

APPLICATION INSTRUCTIONS

Agreement between Eastern Health and External Specimen Collection Agencies



Eastern
Health

1. Access the Eastern Health laboratory website – external collectors tab

<https://lab.easternhealth.ca/for-external-collectors/>

2. Read the following documents

- Agreement for External Specimen Collectors
- Standards and Guidelines for Specimen Collection Agencies
- Eastern Health's policy on Privacy and Confidentiality ADM-030

3. Review the resources

Scroll to “External Collectors Resources” section. This section contains documents and forms for required practice such as collection guidelines, test menu, time limits for submitting specimens, centrifugation information, specimen transport requirements, and more.

4. Complete the following tasks

- Review the *Test Menu for External Collectors* to determine the test permitted by external collections and the required drop-off times and time limits for submitting specimens from the time of collection.
- Review the *Specimen Collection, Centrifugation, and Transport Guidelines, Order of Draw & Mixing*, and other collection information.
- Specimen storage, packaging, and transport:
 - Ensure your specimen transport bags meet the requirements to maintain appropriate specimen temperatures and Transportation of Dangerous Goods regulations.
 - You may choose to order the same bags used by Eastern Health – ordering information can be found in the documents for *Packaging for Refrigerated Lab Specimens* and *Packaging for Room Temperature Lab Specimens* documents on the website.
 - If you choose to use a transport bag other than the ones used by Eastern Health, you will be required to submit evidence that the appropriate temperatures are maintained during shipping for all seasons. A *sample* validation protocol for transport bags is available for your independent use.
- Review Sample Training and Competency forms available to assist agencies in training staff for collections.
- If you are centrifuging specimens:
 - Ensure your centrifuges meet the requirements to ensure appropriate centrifugation and reduce risk of specimen rejection. You will find this information on the website.
 - Ensure your centrifuges have passed the initial qualifications tests and that a maintenance schedule has been set up to ensure a properly calibrated centrifuge is always in use. A sample initial qualifications form is available on the website.
 - Complete the *Centrifuge Information form* to submit with the application.

5. Complete the following forms to be submitted with request for application:

- Application for Collectors Agreement
- Centrifuge Information form (if completing centrifugation)
- Privacy Oath or Affirmation for Affiliates form

6. Submit the application and related documentation

Only fully completed applications and related forms will be considered for approval.

Submit the application by emailing to Collector.Applications@easternhealth.ca with subject Line: APPLICATION

Application Approval Process

Specimen collectors must enter into an agreement with Eastern Health to be granted privileges to submit specimens to the laboratory.

- Applications will be assessed on a first come first serve basis.
- If incomplete documentation was submitted, you will be notified to submit complete documentation.
- Applications will be assessed for approval.
- If approved, you will be sent an approval letter along with a permit number card and provided access to educational materials.
- If not approved, you will receive a communication (letter or phone call) explaining why the application was not accepted at this time and recommendations to be considered if you should choose to re-apply.

Improving Patient Care



Health Care Providers



Private Specimen
Collection Services



Laboratory Services



Client

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