

Skills Checklist: Collecting a Sputum Specimen

Nursing Assistant's Name:

Reviewer Name:

| Procedure Steps | Performed | Performed, but needs improvement | Did not Perform |
|---|-----------|----------------------------------|-----------------|
| Carry out Initial Steps | | | |
| Feedback | | | |
| Assemble equipment: • Disposable gloves • Mask, eye protection, gown if spraying of sputum is likely • Sterile container and cover for specimen • Glass of water • Label, including: – Patient's full name – Room number – Patient number – Date and time of collection – Physician's name – Examination to be done – Other information as requested • Tissues • Emesis basin • Biohazard specimen transport bag • Laboratory requisition | | | |
| Feedback | | | |
| Wash your hands and put on disposable gloves | | | |
| Feedback | | | |
| Ask the patient to rinse their mouth with water and spit into the emesis basin | | | |
| Feedback | | | |
| Ask the patient to breathe deeply and then cough deeply to bring up sputum. The patient spits the sputum into the container | | | |

| | | | |
|---|--|--|--|
| a. While coughing, have the patient cover their mouth with a tissue to prevent the spread of infection b. Collect one to two tablespoons of sputum unless otherwise ordered. c. Do not contaminate the outside of the container d. Avoid touching the inside of the container or lid. Instruct patient not to touch the inside of the container or lid | | | |
| Feedback | | | |
| Remove your gloves and discard them according to facility policy | | | |
| Feedback | | | |
| Wash your hands | | | |
| Feedback | | | |
| Cover the specimen container tightly and attach a completed label | | | |
| Feedback | | | |
| Place specimen container in a biohazard transport bag and attach a laboratory requisition | | | |
| Feedback | | | |
| Carry out ending procedure actions | | | |
| Feedback | | | |
| Follow facility policy for transporting specimens to the laboratory | | | |
| Feedback | | | |
| Carry out Last Steps | | | |
| Feedback | | | |

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