

TRAINING UPDATE

Lab Location: SGAH & WAH
Department: Processing

Date Distributed: 7/1/2013
Due Date: 7/31/2013
Implementation: 8/1/2013

DESCRIPTION OF PROCEDURE

Name of procedure:
Anatomic Pathology Specimens SGAH.S35, WAH.S32 v001
Description of change(s):
<p>Section 4: change CSM to CCPL</p> <p>Section 5: update AP business hours; add non-urine fluid and tissue sample instructions; separate handling instructions for during and after AP hours.</p> <p>Section 6: add Fluid SOP</p> <p>This SOP will be implemented on August 1, 2013</p>

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training all sites (version 001)

Non-Technical SOP

Title	Anatomic Pathology Specimens	
Prepared by	Samson Khandagale	Date: 6/6/2012
Owner	Samson Khandagale	Date: 6/6/2012

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

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1. PURPOSE

To outline the process steps to receive, record and forward Anatomic Pathology specimens to the Department of Pathology, Adventist HealthCare.

2. SCOPE

This procedure applies to all Anatomic Pathology specimens received in the Laboratory.

3. RESPONSIBILITY

All Specimen Processing and Technical staff must understand and perform this procedure as outlined.

4. DEFINITIONS

- AP – Anatomic Pathology
- HIS – Hospital Information System
- Appropriate Order – manual Anatomic Pathology Request (Green)
- WC – Women’s Center
- PNC – Prenatal Clinic
- OR – Operating Room
- SDS – Same Day Surgery
- L&D – Labor & Delivery
- CCPL – Capital Choice Pathology Laboratory

5. PROCEDURE

A. General Information

1. AP samples are either **picked up by AP staff or may be** sent to the Laboratory from the hospital units, SDS, OR, etc., accompanied with an AP Request.
2. Normal AP department business hours are
SGAH: 0830 to 1700, Monday- Friday
WAH: 0800 to 1530, Monday- Friday

AP specimens arriving between during these times are delivered to the respective AP Gross Room.

Note: **Non-urine body fluids are delivered to the clinical laboratory Specimen Processing bench. The processor reviews the orders and distributes the specimen appropriately. Refer to the procedure Fluid Processing - Non Urine for specific details.**

3. **The On-Call Pathologist must be called immediately if a STAT order arrives after 1600 (at both SGAH and WAH). The Core Group Lead / Tech In Charge should be notified to contact the Pathologist On-Call. Refer to the On-Call Schedule policy for details.**
4. After normal business hours, specimens are accepted by lab staff and recorded in the AP logbook and stored in the AP refrigerators.
SGAH: refrigerator is located between the Scrub-Ex and the Blood Bank door
WAH: refrigerator is located directly behind the front desk

Note: Frozen Sections require special handling. Refer to step B.5.

5. All AP Request forms and other attached forms must be read to make sure information is complete and that the tests ordered are AP Department tests, before the specimens are stored in the refrigerator.
6. If tests are unclear, a Group Lead, supervisor or manager must be consulted for clarification of the tests.
 - If the tests remain unclear, the ordering physician is to be notified for clarification of the test being ordered.
 - Nurses or Hospital Departments may be asked to send copies of chart orders to the Lab to help clarify tests. If Lab staff identify tests that were not ordered, the nurse must be requested to place the orders in HIS, or send a down time requisition with written orders. Proceed to order in LIS.
7. **Special attention and careful review is a MUST** as AP specimens are **irreplaceable** specimens.
Examples of AP tests and specimens are: Urine for cytology, PAP smear specimens, Bone Marrow, CSF for Cytology, Sputum for cytology, Endo cervical swabs/ specimens, body fluids for cytology, Tissue samples, etc.

8. WC/PNC Department receives their supplies directly from the off-site CCP Laboratory. In order to answer questions regarding supplies, callers must be instructed to call during normal AP Department hours.
9. Other Hospital Departments, such as OR, SDS or L&D staff, are familiar with specimen drop off and log system. This is an arrangement monitored by the AP Department.

B. Handling AP Department Specimens

1. For specimens delivered **directly to AP** during business hours:
If a clinical lab order is included for a specimen, AP staff use their shared specimen policy (CCP Lab), complete a shared specimen slip, and bring the specimen to the Clinical Lab. The Clinical Lab later returns the specimen for AP cytology processing.
2. For specimens delivered to the **Clinical Lab during AP** business hours:
If there is a green pathology non-GYN request, contact AP to retrieve sample from lab. AP staff will utilize their shared specimen policy if applicable.
Notes:
 - All tissues with the exception of a sample of fetal tissue for chromosome testing are to be delivered directly to the AP Department.
 - Frozen Sections require special handling. Refer to step 4 below.
3. For specimens delivered to the **Clinical Lab after AP** business hours:
 - a. Specimens will be accompanied by an AP request (Green Pathology form). Verify patient identification is identical on the order, HIS label (applied to the request) and specimen.
 - b. Read AP request and all attached paperwork to make sure there are no in-house Laboratory tests ordered and/or no Quest Diagnostics Reference Laboratory tests ordered. An example of a QD Reference Lab test on an AP Request form is POC/ Chromosome Analysis.
 - If there are any in-house or QD tests ordered, process specimens according to routine procedure.
 - If one specimen arrives and an AP order and QD order is requested, be sure to aliquot/split the sample according to the requirements for the orders/tests.
 - If there is only enough for one sample to run, the Physician who placed the order must be called to decide which test is priority to run.
 - All irreplaceable fluid samples that have enough to keep in-house will be aliquot/split in another container to hold for one month.
4. Frozen Sections
 - Delivered from OR, often without notice. Always processed STAT.
 - During normal AP business hours, direct the OR tech to the AP lab

- During off-shifts, immediately notify the Core Group Lead / Tech In Charge who will contact the Pathologist On-call. Refer to On Call Schedule policy for details.
- If you receive a phone call from OR to call/page the Pathologist On-call, inform the caller that you are forwarding the call to the Core Group Lead at Extension xxx and that she/he will page the On-call Pathologist. Core Group Lead will coordinate processes between the Pathologist and the OR from this point on.
- Frozen Sections are NEVER to be signed in and left in the AP refrigerator unattended.

6. RELATED DOCUMENTS

On Call Schedule, Laboratory policy
[Fluid Processing - Non Urine, Specimen Processing procedure](#)

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
000	5/30/13	Section 4: change CSM to CCPL Section 5: update AP business hours; add non-urine fluid and tissue sample instructions; separate handling instructions for during and after AP hours. Section 6: add Fluid SOP	L. Barrett N. Cacciabeve	S. Khandagale

9. ADDENDA AND APPENDICES

None