

	CP 9 Cytology Specimen Handling	Department:	Central Processing Lab
		Effective Date:	11/2018
		Revised Date:	2/12/2019
		Contact:	Central Processing Lab Section Manager
CLIA Medical Director Signature: Signature on file		Approved Date:	2/13/19

1. General Procedure Statement: Cytology specimens received in the Central Processing Lab should be handled per the Cytology Lab requirements to ensure specimen quality is maintained.

a. Purpose: To provide Central Processing team members with the guidelines for properly handling Cytology samples

b. Responsible Department/Scope:

- i. Procedure owner/Implementer: Central Processing
- ii. Procedure prepared by: Jennifer Hausman
- iii. Who performs procedure: Central Processing Team Members

2. Procedure:

Note: Appropriate personal protective equipment (PPE) must be worn when handling biohazardous specimens

a. During routine Cytology Lab hours (Weekdays 0800-1630)

i. Place Cytology specimens, excluding Pap Smears in the Cytology bin on the shelf in the Tube Room

1. Pap Smears will follow the CP 23 Pap Smear Receipt procedure

ii. Specimens will be delivered by the in-house courier periodically throughout the day

1. If the in-house courier is not available, Cytology team members will pick up specimens

b. During after-hours for the Cytology Lab (Weekdays 1630-0800, Weekends, and Holidays)

i. Cerebral Spinal Fluid (CSF)

1. If testing will be completed within 24 hours of collection
 - a. Place specimens in the Cytology box in the Hematology walk-in refrigerator
2. If testing will NOT be completed within 24 hours of collection
 - a. Preserve specimens with and equal volume of Thin Prep Cytolyte (50/50)
 - b. Record on the requisition "Cytolyte added" with your initials and the date
 - c. Place specimens in the Cytology box in the Hematology walk-in refrigerator

ii. Urine Specimens

1. Preserve specimens with and equal volume of Thin Prep Cytolyte (50/50)
2. Record on the requisition "Cytolyte added" with your initials and the date
3. Place specimens in the Cytology box in the Hematology walk-in refrigerator

iii. Bladder Wash Specimens

1. Preserve specimens with and equal volume of Thin Prep Cytolyte (50/50)
2. Record on the requisition "Cytolyte added" with your initials and the date
3. Place specimens in the Cytology box in the Hematology walk-in refrigerator

iv. Pap Smears

1. Follow the CP 23 Pap Smear Receipt procedure

v. All other specimens for Cytology testing

1. Place specimens in the Cytology box in the Hematology walk-in refrigerator

c. Printing a Cytology Order Requisition

- i. Open the patient's chart in Wake One
- ii. Select "Order Inquiry"
- iii. Click on the Cytology order
- iv. Click on the "Order Number" hyperlink at the bottom of the screen
- v. Scroll down to "Reprint Inpatient Order Requisition"
- vi. Click on the hyperlink
- vii. Right Click
- viii. Select Print

3. Review/Revision/Implementation:

- a. All procedures must be reviewed at least every 2 years.
- b. All new procedures and procedures that have major revisions must be signed by the CLIA Laboratory Medical Director.
- c. All reviewed procedures and procedures with minor revisions can be signed by the designated section medical director.

4. Related Procedures:

a. CP 23 Pap Smear Receipt

- i. <..\..\cp lab staff\CP Procedures\CP 23 Pap Smear Receipt.pdf>

5. References:

6. Attachments:

7. Revised/Reviewed Dates and Signatures:

Review Date	Revision Description	Signature
2/12/2019	Updated to provide more specific after hours processing instructions based on specimen type.	Jennifer A. Hausman, MLS(ASCP)SBB ^{CM}