



## OSCE Checklist: Sputum Sample Collection

Introduction	
1	Gather equipment
2	Wash your hands and don PPE if appropriate
3	Introduce yourself to the patient including your name and role
4	Confirm the patient's name and date of birth
5	Briefly explain what the procedure will involve using patient-friendly language
6	Gain consent to proceed with performing a sputum sample collection
7	Ask the patient if they have any pain before continuing with the clinical procedure
8	Position the patient sitting comfortably on a chair or bed
Collecting the sputum sample	
9	Confirm the patient's details by asking them to tell you their name and date of birth (you should compare these details to their patient wristband if present)
10	Ask the patient to sit upright if able to
11	Advise the patient to breathe in and out deeply several times and then perform a series of coughs to produce a sputum sample into the sample container
12	Collect 1-2 teaspoons of sputum in the specimen container and then seal the lid
13	Ensure the patient is comfortable after the procedure and check their vital signs are stable
14	Label the specimen container at the patient's bedside with the relevant details
15	Complete the microbiology request form including the relevant clinical details (e.g. current symptoms, recent investigation results and past medical history)
16	Place the sputum sample container and microbiology request form in a specimen bag and transport to the laboratory for analysis (e.g. culture and sensitivity, viral PCR)
17	Remove your personal protective equipment and place in a clinical waste bin
To complete the procedure...	
18	Explain to the patient that the procedure is now complete
19	Thank the patient for their time
20	Offer the patient paper towels to clean away any secretions
21	Dispose of PPE appropriately and wash your hands
22	Document the details of the procedure in the patient's notes