



9448

ISO15189:2012

Cellular Pathology Handbook 2024

CELLULAR PATHOLOGY HANDBOOK 2024

Contents

POSTAL ADDRESS: 3

LABORATORY HOURS: 3

CONTACT INFORMATION 4

CONTACT INFORMATION - Medical advice on requests or results 4

REQUESTING TESTS 5

SPECIMEN TRANSPORT 5

HISTOLOGY SERVICE 6

Laboratory Operating hours/On-call service: 6

Target Turnaround Times for Histology: 7

Surgical Histology Specimens: 7

Health & Safety 8

Urgent Histology Specimens: 8

Priority and two week wait (2WW) cases 8

Retaining Tissue 8

TISSUES AND ORGANS NEEDING SPECIAL TREATMENT OR HANDLING 9

Muscle Biopsies: 9

Frozen Sections: 9

Skin biopsies for autoimmune disease: 9

Specimens requiring cytogenetics: 9

OSNA cases 9

CLINICO-PATHOLOGICAL MEETINGS 10

CONSUMABLES ISSUE ROOM 11

POST MORTEM 11

CYTOLOGY SERVICES 13

Laboratory Operating hours/On-call service: 13

Target Turnaround Times for Diagnostic Cytology: 13

Requesting tests: 13

Diagnostic/Non Gynaecological samples and requests NOT matching
 Acceptance criteria: 14

CYTOLOGY SAMPLE TYPES 15

ANDROLOGY SERVICES 16

Semen Fertility Analysis referrals & appointment process 20

Post Vasectomy Lab Analysis (PVSA) referrals & appointment process 21

Semen Fertility and Post Vasectomy (PVSA) laboratory analysis 22

Clinic Times 22

Feedback, Compliments and Complaints: 23

LABORATORY TESTS and ACCREDITATION STATUS 24

CELLULAR PATHOLOGY HANDBOOK 2024

POSTAL ADDRESS:

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

LABORATORY HOURS:

Cellular Pathology	Monday – Friday	8.30 am - 5 pm
Reception	Monday – Friday	8.45 am - 5 pm
Supplies	Monday – Friday	8.45 am - 12.15 pm



CELLULAR PATHOLOGY HANDBOOK 2024

CONTACT INFORMATION

Office	Office/enquiries <i>Results for surgical and cytology specimens</i>	5243
Supplies	Maggie Dean	5248
Management	Gail Bell Laboratory Manager/Head Biomedical Scientist	6054
	Anna Clarke Lead Biomedical Scientist	6056
CSPL	Melissa Ellis Cervical Screening Programme Lead	5107
Cytology	Diagnostic cytology and Andrology services	6405
Andrology	Andrology Semen Fertility/Post Vasectomy Kits Requests emailed to bht.andrology@nhs.net	6405
Histology	Main Lab <i>technical advice on the handling and /or submission of a specimen</i>	5106
Mortuary	Helen Bewley Mortuary Manager	5381

CONTACT INFORMATION - Medical advice on requests or results

Pathology Consultants			
	Dr N Mungalsingh	narendra.mungalsingh@nhs.net	5104
	Dr S Corrigan	steven.corrigan@nhs.net	5386
	Dr L Kankate	laxmi.kankate@nhs.net	5790
	Dr P Johnson	peterjohnson4@nhs.net	2129
	Dr G Wathuge	gayathri.wathuge@nhs.net	5340
	Dr Y Alizadeh	y.alizadeh@nhs.net	5673
	Dr M Mayers	mavis.mayers@nhs.net	5790
	Dr S Ghataura	sukhvinder.ghataura@nhs.net	5508
	Dr P Brown	philip.brown15@nhs.net	5202
	Dr K Ghosh	kanchan.ghosh1@nhs.net	5810

CELLULAR PATHOLOGY HANDBOOK 2024

REQUESTING TESTS

Please ensure that all samples and request forms are labelled with the minimum datasets listed below and ensure the information is clearly legible; note that the laboratory prefers requests for tests to be requested via the ICE forms.

Please Note Requesting via the electronic “ICE” system is preferred as this reduces transcription errors and ensures that the report is sent to the correct clinician.

Request form must be labelled with

- surname,
- forename,
- date of birth,
- patient mobile number (for Andrology referrals only)
- hospital number and/or NHS number
- sender details (this must include as a minimum the Consultant and Sender location).

