

Cellular Pathology Laboratory Handbook



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Cellular Pathology Handbook 2020

Cellular Pathology Laboratory Handbook

POSTAL ADDRESS:

Cellular Pathology Department,
Wycombe Hospital,
Queen Alexandra Road,
High Wycombe,
Buckinghamshire. HP11 2TT

LABORATORY HOURS:

Cellular Pathology (Cytology & Histology)	Monday – Friday	9.00 am - 5 pm
Reception	Monday – Friday	8.45 am - 5 pm
Supplies	Monday – Friday	8.45 - 12.15 pm

TELEPHONE NUMBERS:

Cellular Pathology Wycombe Hospital	Dr A Panigrahi (Consultant)	5382
	Dr N Mungalsingh (Consultant)	5104
	Dr S Corrigan (Consultant)	5202
	Dr L Kankate (Consultant)	5790
	Dr P Johnson (Consultant)	2129
	Dr G Wathuge (Consultant)	5340
	Dr Y Alizadeh (Consultant)	5673
	Dr M Mayers (Consultant)	5508
	M. Ellis (Cervical Screening Programme Lead)	5107
	Mrs G. Bell (Laboratory Manager/Head Biomedical Scientist)	6054
Mrs F Hogg (Lead Biomedical Scientist Histology)	6056	
Office	Office/enquiries	5243/5386
Cytology	Laboratory (Andrology email bht.andrology@nhs.net)	6405
Histology	Main Lab	5106
	Results for Surgical and Cytology specimens, medical advice on a request or results, or technical advice on the handling and submission of a specimen	As above

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Mortuary	Mrs H Bewley	Stoke Mandeville 5381
Supplies		Wycombe 01494 425248
		Stoke Mandeville 01296 315333

There is a minimum dataset for the patient details required on request forms and specimen labels.

The request form must include surname, forename, date of birth and hospital number or NHS number and sender details (this must include as a minimum the Consultant and Sender location). Please ensure that these details are clearly displayed.

The specimen label must include surname, forename and either date of birth or NHS number /hospital number.

Proper patient identification is required for a sample to be processed. Requesting via the electronic "ICE" system is preferred.

The hospitals provide a collection service to GP practices via the hospital transport service. There are also regular specimen transport runs between Wycombe and Stoke Mandeville on week days.

Specimens from within the hospital are collected by the portering service.

Specimens sent away to referral laboratories are sent via the postal system or courier using the appropriate regulation packaging system. Samples may be referred to individuals at the discretion of the reporting Pathologist, who are nationally/internationally recognised as experts in their field of speciality. Additional examinations will be requested at the discretion of the reporting pathologist.

HISTOLOGY

On-call service:

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None provided. In an emergency the Consultants or the Head BMS can be contacted at home via the hospital switchboard.

Target Turnaround Times for Histology:

80% of all requests to be reported within 12 working days of procedure date.
90% of urgent samples to be reported within 5 calendar days of procedure date.

Surgical Histology Specimens:

These should be submitted in Formalin Fixative in a container large enough to hold the specimen. Pots and buckets are supplied by the laboratory unless there is a specific reason for doing otherwise. All specimens must be properly labelled and accompanied by a request form which is accurate and contains all relevant information; otherwise the processing of the specimen will be delayed. **High Risk samples should be marked accordingly.**

Formalin is a hazardous substance, and the containers should be opened only in well ventilated areas.

- Do not breathe fumes.
- Avoid contact with skin and eyes.
- Eye contact – irrigate thoroughly with water for at least 10 minutes
- Skin contact – wash skin thoroughly with water, and remove any contaminated clothing.
- Ingestion – wash out mouth thoroughly with water and give plenty of water to drink.
- Obtain Medical Attention.

In case of small spillage, evacuate area, mop up spillage, wash site of spillage thoroughly with water and detergent.

Large spillages require trained personnel. Call laboratory for advice if required and evacuate area.

Urgent Histology Specimens:

These will be processed and reported in advance of the routine work. Please warn the laboratory on the request from or by 'phone if a specimen is urgent.

"Two week wait" cases should be clearly marked as such and the date the sample was taken in the 62 day pathway.

