

Specimen Collection: Sputum by Suction (Respiratory Therapy)

Checklist

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

Step	S	U	NP	Comments
Performed hand hygiene and donned PPE as indicated for needed isolation precautions.				
Introduced self to the patient.				
Verified the correct patient using two identifiers.				
Verified the practitioner's order for the type of sputum analysis and specifications.				
Assessed when the patient last ate a meal (nasopharyngeal suctioning).				
Determined the type of patient assistance needed to obtain a specimen.				
Assessed the patient's respiratory status, including respiratory rate, depth, pattern, and color of mucous membranes.				
Assessed the patient's oxygenation status.				
Instructed the patient to breathe normally during suctioning to prevent hyperventilation.				
Assessed the patient for signs of hypoxemia and hypercapnia.				
Prepared the suction machine or device and determined whether it functions properly.				
Set the suction regulator to 100 to 150 mm Hg for adults.				
Performed hand hygiene and donned gown, mask, eye protection or face shield, and gloves.				
Explained the procedure to the patient and ensured that he or she agreed to treatment.				
Positioned the patient in high-Fowler or semi-Fowler position.				
Connected the suction tubing to the adapter on the sputum trap. If using a sleeved suction catheter, removed the suctioning tubing from the end of the catheter and connected it to the sputum trap.				
If using a regular sterile suction catheter, removed gloves, performed hand hygiene, donned sterile gloves, and avoided contaminating the outside of the container.				
Connected the regular sterile suction catheter or the end of the sleeved suction catheter to the rubber tubing on the sputum trap.				
Auscultated the patient's breath sounds.				

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Preoxygenated the patient for 30 to 60 seconds.				
Gently inserted the tip of the suction catheter through the endotracheal tube, nasopharynx, or tracheostomy tube without applying suction.				
Advanced the catheter into the trachea gently and quickly.				
As the patient coughed, applied suction and gently withdrew the catheter.				
Limited the aspiration time to 15 seconds or less.				
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.				
Released suction and removed the catheter.				
Continued the procedure until enough of a specimen had been collected.				
Detached the catheter from the specimen trap.				
If using a regular suction catheter, disposed of it in the appropriate receptacle.				
If using a sleeved suction catheter, reconnected the suction tubing to the end of the catheter.				
Secured the top of the specimen container tightly. For the sputum trap, detached the suction tubing and connected the rubber tubing on the sputum trap to the plastic adapter.				
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.				
If the specimen required ice for transport, placed the specimen in a biohazard bag then placed the bag with the specimen into a second biohazard bag filled with ice slurry.				
Immediately transported the specimen to the laboratory.				
Oxygenated the patient as needed.				
Observed the patient's respiratory status throughout the procedure, especially during suctioning.				
Auscultated the patient's breath sounds.				

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Observed the patient for anxiety or discomfort.				
Observed the patient for signs or symptoms of pain. If pain was suspected, reported it to the authorized practitioner.				
Discarded supplies, removed PPE, and performed hand hygiene.				
Documented the procedure in the patient's record.				

Learner: _____ Signature: _____

Evaluator: _____ Signature: _____

Date: _____