Please ensure that these details are clearly displayed. If insufficient information is given the laboratory will not be able to ensure that the result is delivered to the correct clinician or location. Severe errors in labelling will result in the laboratory contacting the clinical team for clarification and a DATIX being issued if necessary.

Specimen label must include surname, forename and either date of birth or NHS number /hospital number. It must also include the specimen description and its location, eg. Lesion left or right hand .

Proper patient identification is required for a sample to be processed.

Results

All pathology results are accessible via ICE, this includes those requested on handwritten forms.

SPECIMEN TRANSPORT

- 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 for further testing or second opinion are sent via the postal system or courier using the appropriate regulation packaging system.

CELLULAR PATHOLOGY HANDBOOK 2024

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.

Please note: *Cervical HPV LBC cytology vials should be individually sealed within blue HPV sample bags and then bagged and sealed within green HPV transport bags. These samples are still collected by BHT transport from GP surgeries but these are not processed or reported by BHT. DO NOT BAG any other specimens for BHT in blue and green cervical HPV bags as they are not sorted by staff in BHT and will be sent to Ashford and St Peters where they may be discarded. All cervical HPV specimens are transported from Cellular pathology in Blue Transport boxes via a courier to Ashford and St Peters Hospital. For any queries please refer to the cytology laboratory at Ashford & St. Peters Hospital, Chertsey.*

HISTOLOGY SERVICE



Laboratory Operating hours/On-call service:

- The laboratory is open between the hours of 8.30 am – 5 pm
- The laboratory operates Monday to Friday during these hours
- There is no on call service available for Cellular Pathology
- In the event of an emergency outside operating hours, the Consultants or the Head/Lead BMS can be contacted at home via the hospital switchboard.

CELLULAR PATHOLOGY HANDBOOK 2024

Target Turnaround Times for Histology:

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

Surgical Histology Specimens:

- These should be submitted in Formalin Fixative in a container large enough to hold the specimen and allow sufficient formalin to immerse the specimen.
- Pots and buckets are supplied by the laboratory unless there is a specific reason for doing otherwise, please contact supplies if extra stock is required.
- 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.**



CELLULAR PATHOLOGY HANDBOOK 2024

Health & Safety

Formalin is a suspected carcinogen, it is irritating to the eyes, respiratory system and skin. and the containers should only be opened in well ventilated areas.

- Do not breathe fumes.
- Wear appropriate PPE.
- 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 a small spillage, evacuate area, clear up the spillage, wash site of spillage thoroughly with water and detergent and dispose of contaminated waste in sealed clinical waste bags.

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, priority and 2WW work.
- Please only label cases as urgent if they need to be reported urgently. If too many cases are labelled as urgent this will result in delays as there is limited daily reporting capability.

Priority and two week wait (2WW) cases

- Two week wait cases should be clearly marked as such and the date the sample was taken in the 62 day pathway.
- These and Priority cases are processed and reported in advance of routine histology samples.
- Other cases may also be designated as priority by the Histopathologist staff

Retaining Tissue

- Any remaining Histology tissue is kept for 28 days after authorisation of the report
- The blocks made from the tissue are kept for 30 years in accordance with RCPATH guidelines
- Any tissue blocks and slides referred for specialist testing and/or second opinion to another specialist in the relevant field is at the discretion of the reporting Histopathologist

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 with the Wycombe Hospital Histology Lab 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 perform frozen sections on tissue from patients with known tuberculosis, viral hepatitis, CJD or HIV.
- The sample should be submitted in a dry sterile container with NO formalin, and sent to the laboratory at Wycombe Hospital as soon as possible.
- **Please note: Frozen sections are not available at SMH hospital**
- Surgery being performed at SMH which requires a frozen section can be couriered to the lab at Wycombe for analysis at the discretion of the operating clinician and reporting consultant pathologist.

Biopsies for autoimmune disease:

- Examination of unfixed fresh tissue by immunofluorescence techniques may assist diagnosis in certain skin and conjunctival conditions.
- These must be submitted in Michel's transport medium.
- We cannot examine tissue from patients with known tuberculosis, viral hepatitis, CJD, HIV.
- Skin samples are referred to Oxford University Hospitals for processing and reporting.
- Conjunctival samples are referred to St John's Institute of Dermatopathology in London for processing and reporting.