Any remaining Histology tissue is kept for 28 days after authorisation of the report. The block samples are kept for 30 years.

Tissue blocks and slides may be referred for specialist testing and/or second opinion to another specialist in the relevant field at the discretion of the reporting Histopathologist.

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TISSUES AND ORGANS NEEDING SPECIAL TREATMENT OR HANDLING

Muscle Biopsies:

All patients who require a muscle biopsy should be referred to the John Radcliffe Hospital for investigation. A patient may be booked in to one of the muscle clinics held monthly by contacting 01865 231906.

Frozen Sections:

- These must be booked at least 24 hours in advance by telephoning the laboratory. The request form must have a contact number for the result to be given.
- We cannot examine tissue from patients with tuberculosis, viral hepatitis, CJD or HIV.
- The sample should be submitted in a sterile container with NO formalin, and sent to the laboratory at Wycombe Hospital as soon as possible.
- Frozen sections can be performed at Stoke Mandeville Hospital only by prior arrangement via the Cellular Pathology at Wycombe Hospital.

Skin biopsies for autoimmune disease:

- Examination of unfixed fresh tissue by immunofluorescence techniques may assist diagnosis in certain skin conditions.
- These must be submitted in Michel's transport medium.
- We cannot examine tissue from patients with tuberculosis, viral hepatitis, CJD or HIV.

Specimens requiring cytogenetics:

These should be transported FRESH to Churchill Hospital Oxford directly from point of delivery.

OSNA cases

All OSNA samples MUST be received in ice and brought directly to the department immediately. The laboratory should be informed of the imminent arrival of the sample.

OSNA cases from Private Theatres:

These **MUST** be booked in advance with the Histology laboratory so that the equipment can be ready and staff available.

CLINICO-PATHOLOGICAL MEETINGS

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Pathologists show cases of interest at clinical meetings. Preparation of cases can be time-consuming so please let us know the cases required **at least 3 days before the meeting.**

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POST MORTEMS

These are performed at SMH. They may be hospital generated post mortems or Coroner's post mortems.

In cases of tuberculosis, Hepatitis B or other infectious hepatitis cases, HIV positive cases, and Creutzfeld-Jacob disease, the Consultant Pathologist will use his/her discretion as to whether a post-mortem examination can be performed.

All known High Risk cases maybe referred to St Thomas' Hospital, London or another designated hospital . Perinatal and paediatric deaths are referred to the Paediatric Department at John Radcliffe Hospital, Oxford.

Hospital Post mortems

These require written permission from the next of kin. This is usually obtained in collaboration with the Bereavement Officers, contactable on ext 01296 316646 at SMH or 01494 425233 at WH.

A senior doctor should see the relatives and obtain consent and this should not be delegated.

If no relative can be traced, refer to the relevant General Manager/Director of Operations.

Coroner's Post mortems

These are ordered by the Coroner and do not require the permission of the next of kin.

Deaths can be reported to the Coroner by contacting the relevant Coroner's Office at Beaconsfield Office on direct line 01494 475505 during office hours Monday to Friday. During the weekend or bank holidays for emergency deaths only call the Thames Valley Police on 08458 505505. At SMH in the first instance please contact the Bereavement Office on 01296 316646.

In case of doubt the Coroner or one of his officers will always be willing to give advice should there be any question of referral.

A doctor from the medical team should make every effort to attend hospital or Coroner's post mortems on their cases. This can be arranged either by contacting the Pathologist or via the mortuary office on ext 01296 315381 for Stoke Mandeville mortuary.

CYTOLOGY

Target Turnaround Times for Cytology:

- 60% of diagnostic cytology requests will be reported within 2 days from procedure.

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- 80% of diagnostic cytology requests requiring immunocytochemistry will be reported within 5 working days of procedure.

Requesting tests:

- Non-gynaecological/diagnostic cytology request should be made via ICE electronically and the form printed and sent with the sample (preferred method) or if ICE is unavailable via Cytology Diagnostic request forms and transported to the laboratory in the sample bag.
- The laboratory does not accept responsibility for the delivery of results if the Clinical consultant or patient location is not clearly marked on the request form

Specimen identification

All specimens must be fully labelled and accompanied by a request form containing all the relevant information; otherwise the processing of the specimen will be delayed.

