

Outbreak Preparedness: Completing Lab Requisitions

Introduction: The purpose of this activity is to familiarize ourselves with how to complete Public Health Ontario Laboratory (PHOL) lab requisitions to ensure specimens are processed and results are communicated to Toronto Public Health in a timely and effective manner. Let's get prepared!

Time required for activity: 20 min

Target Audience: Individuals responsible for completing lab requisitions.

Directions: Read through one of the scenarios below and practice completing sample lab requisitions.

Note for facilitator: Scenario 1 utilizes the COVID-19 and Respiratory Test Requisition Form and scenario 2 utilizes the General Test Requisition Form.

Scenario 1: Upon entry to the facility a PSW staff tests positive for COVID-19 on a Rapid Antigen Test and shares that they have mild symptoms of a runny nose and some muscle pain that was thought to be related to allergies and exercise. You decide to send the staff's swab for PCR testing and will be testing the 5 high-risk resident contacts that the staff provided direct care to the day before. One of the high risk contact residents is symptomatic with a cough and general malaise. The unit or floor is not currently in outbreak so you are directed to use your Provincial Surveillance Testing # _____. You have been directed to request for MRVP testing in addition to COVID-19 for the symptomatic resident.

Scenario 2: Resident P.L. is experiencing gastrointestinal symptoms. P.L. has had 2 episodes of diarrhea and 3 episodes of vomiting over the past 3 hours. You decide to collect a stool sample from P.L. and perform a PCR swab for COVID-19 testing. P.L. is the only symptomatic resident at the facility and there are no current outbreaks on any floors/units, so you are directed to use your Provincial Surveillance Testing # _____.

Practice Check Point: Obtain the correct lab requisition form(s) and complete the requisition(s) for the following individuals:

- **Scenario 1:** Staff case and the symptomatic high risk contact resident.
- **Scenario 2:** Resident P.L.

Key points to remember

- Ensure the most up-to-date version of the lab requisition is being used.
- Complete all the required information on the lab requisition.
- Identify the facility's physician under 'Ordering Clinician'.
- Identify TPH's Associate Medical Officer of Health (AMOH) Dr. Elizabeth Rea, under cc 'Other Authorized Health Care Provider'.
- If MRVP testing is being requested, the sample should be sent to PHOL.
- Reminder when submitting a lab requisition for MRVP testing, the patient's symptoms and symptom onset date must be completed.

- If the lab requisition is for a staff/visitor/essential visitor it is important to enter the correct demographic information pertaining to the individual's personal address and telephone number, NOT the facility's information.
- Lab requisitions should be printed on **green** paper to ensure the lab can easily identify and prioritize the processing of these tests.

Debrief Discussion Questions:

1. Where does your facility/unit keep your lab requisitions?
2. Were there any challenges or questions that arose when completing the activity?
3. Are there any challenges or barriers to completing lab requisitions with the current processes in place?
4. What are some strategies or suggestions to overcome these challenges or barriers?

Additional Resources/References

- [Respiratory Outbreak Test Requisition Form Sample](#) (PHOL)
- [Enteric Outbreak Test Requisition Form Sample](#) (PHOL)
- [Kit and Test Ordering Instructions](#) (Public Health Ontario Lab (PHOL))
- [How to Collect a Nasopharyngeal Swab](#)
- [LRC Outbreak Specimen Collection and Enteric Kit Request Form](#) (TPH)
- [Respiratory Viruses \(including influenza\) Testing Indications | Public Health Ontario](#)
- [Gastroenteritis –Stool Viruses Testing Indications | Public Health Ontario](#)