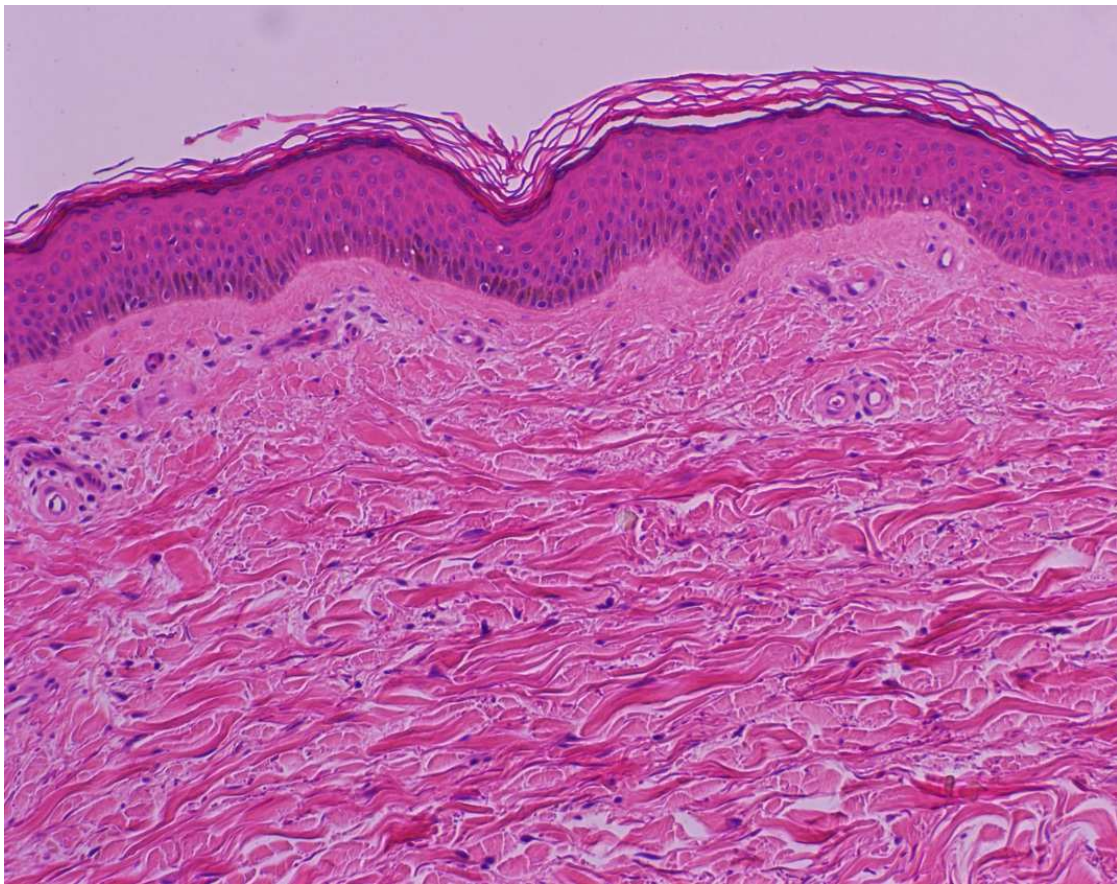


Cellular Pathology Services Handbook



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1. Introduction

This guide deals briefly with the Histopathology and Cytopathology services available to the Royal Marsden NHS Foundation Trust. It is intended to enable the users of the Department to make the best use of the Laboratory service. The information provided includes the type of specimens required and the range of tests routinely performed.

This information is not intended to be a comprehensive guide to all of the services that the department provides, but to inform the users of common tests we can provide, and assistance we can offer.

In order to provide you with the most efficient service, it is essential that a fully completed form accompanies a correctly labeled sample. This ensures that there is no possibility of assigning samples to the incorrect patient request. A copy of the referring hospital's report is also required with all outside review cases.