Labelling criteria:

The sample and request form should be clearly labelled with the patient's

- surname,
- forename
- date of birth
- NHS number,
- Date and time specimen was taken,
- consultant/clinicians name and IT code
- Location of patient Wycombe/SMH ward/dept and IT code
- relevant clinical details on the request form.

If preparing slides, glass slides should be labelled with three identifiers in **pencil** NOT in ink or with paper labels, as these are erased during sample preparation.

If an urgent result is required indicate this clearly on the request form.

Please refrigerate all fluid samples if there is a delay in transport.

Diagnostic/Non Gynaecological samples and requests NOT matching Acceptance criteria:

For internal hospital samples:

- The requester will be contacted to come to the laboratory to resolve the problem
- Where this is not possible but the clinician is confident that the sample and form are correct, but has been mislabelled at clinic this should be discussed with the reporting Pathologist and

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acceptance of the sample will be at their discretion. The report will include a caveat that patient identity cannot be guaranteed.

- Should the sample be easily repeatable, eg. Urine or sputa this will be rejected and the clinician informed of this.

For external specimens:

- Should the sample be easily repeatable, eg. Urine or sputa this will be rejected and the GP informed of this.

NB. Please be aware that amendments to patient details for diagnostic/non-gynaecological samples cannot be made by laboratory. A visit to the laboratory is essential to correct the problem or if repeatable the sample will be discarded.

**If an urgent result is required indicate this on the request form.
Please refrigerate all fluid samples if there is a delay in transport.**

Breast and other Cyst Fluids

Place specimen into dry 30ml universal containers and label.

Respiratory specimens

Sputa

Place fluid into a dry 30 ml universal containers and label.

Bronchial Washings/Lavages

Place fluid into a dry 30 ml universal container and label.

Bronchial Brushings

Spread material directly onto fully labelled glass slides, fix in alcohol for at least 10 minutes or spray fix. Send in a plastic, lidded fully labelled slide carrier.

Lung FNA's

Prepare spreads onto fully labelled slides and air dry. (Alcohol fixed samples are also acceptable as long as they are clearly labelled "fixed".) The needle contents can be put in saline in a labelled pot.

EBUS samples

Needle contents should be put in saline in labelled pots.
Transported to laboratory in dedicated yellow boxes.

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Serous Effusions

Place between 25ml – 50ml fluid into a dry 30 ml universal containers and label.

If the fluid is collected into a drainage collection bag mix thoroughly before sending aliquot.

CSFs

Please send in dry 30 ml universal containers and label. **The specimen should reach the lab as soon as possible.**

Fine Needle Aspirates –Breast, Thyroid, salivary etc.

Ideally, FNAs should be spread directly onto labelled glass slides and air dried rapidly. The needle should be washed in saline and washings sent to the laboratory with the prepared slides. If you send an alcohol fixed slide to the department please mark this clearly in lead pencil on the slide.

NB: it is not acceptable to label the slide carrier (plastic box) without labelling the slides individually in pencil.

Urines

Urines should **NOT** be early morning or midstream specimens.

Add approximately 50ml of fresh urine to the special plastic cytology urine pots with blue lids labelled 'urine cytology' which contain fixative (alcoholic fixative), clearly labelled with the patient's name and date of birth.

If blue topped pots are unavailable, please send the fresh sample in a dry, labelled red topped pot.

Synovial fluids

Synovial fluids should be sent to the lab in a clean labelled universal or empty red topped specimen pot. Clearly indicate if crystal analysis is required.

Other specimens not detailed above

Any other specimens requiring cytology assessment should be sent to the laboratory either in a clean universal or red topped container or spread onto glass slides and air dry rapidly.

REMEMBER: ALL SPECIMENS AND SLIDES SHOULD BE CLEARLY MARKED WITH THE PATIENT'S NAME AND DATE OF BIRTH.

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Diagnostic Cytology specimens are retained in the laboratory for 5 working days only, unless unreported.

All samples/specimens should be sent as soon as possible to the Pathology Laboratory.

