

## Checklist: Collecting a Routine Urine Specimen

Collecting a Routine Urine Specimen	Able to Perform	Unable to Perform
1. Carry out initial procedure actions.	<input type="checkbox"/>	<input type="checkbox"/>
2. Assemble equipment: <ul style="list-style-type: none"> <li>– Disposable gloves</li> <li>– Bedpan/Urinal with cover</li> <li>– Bed protector</li> <li>– Toilet tissue</li> <li>– Small plastic bag</li> <li>– Specimen container and cover</li> <li>– Label, including:               <ul style="list-style-type: none"> <li>– Patient’s full name</li> <li>– Room number</li> <li>– Facility identification</li> <li>– Date and time of collection</li> <li>– Physician’s name</li> <li>– Examination to be done</li> <li>– Other information requested or required</li> </ul> </li> <li>– Graduated pitcher</li> <li>– Laboratory requisition slip, properly filled out</li> <li>– Biohazardous specimen transport bag.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
3. Prepare the label information before collection and label the specimen immediately after collection according to facility policy.	<input type="checkbox"/>	<input type="checkbox"/>
4. Wash your hands and put on gloves.	<input type="checkbox"/>	<input type="checkbox"/>
5. Provide privacy.	<input type="checkbox"/>	<input type="checkbox"/>
6. If the patient cannot ambulate, offer the bedpan or urinal. <ul style="list-style-type: none"> <li>– Do not place toilet tissue in the urine specimen. Provide a small plastic bag in which to place the soiled tissue.</li> <li>– After the patient has voided, cover the pan and place it on the bed protector on the chair.</li> <li>– Remove your gloves and dispose of them properly. Offer wash water to the patient. (Leave gloves on and use standard precautions if you will be assisting with perineal care.)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
7. If the patient can ambulate to the bathroom, place a specimen collector in the toilet. Assist the patient to the bathroom. Ask the patient to void into the specimen collector. Remind the patient to discard soiled toilet tissue in the plastic bag provided. Do not place tissue in the collector. Observe urine color, clarity, odor, and amount and report abnormalities according to facility policy	<input type="checkbox"/>	<input type="checkbox"/>
8. Remove your gloves and dispose of them properly. Wash your patients hands.	<input type="checkbox"/>	<input type="checkbox"/>
9. Wash your hands and put on fresh gloves. Remove the specimen collector from the toilet. If the patient is on I&O, note the amount of urine. If the patient used a bedpan, pour the urine into a graduated container to measure it. Note the amount. Remove your gloves and discard them according to facility policy. Wash your hands.	<input type="checkbox"/>	<input type="checkbox"/>
10. Place the cap inside up on a clean, dry surface. Do not touch the inside of the cap or container. Place the specimen container on a clean paper towel on the counter.	<input type="checkbox"/>	<input type="checkbox"/>
11. Put on gloves. Hold the specimen container in one hand or leave it on the paper towel, and steady it with your other hand so it does not tip. Fill the specimen container 50% full of urine. Discard remaining urine into the toilet.	<input type="checkbox"/>	<input type="checkbox"/>
12. Remove and discard your gloves according to facility policy.	<input type="checkbox"/>	<input type="checkbox"/>
13. Wash your hands.	<input type="checkbox"/>	<input type="checkbox"/>

14. Place the cap on the specimen container. Do not contaminate the outside of the container. Attach the completed label to the container. Place the specimen container in a biohazardous specimen transport bag and attach a laboratory requisition slip.	<input type="checkbox"/>	<input type="checkbox"/>
15. Carry out ending procedure actions.	<input type="checkbox"/>	<input type="checkbox"/>
16. Follow facility policy for transporting the specimen to the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>