

COMPETENCY ASSESSMENT – URINE COLLECTION

EMPLOYEE NAME		DATE	
POSITION		DEPARTMENT	
LOCATION		ASSESSOR NAME	
SKILL OR TASK TO BE ASSESSED: URINE COLLECTION AND PRESERVATION			
MINIMUM STANDARDS TO BE MET: This competency assessment includes key steps in procedure for proper collection of a preserved routine urine specimen. All steps must be performed correctly by the person being assessed. Where direct observation is not possible, the assessor will ask the question of how to handle the particular task.			
METHOD OF ASSESSMENT: ☐ Administration of oral and/or written tests ☒ Observation of required skills and procedure outcome ☒ Response to oral queries related to the procedures ☐ Other – Specify:			
DIRECT OBSERVATION CRITERIA: 1. PREPARATION 2. PATIENT INSTRUCTIONS 3. OBTAINING SPECIMEN 4. DISPOSAL 5. PROBLEM SOLVING			CRITERIA MET ☐ ☐ ☐ ☐ ☐

Sample Urine Collection Competency Assessment

Remove header and insert company information – edit document as necessary

OUTCOME OF ASSESSMENT: ACCEPTABLE? ☐ YES ☐ NO

IF OUTCOME OF ASSESSMENT *NOT* ACCEPTABLE, DESCRIBE CORRECTIVE ACTIONS/RETRAINING

ASSESSOR COMMENTS:

EMPLOYEE COMMENTS:

MANAGER COMMENTS:

ASSESSMENT COMPLETION DATE:

SIGNATURE OF ASSESSOR:

DATE:

SIGNATURE OF EMPLOYEE:

DATE:

DIRECT OBSERVATIONS

If observation is not possible, ask the employee how this task would be performed.

TASK	EXPECTED OUTCOME	ACCEPTABLE? (OBSERVER REPLY) YES / NO
1. PREPARATION		
Positive Identification	Verified the patient's identification using minimum two unique identifiers including name, and health care number.	
	Ask patient to state name, do not offer name.	
Assembling Supplies	Assembled supplies required for specimen collections	
2. PATIENT INSTRUCTIONS		
Mid-Stream Collection	Provided clear and concise instructions to patient as per the patient collection instructions for mid-stream urine.	
Sharp Hazard	Explained potential hazard for finger prick if the protective sticker is removed from the collection cup lid.	
Minimum Volume	Ensured the patient is aware of minimum specimen volume to be collected (50ml). Option is to indicate the volume required on the specimen container with a marker to ensure patient understands.	
3. OBTAINING SPECIMEN		
Specimen Acceptability	Check the urine specimen for acceptability prior to preserving the specimen.	
	If the specimen is not acceptable e.g., insufficient volume to fill urinalysis tube, instruct the patient on process for obtaining a fresh sample (collection agency process)	
Filling Tubes	If the specimen is acceptable, transfers urine to vacutainer immediately.	
Mixing Tubes	Each tube mixed by inverting immediately after being removed from the holder.	
Labeling Specimen	Specimens are labeled in the presence of the patient using two unique identifiers, collection date, time, and collectors initials.	
4. DISPOSAL		
Disposal of Supplies	Urine cup lid with integrated sharp disposed of in hard sided sharps disposal container.	
	Remaining urine disposed of in sink or toilet.	
5. PROBLEM SOLVING		
Unacceptable Specimen	If the urine specimen is unacceptable due to health-related issue, attach a note for the laboratory indicating the reason full specimen could not be obtained. <i>Note: collectable specimens that do not meet quality criteria may be rejected at the laboratory.</i>	