ANDROLOGY

Fertility Semen Analysis

The Cytology department processes semen samples for fertility testing as part of Reproductive Science investigations for patients from the Buckinghamshire region.

Please note that from the 1st April 2020 all fertility referrals will be dealt with by the Cytology Dept at Wycombe hospital. All other aspects will remain the same patients can attend either at Stoke Mandeville or High Wycombe.

After 1st April, please send referrals to Wycombe Hospital, Cytology department and email a copy of the referral to (bht.andrology@nhs.net) , if further information is required contact the Andrology team on 01494 426405.

- GPs are required to send referrals for fertility testing to the Microbiology Secretary at Stoke Mandeville Hospital (up to April 1st 2020).
- The secretary will then write to the patient inviting them to telephone for an appointment either at Stoke Mandeville or High Wycombe. Following the agreement of a suitable appointment time, the patient is sent a letter confirming the appointment date and time.

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- Please note fertility testing is only done on certain days between certain hours (and the two hospitals cover different days) so **an appointment is essential**. Patients arriving with samples without an appointment may be told to return to their GP and arrange an appointment at a future date.

Prior to the 1st April

The contact number for appointments or queries regarding Semen analysis is 01296 315330.

Post Vasectomy

Please note that from the 1st April 2020 all post Vasectomy referrals will be dealt with by the Cytology Dept at Wycombe hospital. Patient samples are to be delivered from this date to the Cellular Pathology dept at Wycombe Hospital. All other aspects will remain the same. If further information is required contact the Andrology team on 01494 426405, email is bht.andrology@nhs.net

Prior to the 1st April

Post vasectomy samples to be delivered to Stoke Mandeville Hospital Monday to Friday 9am to 4pm.

The contact number for appointments or queries regarding Semen analysis is 01296 315330.

After 1st April

Appointments for Post vasectomy must be made in advance on clinic days only. Samples to be delivered to Wycombe Hospital ONLY, during clinic times of Thursday and Fridays 08:00am to 09:45am

Andrology team contact details for referrals, appointments and queries is 01494 426405 and email is bht.andrology@nhs.net

Stoke Mandeville Hospital	Fertility investigations	Mon 09:00am – 11:00am
Wycombe Hospital	Fertility investigations	Tues 08.45am – 09.30am Wed 08.45am – 09.30am
Wycombe Hospital	Post Vasectomy	Thur 08:00am – 09:45am
(from 1st April)		Fri 08:00am - 09:45am

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Patients MUST be issued with the correct semen analysis kit, a referral must be made by the GP/Clinician and an appointment during clinic times must be made to avoid potential rejection of samples.

- Separate Kits are prepared for post Vasectomy and Fertility investigations
- Each come with an appropriate instruction letter.
- Please ensure the right letter and instructions are given to the correct patient as not following the correct procedure can invalidate the result.

The kits comprise

- small box containing a pre-weighed, non toxic, red topped specimen pot
- map of the hospital
- request form together with instructions on how to produce the sample and advice on delivering the sample to the Cytology department.

Kits can be obtained from Wycombe Hospital by telephoning 01494 425248

Confidentiality

Confidential information about service users and patients are treated confidentially and with respect. All laboratory premises are secure and all computer systems are password protected as per the Trust's guidelines and Caldicott principles. Accuracy of data is audited by random sampling of records by our Quality Management programme. Confidential waste is disposed of securely and respectfully.

Feedback, Compliments and Complaints:

Any complaints should be directed to the Clinical or Laboratory Managers (contact details page 2 of this handbook) - please make any reservations you may have about the quality of any aspect of the service known to us as soon as possible: we take your complaints very seriously. Laboratory management will investigate your concerns in accordance with Trust policies. Your views are important to us as we strive to improve the service we provide.

You can also contact using the Trust's procedures:

email your complaint to pals@buckshealthcare.nhs.uk

telephone the complaints team on 01494 734958 to help resolve problems or concerns when users been unable to do so with the staff in that department.

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If any changes are made to this document, a revised copy must be sent to the Pathology Manager, who will then instigate a revised copy on the Bucks NHS Intranet.