Please visit the laboratory at any time to discuss any aspects of the Histopathology and Cytopathology service. We will be pleased to discuss appropriateness and accuracy of tests and also turnaround times.

This guide is intended to be updated at intervals. Mr. Glenn Noel-Storr, Cellular Pathology Service Manager, would be pleased to receive comments on any errors, omissions, or suggestions for improvement.

2. Location of Department

At Chelsea the Cellular Pathology department is located on the first floor of the Oratory School, accessed via the enclosed walkway link bridge from the main hospital building.

Access to the department is controlled via electronic locks which are opened by authorized ID badges only. Please contact Glenn Noel-Storr Ext 2632 if legitimate access is required.

At the Sutton site the Histopathology department is located on the ground floor of the Centre for Molecular Pathology. Access to the department is controlled via electronic locks which are opened by authorized ID badges only. Please contact Natalie Peters Ext 6549 if legitimate access is required.

3. Cellular Pathology Staff

3.1. Key Histopathology Staff, Chelsea

Dr A Nerurkar	Lab Director & Head of Department	2620
Dr A Wotherspoon	Consultant Pathologist	2112
Dr P Osin	Consultant Pathologist	2290
Dr A Attygalle	Consultant Pathologist	2087
Dr K Thway	Consultant Pathologist	2625
Dr S Hazell	Consultant Pathologist	2637
Dr M Terlizzo	Consultant Pathologist	2657
Dr A Savio	Consultant Pathologist	2560
Dr K Vroobel	Consultant Pathologist	1741
Dr M Hallin	Consultant Pathologist	2630
Mr G Noel-Storr	CPS Manager	2632
Ms J Henson	Deputy Laboratory Manager	1504
Ms P Knapman	IHC Section Lead BMS	2633
Mrs M Arada	Section Lead BMS	2633
Mr L Gumble	Data manager/Training Lead	1504
Mr A Gilchrist	Lead Advanced Practitioner	2635
Ms V Primus	Advanced Practitioner	2635
	Specimen Reception	2636

Key Histopathology Staff, CMP Sutton

Dr A Wotherspoon	Haematopathology Clinical Lead	6582
Dr A Attygalle	Consultant Pathologist	6581
Dr S O'Connor	Consultant Pathologist	6548
Dr K Vroobel	Consultant Pathologist	6581
Ms N Peters	Laboratory Manager	6549
Ms C Shipley	Section Lead BMS	6576
Mr D Asa	Section Lead BMS	6576
	Specimen Reception	6570
	Medical PA	6559

4. Laboratory Hours

Chelsea: 7.00 – 18.00 (Mon – Fri)

Frozen section / OSNA service – 8:30-16:30 **by prior arrangement only.**

Fresh samples for analysis at Chelsea are accepted up to 16:30.

Sutton: 8.00 – 17.00 (Mon – Fri)

OSNA service – 8:30-16:30 **by prior arrangement only.**

5. Results and Enquires

- 5.2. At the Chelsea site for all Histopathology enquires concerning results contact Ext 2631 and select the relevant option from recorded directory.

Specimen Reception enquires call Ext 2636.

Cytology enquires please call Ext 2622

- 5.3. At the Sutton site for all Histopathology enquiries concerning results please contact the medical PA on Ext 6559.

For Central Specimen Reception enquires please contact Ext 6570

6. Results on HIS/EPR

The results of all cases dealt with by the department are entered on the hospital computer when they have been fully signed off. These are accessible to the users of the hospital system under 'Electronic Patient Records'.

Samples may have been booked under either the patient's 10 digit NHS number or a temporary H-Number, or E-Number at the Sutton site, rather than the 6 digit RMH number, if the patient was not registered at the time of booking. Users should therefore search using patient name and/or date of birth if no record exists under the RMH number.

7. Request forms

Request forms need to be completed legibly and fully. Please ensure that the hospital number is correctly written on the form and specimen along with the patient name and date of birth. It is the responsibility of the medical officer to ensure that the request forms and specimens carry all of the following information.

