

## Standard Operating Procedure

# Perioperative Specimen Runner

Date: February<sup>th</sup> 2022

### Team Members Performing: Specimen Runner for Perioperative OR

#### I. PURPOSE:

To ensure all anatomical specimens collected for Surgical Pathology analysis are safely identified, labeled, and handled to provide safe patient care.

#### II. PROCESS:

The Perioperative Specimen Runner ensures that every specimen has a label and the appropriate requisition. A verification is performed between the circulator and the specimen runner to compare the specimen requisition and the specimen label using two patient identifiers, the specimen name, urgency, and destination. If multiple specimens for the same patient are required, and the specimens are sent at separate times during the procedure, a separate requisition must accompany each specimen sent to the appropriate laboratory department.

#### III. PROCEDURE:

##### A. Handling:

1. Prior to the arrival of the Specimen Runner, the Circulator must have every specimen placed in a labeled container and the requisition has been completed. Information shared between the Circulator and the Runner includes a review validation of the Patient Name, MRN (Medical Record Number), Name of the Specimen, Urgency, and the Specimen Destination on both the specimen requisition and the specimen label. The appropriate lab form for the specimen is completed and accompanies the specimen.
2. All staff must wear gloves when handling specimen containers, and check that the containers are sealed tight.
3. The exteriors of all containers are clean of blood and body fluids.
4. If specimens will be tested in multiple locations, they must have the appropriate requisitions included in the specimen bag. For example: if an anatomical pathology specimen is going to Surgical Pathology and Micro, both requisitions

need to accompany the specimen, and they will be dropped off to the Surgical Pathology staff to manage the next location.

**B. Specimen Runner Workflow:**

1. Once a specimen runner has been requested, the Dispatcher will assign the task to the selected Runner and inform them either by iPhone/Rover or Push to Talk device, the location, OR #, urgency and the specimen destination. The staff are expected to immediately report to the OR room.
2. The Specimen Runner responds to the Dispatcher via iPhone/Rover or Push to Talk devices, and accepts the assignment.
3. When entering the OR the Specimen Runner will introduce themselves and state they are here for a specimen pickup.
4. Once the handover has been completed, the Specimen Runner takes the specimen from the circulator.
6. The Specimen Runner will deliver the specimen to the designated location on the requisition for drop off.
7. Depending on the drop-off location the processes might vary. Detailed processes are included under Section III-C.
8. The Specimen Runner will alert the Dispatcher either by iPhone/Rover or Push to Talk device, when the specimen run has been completed.

**IV. Locations-Specific Processes:**

**A.**

Test/Specimen	Location	Drop Off Process
Anatomical Pathology	Lab: Surgical Pathology	Log in the date/time/VUnet ID, and place Patient Sticker in the logbook, on the counter. <i>Remove pink copy of requisition and bring back to OR.</i>
	3rd Floor, Rm <b>3123</b>	Hand specimen to Lab technician behind the counter.
COVID Test Drop Off	Lab: Specimen Receiving, TVC 4 <sup>th</sup> floor Rm <b>4606</b>	Hand Specimen bag to the technician with patient sticker, and ask to timestamp receipt.
Frozen Specimen	Lab: Surgical Pathology	Log in the date/time/VUnet ID, and place Patient Sticker in the logbook, on the counter. <i>Remove pink copy of requisition and bring back to OR.</i>
	3 <sup>rd</sup> Floor VUH, Rm <b>3123</b>	Hand specimen to Lab technician behind the counter.

Needle Stick	Lab: Specimen Receiving, TVC 4 <sup>th</sup> floor Rm 4606	Hand Specimen bag to the technician with patient sticker, and ask to timestamp the receipt.
PTH: Parathyroid	Lab: Esoteric, TVC 4 <sup>th</sup> floor, Column E 15	Hand specimen to technician with patient sticker.

**V. Education Required:** Review of Standard Operating Procedure is completed in the Learning Exchange.

**VI. Lead Author and Content Experts:**

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**VII. Endorsement:**

Perioperative Executive Committee

**VIII. Approval:**

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**IX. References:**

VUMC Policy Manual. Retrieved from <https://vanderbilt.policytech.com>

Clinical Category:

[Submission of Surgical Specimens to Pathology](#)

[Labeling of Laboratory Specimens \(SOP\)](#)

**Patient Care Services: Scheduling Process**

**Perioperative Services:**

**Perioperative Services SOP – Intraoperative Circulator/Scrub Technician/Specimen**

**Runner Handoff Communication Human Resources Policy Manual:**

**HR-Hours of Work**