Specimens requiring cytogenetics:

- These should be transported FRESH to the Churchill Hospital Oxford directly from the department they are from. Please ensure all the correct paperwork is sent with the samples, please note: these samples do not come to Cellular Pathology

OSNA cases

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

CELLULAR PATHOLOGY HANDBOOK 2024

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

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**.

MULTIDISCIPLINARY TEAM MEETINGS

The Cellular Pathology dept prepares slides and reports for the pathologists who then review the slides, the team participate in 16 MDT meetings per week.

MDT preparation in CellPath takes a significant period of time as relevant reports need to be identified and printed and the slides retrieved from filing sorted and organised before being reviewed by the pathologist - the team kindly requests that late additions to the MDT agendas are kept to a minimum.



CELLULAR PATHOLOGY HANDBOOK 2024

CONSUMABLES ISSUE ROOM

- The issue room in Cellular Pathology supplies consumables to the Wycombe wards and theatres and local GP practices.
- Supplies are requested by leaving a voicemail message on 01494 425248.
- These messages are acted upon daily but please remember to speak clearly and to leave your name and GP practice name or hospital ward or your order cannot be fulfilled. If you need a call back please leave you contact number on the voicemail.
- Note: if you require Andrology Semen Collection Kits – contact 01494 426405 or email your request to bht.andrology@nhs.net



POST MORTEMS

- All Post Mortems are performed at SMH.
- These may be hospital generated post mortems or Coroner's post mortems.
- In cases of tuberculosis, Hepatitis B or other hepatitis infections, HIV or Creutzfeld-Jacob disease, the consultant Pathologist will use their discretion as to whether a post mortem-examination can be performed on site.
- Known High risk cases may be referred to St. Thomas' Hospital, London or another designated hospital
- Perinatal and paediatric deaths are referred to the Paediatric Dept at the John Radcliffe Hospital, Oxford.

CELLULAR PATHOLOGY HANDBOOK 2024

Hospital Post mortems

- These require written permission from the person with a qualifying relationship.
- 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 a person with a qualifying relationship.
- 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/her 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.

DIAGNOSTIC CYTOLOGY SERVICES



Laboratory Operating hours/On-call service:

- The laboratory is open between the hours of 8.00 am – 5pm
- The laboratory operates Monday to Friday during these hours
- There is no on call service available for Diagnostic Cytology
- In the event of an emergency outside operating hours, the Consultants or the Head/Lead BMS can be contacted outside hours by contacting switchboard.

Target Turnaround Times for Diagnostic Cytology:

- 80% of Diagnostic cytology request to be reported within 5 working days of procedure.

Requesting tests:

- Diagnostic cytology requests should be made via ICE electronically and the form printed and sent with the sample (preferred method) or if ICE is unavailable via Diagnostic Cytology request forms and transported to the laboratory in the sample bag. If sending manual forms please ensure information is legible and the consultant and location are completed.
- 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
- **Please note** ICE requesting is preferred as this reduces errors and ensures the result is delivered to the correct location and clinician.
- All results are available via the ICE system, including those requested manually.

CELLULAR PATHOLOGY HANDBOOK 2024

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 details and sample description, including location, eg. Synovial fluid - Left or right knee

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

If preparing glass slides these 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 Cytology 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 acceptance of the sample will be at their discretion. The report will include a caveat that patient identity cannot be guaranteed. A DATIX will be created in this instance and a note placed on the report.
- Should the sample be easily repeatable, eg. Urine or sputa these 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.
- 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.

CELLULAR PATHOLOGY HANDBOOK 2024

DIAGNOSTIC CYTOLOGY SAMPLE TYPES

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

- Send the bronchial brush to the laboratory in a sample pot containing saline solution.
- Or send the bronchial brush to the laboratory in a formalin filled sample pot
- Or 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.
- Or alcohol fixed samples are also acceptable as long as they are clearly labelled "fixed".
- And/or The needle contents can be put in saline in a labelled specimen pot.

EBUS samples

- Needle contents should be put in saline in labelled pots.
- Transported to laboratory in dedicated yellow boxes.
- Please note when using the yellow EBUS boxes ensure the location flap reflects the delivery location, Endoscopy or Cellular Pathology

Serous Effusions

- Place between **25ml – 50ml** fluid into dry 30 ml universal containers or dry specimen sample pots and label.
- If the fluid is collected into a drainage collection bag mix thoroughly before sending the 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.