Samples will not be accepted/signed for unless the request form is filled out correctly and completely.

7.1. Histopathology request forms:

- Patient Surname
- Patient forename
- Date of Birth
- Hospital Number / NHS number
- Gender
- Location/contact details of patient
- Requesting Consultant and extension number/ bleep to contact in case of problems
- Signature of medical officer
- Clinical Summary
- Date and time of sampling
- Date and time of sample receipt (histo use only)
- NHS/PP
- Destination of report
- Nature and site of specimen/s

If the material has come from an external institution a copy of their report must also be included to ensure the material is processed.

7.2. Specimens both histology and cytology:

Information to be provided on the specimen container **MUST** include:

- Patient surname
- Patient Forename
- Date of Birth
- Hospital Number
- Date of Sampling
- Nature and site/s of specimen
- Consultant/Clinician

7.3. Haematological Malignancies Diagnostic Laboratories (HMDS) request form:

- Patient's Name
- Date of Birth
- Hospital Number/ NHS number

- Gender
- Requesting Consultant and extension number/ bleep to contact in case of problems
- Clinical Summary
- Date of sample
- Selection of appropriate study/studies required

8. High Risk Samples

Fresh High-risk specimens are NOT accepted within the laboratory and will be returned to Theatres, unless they require frozen section analysis and have been discussed with the relevant pathologist prior to sending the sample.

9. Urgent Specimens

Cells within cytology samples can degenerate rapidly therefore it is imperative that specimens reach the department as quickly as possible.

Sample	Time
Specimens with high mucous content (e.g. sputum, bronchial aspirates)	12 – 24 hours, requires refrigeration
Specimens with high protein content (e.g. pleural, peritoneal, pericardial fluid)	24 – 48 hours
Specimen with low mucous/ protein content (e.g. CSF, urine)	2 hours

10. Transport of Samples

Within the hospital, samples must be sent to the laboratory in a sealed (mini grip) bag with the request form (and any other relevant additional information) in the open envelope on the side of the bag.

Specimens being transported from Sutton to Chelsea, and vice versa, arrive via dedicated appropriate courier service in a pathology transport bag which complies with UN3373 regulations. Specimens are put into mini grip bags with the forms in the separate envelope section. Larger specimens are put in white bags and sealed securely.

For more details on specimen collection, labeling, transport and reception please refer to Trust Policy No. 1539 on the intranet. Each transport bag will contain a transport log and an email is sent to the receiving laboratory to inform them a bag is in transit.

11. Frozen Section/OSNA service/Companion Diagnostics

11.1. Frozen section service - Chelsea

The laboratory is open from the hours of 7:00-18:00 (Mon – Fri).

Frozen sections/ OSNA can be requested between 8.30am and 16.30pm.

Any requests for out of hours work must be discussed with the relevant consultant Pathologist.

11.2. Turnaround times for frozen sections / OSNA

Guideline turnaround times (TAT) for a single sample sent for frozen section is 45 minutes from receipt of sample to result being communicated to the relevant theatre. Receipt of multiple samples will elongate the reporting process as all prepared samples may be reported in a single sitting.

OSNA TAT: 45 minutes for 1 sample, additional samples will elongate the process. Results printouts are taken to theatres. Interpretation of the results is the responsibility of the relevant clinician. Advice may be sought from the consultant pathologist. TAT is variable subject to the complexity of sample dissection, nature of tissue and number of samples sent in each batch: the above time is for guidance only and does not constitute a guaranteed TAT.

11.3. Companion diagnostics

The following companion diagnostic tests are available:

Chelsea

Her2 receptor
Her2 DDISH
PDL1 (SP142)
PDL1 (SP263)
Alk1 (D5F3)

Please provide the FFPE block or 2 x unstained sections on charged slides cut at a thickness of 2-3 µm.

