

# Endoscopy Suite: Specimen Handling and Management

## Site Applicability

Endoscopy Suite MSJ and SPH

## Practice Level

RN

LPN (MSJ) – LPNs who have been oriented to and work in the MSJ Endoscopy Suite

## Need to Know

**Clinical Indication:** This guideline applies to specimens collected in the Endoscopy Suite at MSJ and SPH.

## Procedure

### Steps

1. The endoscopy nurse will verify the correct patient label(s) are on the specimen container(s) and will confirm the label(s) match the requisition and documented on the endoscopy record.
2. For specimens that are to be preserved in 10% formalin, the volume of formalin should be 10 times the volume of the specimen whenever possible.
3. During an endoscopy procedure, the physician may determine that there is reason to send a specimen for identification or analysis. Therefore, the endo nurse **must always confirm the decision to send or discard tissue/devices with the surgeon.**
4. The endoscopy nurse is responsible for delivering the specimen(s) to the Endoscopy Specimen collection bin and for handling specimen(s) correctly.
5. The endoscopy nurse delivering the specimens to the Endoscopy Specimen Collection Bin is responsible for documenting in the Endoscopy Specimen Log Book.
6. Information documented in the Endoscopy Specimen Log Book includes:
  - a. Patient Label (Indicate the number of specimens on the label. The lab personnel track all specimens via the Endoscopy Specimen Log Book)
  - b. Date and time specimens put in Specimen Collection Bin
  - c. Number of specimen containers to be collected
7. Tissues, bodily fluids, devices, or implants removed in the procedure become the property of the hospital and may be used for the purpose of teaching or research, as approved by the hospital (see Consent to Treatment - form MR002).
8. The confirmation of specimen(s) will be included in the debriefing phase of the Endoscopy Safety Checklist.

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9. Excess tissue requiring discard will be placed in an anatomical waste bag/bin (red, single use with biohazard symbol).

### Documentation

Procedure Documentation (Form No. PHC-GI008): Document the number of biopsies and polypectomies on page 3.

Pathology Surgical Requisition (Form No. LA124): The physician is responsible for reviewing and completing the requisition for any specimens collected, including pathology and cytology.

### Patient/Family Education

Refer to post procedure education given at discharge

### Related Documents

1. Pathology and Laboratory Medicine on-line manual <http://phc-connect/programs/pathology/Pages/default.aspx>
2. [B-00-13-10042](#) – Surgical Specimen Handling
3. [B-00-11-10110](#) – Consent to Health Care Policy, and Form -Consent To Treatment PHC-MR002
4. [B-00-13-10185](#) - Safety Checklist (Procedural) for PHC Endoscopy /GI Suites

### References

1. Rothrock, J.C. (ed.) (2015). Alexander's Care of the Patient in Surgery (14<sup>th</sup> ed.). Care and handling of specimens, pp. 32-33.
2. ORNAC. (2015). The ORNAC Standards for Perioperative Registered Nursing Practice (12<sup>th</sup> ed.), pp.197-200.

### Groups/Persons Consulted:

PHC Team Lead - Anatomic Pathology  
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