CELLULAR PATHOLOGY HANDBOOK 2024

- FNAs should be spread directly onto labelled glass slides and air dried rapidly.
- Please ensure that the sample is spread thinly on the slide as this will aid diagnosis
- The needle can 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 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 a dry specimen sample pot, clearly labelled with the patient's name and date of birth.

Synovial fluids

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

Other specimens not detailed above

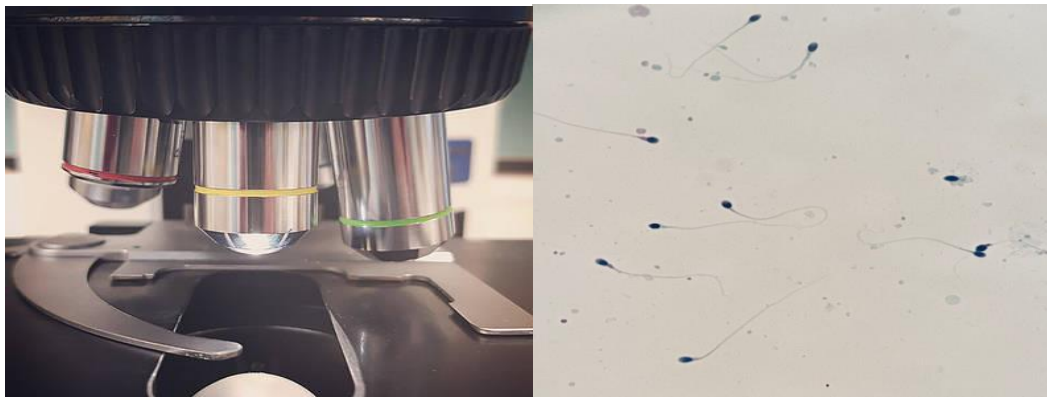
Any other specimens requiring diagnostic cytology assessment should be sent to the laboratory either in a clean dry universal/dry specimen sample pot or spread onto glass slides and air dried rapidly.

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

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 SERVICES



Andrology Clinics for Semen Fertility and Post Vasectomy Semen Analysis

As part of our commitment to patients accessing our Andrology services, once we have received a referral for semen fertility from their GP/Clinician or notification from the patient they require a post vasectomy semen analysis, we will provide the patient the following:

- Ensure the GP/Clinician has provided them with a semen collection Kit
- The kit contains full patient information on how to produce their sample and where to locate our clinic
- FAQ leaflet on commonly asked questions, what to expect at their appointment and what tests are carried out on their sample
- Provide a appointment booking either via the telephone or SMS text notification directly to the patient mobile number provided on their referral.
- Staff and patient consultation during their appointment. Staff will advise patients what will happen with their sample, when their referring GP/Clinician will receive their results, and advise the patient to speak to their GP/Clinician to go through their results.
- Processing of their semen sample to meet all WHO 2021 guidelines and UKAS ISO 15189:2012 standards
- Reporting and issuing of reports back to the referring clinician.

Wycombe Site

The Andrology team, based in our ISO 15189:2012 accredited Cellular Pathology laboratory at Wycombe Hospital, process semen samples for fertility investigations and following post vasectomy for patients in the Buckinghamshire region following WHO 2021 6th Edition Handbook. Appointments for this clinic are for patients to produce samples at home and deliver within 50 mins to Cellular Pathology at Wycombe Hospital. This clinic is for both fertility and post vasectomy patients.

Stoke Mandeville Site

CELLULAR PATHOLOGY HANDBOOK 2024

For patients that reside closer to Stoke Mandeville Hospital, our Andrology team also hold a Monday morning clinic based within the Pathology Building at Stoke Mandeville for patients to produce their samples at home and deliver within 50 mins. This clinic is for both fertility and post vasectomy patients.

Wycombe On site andrology production room – Urology Dept

For any patients that cannot arrive with their sample within 50 minutes of production, the patient will be offered an appointment onsite at Wycombe Hospital within the Urology Department to produce their sample in a private room. This clinic is for both fertility and post vasectomy patients.

Please note that although the Stoke clinic is not ISO 15189:2012 accredited, it is carried out by the same fully competent Andrology staff and the service is run to the same quality assured standards. This also applies to the production room within Urology for patients to produce their sample on site at Wycombe. This will be run by the same Andrology staff.

Patient appointments

Patients will be allocated appointments for semen fertility and post vasectomy based on the details provided in their referral. The nearest clinic site to their home address will be offered to ensure the sample is delivered within 50 minutes of production and processed within the hour to meet WHO 2021 guidelines and UKAS 15189:2012 standards.