Sutton: Lung

PDL1 (22C3)
ALK1

For lung companion diagnostics 2 x Haematoxylin and Eosin stain slides and 8 unstained slides cut at 4-5µm.

85% of results are available in 10 calendar days

12. Result Validation

Once reports have been signed results are available on the HIS System via the EPR. Please note that results will not be given out over the telephone. Queries should be directed to the relevant registrar or consultant.

The laboratory participates in NEQAS assessment programs for routine cellular pathology techniques and Immunohistochemistry to ensure that the high quality of work within the Department is maintained.

13. Issuing of results

13.1. Availability of results

Histopathology and Cytopathology results are available on the hospital computer system, as soon as they are signed off by Consultants, via EPR. Samples may have been booked under the patients 10 digit NHS number or a temporary number rather than the 6 digit RMH number if the patient was not registered at the time of booking. Users should therefore search using the patient name and/or date of birth if no record exists under the RMH number.

Copies of the signed reports are scanned on to a secure online archiving system (DART).

For users of order and view reports are available once authorized on the order and view portal. For external users not on order and view a PDF of the report will be sent once authorized, via NHS.net.

13.2. Telephoned results

Verbal reports will not be given under any circumstances and by any grade of staff.

14. Turnaround times (TAT) internally processed cases

14.1. Histopathology

RCPATH Guidelines state that 'Local patient pathways, agreed with requesters, shall include anticipated turnaround times for all relevant laboratory investigations.'

Due to the complex nature of the samples we will endeavor to report 85% of all cases within the stated TAT.

HMDS, Biopsies, Bone Marrow Trepines: TAT's 10 calendar days.

Complex specimens including resection and those requiring MRI: TAT 10-21 calendar days.

The TAT for cases requiring Molecular testing are subject to extended reporting times due to the inclusion of Molecular Diagnostics TAT.

14.2. Cytology

Chelsea - 90% of all routine results are available in 7 calendar days.

14.3. Urgent Samples

All efforts will be made to expedite clinically urgent samples to ensure that diagnostic results are issued in a relevant time frame.

15. Turnaround times for referral cases

Results are normally available on the EPR within 14 calendar days of receipt of ALL RELEVANT MATERIAL (see section 7) from the referring hospital when accompanied by a correctly completed request form from the appropriate clinical unit or MDT coordinator, in 80% of cases.

If additional material is requested from the referring institution, to confirm diagnosis, the TAT is 14 calendar days on receipt of the additional material.

Due to the complex nature of the samples we will endeavor to report 85% of all cases within the stated TAT.

16. Request forms and specimen types

16.1. Routine internal requests

Internal operation specimens, not including Haemato-Oncology samples, need to be accompanied with a 'Department of Surgical Pathology' form available from histopathology specimen reception, filled out in full. The specimens can be either fresh or fixed in formalin in the appropriate sized pot with a securely attached lid.

Samples for Haemato-Oncology should be sent with the HMDS request form (available on the intranet)

16.2. External operation requests

These specimens are usually received fixed in formalin and also require a 'Department of Surgical Pathology' or HMDS request form. However, this type of specimen may not have a hospital number and may be allocated a temporary registration number ('E' or 'H' number) by the Histopathology Department if the NHS number cannot be traced.

16.3. Referrals

All referral cases for review require a 'Department of Surgical Pathology' or HMDS request form filled out in full (See section 7).

16.4. Molecular Requests

If Molecular/Mutational tests are required, please email the relevant molecular request form Histo-Molecular.Test-Requests@rmh.nhs.uk.

16.5. Consent

All relevant consent must be sought from patients by the clinical teams prior to any Cellular Pathology procedures being undertaken.

17. Sample storage and disposal

17.1. Formalin fixed tissue

Wet tissue specimens are retained for approximately a period of four weeks after the final report has been issued, as recommended by "The retention and storage of Pathological records and specimens (5th Edition). Guidance from the Royal College of Pathologists and the Institute of Biomedical Science (April 2015). Tissue is then disposed following local procedures.

