 1.5 ml of sterile nonbacteriostatic 0.9% sodium chloride solution into each nostril.				
Inserted the suction catheter into one nostril and suctioned secretions.				
Repeated the procedure for the other nostril per the practitioner's order.				
Removed the specimen trap from the suction tubing and secured the ends per the manufacturer's instructions.				
Offered the patient a facial tissue to blow his or her nose if needed.				
In the presence of the patient, labeled the specimen per the organization's practice.				
Prepared the specimen for transport. Placed the labeled specimen in a biohazard bag.				
Transported the specimen to the laboratory immediately per the organization's practice.				
Discarded supplies, removed PPE, and performed hand hygiene.				
Documented the procedure in the patient's record.				

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Learner: \_\_\_\_\_ Signature: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_