For out of area patients or those who have difficulty accessing the laboratory within 50 minutes of sample production can access a private on site production room based in the Urology dept. The laboratory will contact patients on the mobile number provided in their referral and offered an appointment to use the private production room. Please note these appointments are currently offered on Fridays only.

Important request for GP/Clinicians making referrals

- Please supply the **patient mobile number** on the ICE referral to allow Andrology to send the patient directly a booked appointment slot.
- Please inform the patient the laboratory will supply them with a **BOOKED APPOINTMENT**.
- Please supply the patient with a Semen collection kit. These are sent to GP practices and clinic in batches by the Andrology laboratory. If you require more kits, please request them via email bht.andrology@nhs.net or ring 01494 426405

Non compliance and sample rejections

CELLULAR PATHOLOGY HANDBOOK 2024

Patients samples **may** be rejected for the following reasons:

- arriving during clinic hours without an appointment
- not collecting their sample with the correct semen collection kit
- have turned up outside of clinic times
- turned up at the wrong site
- gave sample to wrong department/member of staff that were not Andrology

We will do our best to accommodate patients that may have mis understood the process, but we do highlight this is a working laboratory that undertakes many other diagnostic tests and may not have the appropriately trained staff available to process their sample. On these occasions where we have to reject a sample, we will immediately feed back to their GP/Clinician and will provide the patient a new kit and book them an appropriate appointment.

Patients that have booked an appointment without a GP referral, they will be advised their sample will be processed and we will contact their GP/Clinician to provide us with a referral. Without this confirmation from the referring GP/clinician, results will not be released.

Sample requested repeats

For **semen fertility** samples, the requirements for the patient to produce a sample are set out by the WHO 2021 6th Edition and to maintain compliance to our UKAS ISO 15189:2012. These requirements are:

- the sample delivered to lab within 50mins and processed within one hour
- the whole sample collected
- abstinence is carried out between 2-7days prior to the appointment

To ensure we capture patients that may not return for a repeat sample, if samples processed have not met these requirements, these will still be processed and reported but additional reportable comments will be added to state that is not UKAS accredited test and a repeat is advised by the referring clinician.

For **post vasectomy patients**, if the whole sample has not been collected this will be processed and reported and a repeat advised by the referring clinician.

Patients that do not attend or repeatedly cancel/rebook their appointments

Due to the required abstinence 2-7 days prior to an appointment for semen fertility and post vasectomy semen analysis, any short notice cancellations (<2days) cannot be offered to other patients.

If a patient contacts the laboratory to repeatedly reschedule their appointment at short notice, we will offer advice and support to the patient if there is a specific

CELLULAR PATHOLOGY HANDBOOK 2024

reason for the cancellation and offer extended appointment slots or alternative collection methods.

Should a patient not attend an appointment they will be notified via SMS text to their mobile number provided on their referral and allocated one further appointment. If they do not attend this second appointment no further appointments will be made and the referral closed. The GP/Clinician will be notified via email for their information for future reference. If the patient wishes to pursue another appointment, they will need to return to see their GP for a new referral.

The following pages show a quick reference flow diagram of the Semen Fertility and Post Vasectomy process.

Semen Fertility Analysis referrals, appointment, sample processing & reporting

- GP makes a referral on ICE OR Email to bht.andrology@nhs.net
- GP ensures referral contains a patient mobile number
- GP/Clinician provides patient a semen fertility collection kit
- GP tells patient the laboratory will send a SMS text to their mobile

CELLULAR PATHOLOGY HANDBOOK 2024



Laboratory action

- ✓ GP Referral made to Andrology for Semen Fertility
- ✓ Clinic selected based on patient address in referral
- ✓ Patients travelling >45mins will be contacted via mobile number provided and offered an appointments for the Production room clinic
- ✓ **Andrology book patient appointment on SwiftQueue**
- ✓ Patient receives SMS text/email of their appointment

Can the patient attend this appointment?

YES



Patient attends their allocated appointment
Patient consultation with staff and sample delivered
Sample processed
Report issued to the referring clinician



NO

Patient can ring the Andrology team on **01494 426405** to rearrange to a more convenient date/time/clinic location

Post Vasectomy (PVSA) referrals, appointments, sample processing and reporting process

If a patient has had their post vasectomy carried out by **Thames Valley Vasectomy Services (TVVS)**, the patient will ring the laboratory and be informed by text message of the clinic, date and time.