17.2. Cytology specimens

Samples are retained for a period of one week in the Cytology specimen fridge, after this they are disposed via local procedures.

17.3. Paraffin wax blocks and microscope slides

Internal blocks and slides are kept indefinitely. Tissue is also retained if a patient has consented for research purposes (this includes generic consent) or if they have indicated that they wish for the tissue to be retained at RMH.

This is in keeping with Royal Collage of Pathologist guidance on inter-departmental dispatch of histopathology material for referral and clinical trials:

https://www.rcpath.org/resourceLibrary/interdeptmental-dispatch-referral-and-clinical-trials_mar14.html

18. Laboratory Accreditation

The Cellular Pathology Department is a UKAS accredited medical laboratory No. 9929

19. Clinical Advice and Interpretation

Authorised on: 15-Jun-2021. Authorised by: Jenny Henson. Document Unique Reference: 9-104040580. Due for review on: 15-Jun-2022

Author(s): Glenn Noel-Storr, Jenny Henson, Natalie Peters

All consultant pathologists in the department are available to give clinical advice and interpretation pertaining to their reports, and all seek to ensure that the diagnostic repertoire is clinically relevant. All Consultants attend the MDT's relevant to their clinical specialty.

Laboratory Scientific staff are available to offer advice and information on procedures undertaken within the department, including factors which might affect the performance of a test or the interpretation of results.

Fixation: all histology samples other than those described below (samples and those for frozen section) arising from a surgical procedure, either inpatient or outpatient, must be placed in 10% neutral buffered formalin immediately following excision and stored at ROOM TEMPERATURE prior to delivery to the Histopathology Department. To optimize fixation, the specimen should be placed in a container allowing formalin to penetrate all surfaces.

Fresh Specimen: on occasion the surgeon or pathologist may require a specimen to be sent for a diagnostic process which will be adversely affected by exposure to formalin; for example RNA extraction. In such circumstances the sample should be placed in a sealed specimen bag and both specimen and request form should be clearly marked 'FRESH SPECIMEN' before being transported immediately to the Histopathology Department; the department should be alerted beforehand by use of the theatre intercom (Chelsea) or phoning the department (Sutton) to ensure that staff are available to deal with the specimen immediately on receipt.

Frozen Sections: on occasion the surgeons may require that a frozen section technique to be performed, in order that a provisional diagnosis might be reached while the patient is undergoing surgery. This diagnosis may then be used to guide the extent of the surgical procedure.

The frozen section service requires 24 hrs notice to ensure consultant availability. The specimen and accompanying request form (clearly stating 'FOR FROZEN SECTION') should be sent to the department via either the air flow system that operates between theatres and Histopathology or via porter. In either instance the laboratory should be informed by use of the theatre intercom that the specimen is en route. (see section 11.2 for information regarding TAT's for frozen sections)

20. Protection of Personal Information

All Cellular Pathology staff undergo Information Governance training annually and are aware of current procedures for protection of personal information.

21. Complaints Procedure

A Pathology Management document "Pathology Department Policy and Procedures for Dealing with Complaints" resides in iPassport, is regularly reviewed and updated, and is available to users on request. The Trust policy on complaints, "Concerns and Complaints Policy and Procedure" (Policy 0160) overarches Pathology procedures. Should you have cause to complain about any aspect of the service, please contact the laboratory manager in the first instance.

The Cellular Pathology Service Manager and Pathology Services Manager participate in the Trust roster for investigation and responding to complaints against the Trust.

22. User consultation

The information contained within this User Guide must be relevant to the users of the service. To ensure that this is achieved it is important that all users are consulted regarding

all aspects of the services provided and have an opportunity to contribute towards this document and help define its content.

A user survey is distributed electronically biennially to clinical units inviting comment, but all users are welcome to contact the laboratory management at any time with matters of concern or suggestions for improvement in laboratory procedures or information provided within this document.

Life demands excellence



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