

FNIHB- OR Nursing Policy and Procedure

Section: **Diagnostic** Policy Number: **IV - 02**
Subject: **Laboratory Procedures: Unregulated
Care Providers** Issued: **March 31, 2015**
Revised:
Distribution: **All Nursing Facilities**

1. POLICY:

- 1.1 Unregulated Care Providers (UCP), who have completed additional training, may perform the following laboratory procedures:
- i. Urinalysis
 - ii. Urine pregnancy tests
 - iii. Hemocue tests (haemoglobin)
 - iv. Glucose meter tests
 - v. Occult blood stool tests
 - vi. Phlebotomy
- 1.2 The procedures listed in Policy Statement 1.1 shall be performed under the direction and supervision of a Registered Nurse or Nurse Practitioner and in accordance with the *Nursing Station Laboratory Manual*.

2. PRINCIPLES:

- 2.1 Each member of the team must be assured that colleagues have the skill and competencies needed to carry out assigned tasks. A nurse cannot assume the UCP is competent to perform any procedure regardless of how straightforward the procedure appears.
- 2.2 Collecting and requisitioning laboratory specimens will be guided by the *Nursing Station Laboratory Manual* and the *FNIHB-OR Infection Prevention and Control Manual*.
- 2.3 UCPs are valuable resources and may give the nurse the opportunity to expand their services to a larger population.

3. DEFINITIONS:

Unregulated Care Providers: It is a term used to describe care providers who are not registered or licensed by a regulatory body.
Nurse: Refers to Registered Nurses and Nurse Practitioners.

4. PROCEDURE:

- 4.1 The NIC or delegate shall determine which laboratory procedures may be safely performed in the nursing station by UCPs.

4.2 The NIC or delegate will determine which UCP(s) in the nursing station are appropriate for delegation of those procedures and initiate training with the UCP(s). The training may be performed by the NIC or another nurse on-site.

4.3 The nurse who teaches, assigns laboratory procedures to or supervises UCPs must:

- 4.3.1 Know the UCP is competent to perform the particular procedure or activity safely for the client in the given circumstances.
- 4.3.2 When teaching, the nurse must have first-hand knowledge of the UCP's competence.
- 4.3.3 When assigning or supervising, the nurse is expected to verify that the UCP's competence has been determined.
- 4.3.4 Ensure that the UCP:
 - i. Understands the extent of her or his responsibilities in performing the procedure(s)
 - ii. Knows when and who to ask for assistance, and
 - iii. Knows when, how and to whom to report the outcome of the procedure.

4.4 The UCP shares accountability with the employer and the nurse for safe delegation. The UCP is responsible and accountable for:

- i. Seeking guidance and support as needed to safely perform the delegated or assigned task.
- ii. Knowing which tasks can be assigned as described in their roles, responsibilities and scope of practice.
- iii. Not performing any delegated tasks until authorized by the Nurse.
- iv. Performing the delegated task as trained
- v. Reporting to the Nurse responsible for delegating the task(s).

4.5 The UCP performing laboratory procedures shall be instructed on how to document the results of the laboratory procedure in the client's health record.

4.6 If the UCP reports an unexpected result or the result is outside of expected parameters, then the nurse must verify accuracy of those results and, if required, repeat the laboratory procedure.

4.7 The NIC shall be informed of any concerns that may arise regarding the UCP's ability to safely and competently perform a laboratory procedure.

5. RELATED POLICIES:

FNIHB-OR Policy: Unregulated Care Workers

FNIHB-OR Policy: Laboratory Tests

Nursing Station Laboratory Manual

6. REFERENCES:

Approved by:	Effective Date: March 31, 2015
Director of Nursing, Ontario Region	
Date:	
Regional Executive, Ontario Region	Date