For all other NHS/Private PVSA referrals from GP/clinicians please follow below:

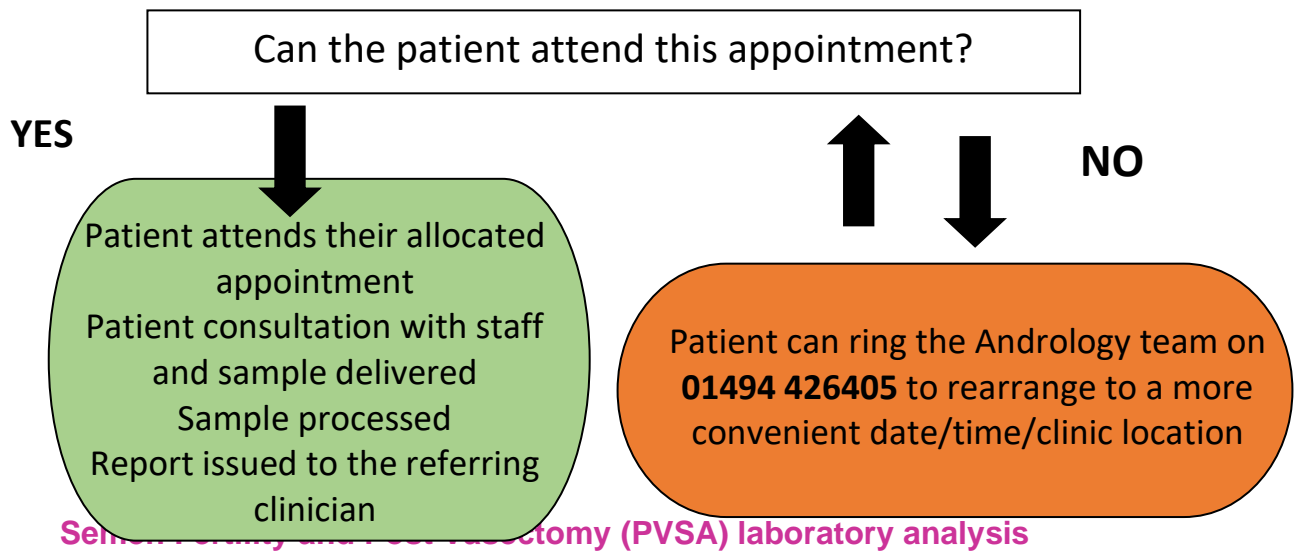
- GP makes a referral on ICE or Email bht.andrology@nhs.net
- If out of Bucks area please ensure you email your referral
- Patient given a semen **POST VASECTOMY** collection kit
- Laboratory will issue an appointment and inform the patient
- If the patient has questions or needs to change his appointment this can be done by calling the laboratory
- The service is offered at Stoke Mandeville Hospital or Wycombe hospital – the patient will be offered an appointment at the site closest to their home address
- If travelling >50mins they will be offered the onsite production room at

CELLULAR PATHOLOGY HANDBOOK 2024

↓

Laboratory action

- ✓ GP Referral made to Andrology for post vasectomy
- ✓ Clinic selected based on patient address in referral
- ✓ Patients travelling >45mins will be contacted via mobile number provided and offered an appointments for the Production room clinic
- ✓ **Andrology book patient appointment on SwiftQueue**
- ✓ Patient receives SMS text/email of their appointment



Semen Fertility and Post Vasectomy (PVSA) laboratory analysis

Clinic Times

Availability of these appointment times may be adjusted slightly due to staffing/workload/urgency. The laboratory manage the appointments via the SwiftQueue system.

<p>Stoke Mandeville Hospital – Pathology Building</p>	<p>Semen Fertility & Post vasectomy clinic <i>Samples produced at home and delivered to lab</i></p>	<p>Monday mornings only Between 09:00am – 10:00am <i>Additional clinics may be included for increased workload</i></p>
--	--	---

