

Policy Title: Laboratory Services		
Department/Unite: Infection Control Unit.	Policy Number: UOJ-MSA-IC-P/11	Replaces No.:
Creation Date: 10/12/2022	Effective Date:	Review Date:

Revision History			
Subject	Changes made	Done by	Revision date

1. **CONDITIONS:**

1.1 Laboratory department

2. **PURPOSE:**

2.1 To apply all universal rules and guidelines pertaining to handling and processing of specimens sent to the laboratory for investigation.

2.2 To identify all infective organisms.

2.3 To report immediately all identified cases of infective organisms to the Infection Control Committee for further action towards preventing and controlling of the spread of the infection.

3. **DEFINITIONS:**

N/A

4. **Related Documents:**

4.1 Hand Hygiene (UOJ-MSA-IC-P/09)

4.2 Medical Waste Management. (UOJ-MSA-IC-P/12)

4.3 Personal Protective Equipment. (UOJ-MSA-IC-P/30)

5. **POLICY:**

5.1 It is the University of Jeddah Medical Center policy to improve the quality of work in the laboratory department by following the correct methods of handling samples to avoid contamination with infectious microorganisms that can enter the body through an incision in the skin or be transmitted to a sensitive host and cause infection.

6. **PROCEDURES:**

6.1 All personnel are oriented at employment and annually on infection control.

6.2 Staff will wear vinyl/latex gloves in performing venous punctures.

6.3 Staff will wear disposable gloves to handle blood, urine, stool and any other specimen sent to the Laboratory for investigation.

6.4 Staff should refrain from smoking and eating especially in the Chemistry, Immunology, Virology, Parasitology and Bacteriology Laboratories.

6.5 Under no circumstances shall any attempt be made to insert a used needle back into the syringe barrel or into the syringe plunger head.

6.6 Staff should know the correct position to flame wire loops and follow Safety policies.

6.7 All needles, syringes, gloves, aprons, paper items used, specimen containers, Syringes container are to be placed in appropriately labeled containers.

6.8 Hands are to be properly washed whenever a laboratory staff leaves the laboratory.

6.9 Laboratory coats worn while performing hazardous tests without covering with apron should be left in the Laboratory on leaving the Laboratory.

6.10 Working benches and equipment will be cleaned daily at the end of the day with germicidal solution.

6.11 Spills will be cleaned up immediately.

6.12 To maintain Information Confidentiality.

7. RESPONSIBILITIES:

7.1 Accountable to the Infection Prevention Control Practitioner/Committee.


8. Appendix:

N/A


9. REFERRANCES:

9.1 Ministry of Health Manual for Infection Control


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