

<h2>Off-Hours Pathology Specimen Procedure</h2>	
Purpose	This procedure provides guidelines on how to direct questions and handle issues related to Anatomic Pathology Specimens received nights and weekends.
Lab hours	The Histology lab is staffed Monday to Friday, 05:30am to 5:30pm on the MPLS campus and 07:30am to 4:00 pm on the STP campus. The Histology department is covered by on-call staff weekend and holidays 9:00 am to 5:00 pm. There is a Pathologist on-call 24 hours/day, 7 days/week.
Standard Procedures	<p>Guidelines for Handling Pathology Specimens and Requests Received on Nights or Weekends</p> <ul style="list-style-type: none"> ◆ Fresh specimens: All fresh specimens are considered STAT and need immediate attention. Make sure all fresh specimens (ex: surgical tissues, body fluids, etc.) are placed in the Pathology refrigerator. "Fresh" specimens mean that there is no fixative in the specimen container to preserve the tissue. Page the on-call Pathologist <i>immediately</i> for instructions. ◆ Duodenal biopsy for Disaccharidase: These are "Fresh Specimens" which will arrive in a labeled cryovial tube <i>ON WET ICE</i> with a requisition form. The wet ice may be discarded and the cryovial tube specimen should be placed in the main lab, Sendouts -70 freezer with a copy of the requisition form left in Histology. A notation of the location of the specimen is left with the requisition form. ◆ Formalin-fixed specimens: Unless marked STAT, Pathology specimens arriving in formalin can wait for routine processing and can be kept at room temperature. ◆ Autopsy and deceased patients: Deceased patients are transported to the morgue by nursing staff accompanied by Security staff. Deceased patients, in appropriate labeled cadaver bags, must be placed in the Morgue cooler and documented in the Death Register. Contact Security (Minneapolis campus) or the Main lab (St. Paul Campus) for access and assistance. Patients not requiring an autopsy examination by Children's Minnesota may be released to a licensed funeral home or requesting medical examiner. For patients transported on weekends <i>with a signed, valid permit for autopsy</i>, or question about the autopsy service contact the PA.
On-Call Questions	<p>When to page the On-call Histology Staff (9:00 am - 5:00 pm weekends and holidays)</p> <ul style="list-style-type: none"> ◆ For STAT Bronchoscopy fluid specimens, contact Histology Staff ASAP for triage instructions. Histology staff will contact the Pathologist On-call to review the specimen. ◆ For questions about specimen collection (eg; where specimen containers or fixatives are located in Histology).

	<p>When to Page the On-Call Pathologist (24/7)</p> <ul style="list-style-type: none"> ◆ For STAT Pathology requests (for example: surgical pathology specimens marked RUSH on the request slip; OR requests for a frozen section, and other urgent specimen types. All fresh specimens are considered "STAT".) ◆ For questions about Pathology/ Histology orders which are combined with Microbiology or other clinical laboratory testing requests. ◆ For requests for Pathology Reports which are not available in Cerner/ PowerChart. ◆ For challenges to the Zero Tolerance Specimen Labeling Policy. Note: All Blood Bank specimens must be properly labeled and MAY NOT be re-labeled. Unlabeled or mislabeled specimens must be re-drawn. (See Blood Bank Manuals for emergency transfusion requests.) ◆ Whenever a corrected report is issued for a clinical laboratory specimen, which shows a major discrepancy from the original clinical lab results. 		
	Revision to weekend call hours for technical staff	Melissa Turner	6/12/19

Historical Record

Version	Revised by	Effective Date	Summary of Revisions
1			Initial version.
2	M. Turner	6/12/19	Revision to weekend call hours for technical staff
3	A. Dubbelde	7/26/2019	Update format, add version and minor changes in process.