CELLULAR PATHOLOGY HANDBOOK 2024

Wycombe Hospital – Cellular Pathology	Semen Fertility & post vasectomy clinic <i>Samples produced at home and delivered to lab</i>	Tuesday mornings Between 09:00am – 10:00am <i>Additional clinics may be included for increased workload</i>
		Wednesday mornings Between 09:00am – 10:00am <i>Additional clinics may be included for increased workload</i>
		Thursday mornings Between 09:00am – 10:00am <i>Additional clinics may be included for increased workload</i>
Wycombe Hospital – Urology Dept Production room appointments	Semen Fertility & post vasectomy clinic Onsite production	Friday mornings Between 09:00am – 1pm
		<i>Note, some Fridays the production room will not be running and appointments will be offered like the Tue-Thur Wycombe clinics</i>

***GOPD and Urology clinicians should advise patients to ring Andrology directly to book an urgent slot at one of our clinics.**

Confidentiality

Confidential information about service users and patients are treated confidentially and with respect in accordance with GDPR regulations and the DATA Protection Act [Data Protection Act 2018 \(legislation.gov.uk\)](https://legislation.gov.uk). 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

CELLULAR PATHOLOGY HANDBOOK 2024

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 or 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.

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

LABORATORY TESTS and ACCREDITATION STATUS

The table below details the tests that are carried out on samples sent to Cellular Pathology. Which tests are undertaken is determined by the Pathologist to aid diagnosis and may or may not appear on the report.

Some specialist tests are referred out of the department and these are indicated in the table.

The table also indicates whether the test is in our UKAS accreditation schedule. Please note that if a test is not accredited, this only indicates that it has not yet been assessed by UKAS and placed onto our schedule.

All tests are equally valid and reliable and all are treated with the same robust quality measures to ensure that they are accurate.

Test	In house	Referred	UKAS accreditation
H&E	Y	N	Y
PAP	Y	N	Y
GIEMSA	Y	N	Y
ANDROLOGY FERTILITY – WYCOMBE	Y	N	Y
ANDROLOGY PVSA - WYCOMBE	Y	N	Y
ANDROLOGY FERTILITY – STOKE MANDEVILLE	Y	N	N
ANDROLOGY PVSA – STOKE MANDEVILLE	Y	N	N
SKIN IMMUNOFLUORESCENCE	N	Y-OUH	Y -OUH
All ICC Antibodies below	Y	N	Y
34BE12 (CK1/5/10/14)			
CK7			
OCT 4			

CELLULAR PATHOLOGY HANDBOOK 2024

AFP			
CK14			
P16			
AE1/3			
CK19			
P504S/ RACEMACE/AMACR			
ACTIN			
CK20			
P53			
BETA CATENIN			
CHROMO A			
P63			
BCL-2			
CMV			
PAX 8			
BEREP4			
CYCLIN D1			
PAP			
PSAP			
CALRETININ			
D2-40			
PLAP			
CA125			
DESMIN			
PROGESTERONE RECEPTOR			
CAM5.2			
DOG-1			
PSA			
CD3			
EMA			
RCC			
CD5			
E-CADHERIN			
S100			
CD10			
ESTROGEN RECEPTOR			
SMOOTH MUSCLE MYOSIN			
CD15			
F13A			
SOX10			
CD20			
GATA 3			
SYNAPTOPHYSIN			
CD30			
GCDFP15			
TFE3			
CD31			
H. PYLORI			
THROMBOMODULIN			
CD34			

CELLULAR PATHOLOGY HANDBOOK 2024

HCG THYROGLOBULIN CD45/LCA HEPATOCTE TTF-1 CD56 HMB45 VIMENTIN CD68 INHIBIN VS38C CD99(MIC2) KI-67 (MIBI) WT-1 CD117 (C-KIT) MAMMAGLOBIN CDX-2 MELAN A 34BE12/P504S DUAL CEA MNF116 P63/P504S DUAL CK5/6 MOC31 CK14/ER DUAL NAPSIN A SMM/ER DUAL			
ALL SPECIAL STAINS MANUAL	Y	N	Y
Gram EVG Copper Associated protein (Orcein) Picromallory MSB Van Gieson (HVG) Wade Fite Thionin ZN			
ALL SPECIAL STAINS AUTOMATED	Y	N	Y
Retic Masson Trichrome Congo Red PAS PASD ABPAS DABPAS Alcian blue/neutral red (AB/NR)			

CELLULAR PATHOLOGY HANDBOOK 2024

Grocott (GMS) Perls Giemsa			
MOLECULAR TESTS	N	Y - OUH	Y – OUH
Her 2 Gastric Her BRAF EGFR NRAS KIT ALK ROS KRAS MMR MSI immuno PD-L1 PIK3CA Gist Melanoma Cancer panel			