



TRAINING UPDATE

Lab Location: SGAH & WAH
Department: Processing

Date Distributed: 7/2/2012
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DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Anatomic Pathology Specimens SGAH.S35, WAH.S32 v000
Description of change(s):
<p>New SOP to specify handling of Anatomic Pathology (Histology / Cytology) specimens.</p> <p>The process is not new, it was just not written as an SOP in the past.</p>

Approved draft for training all sites (version 000)

Non-Technical SOP

Title	Anatomic Pathology Specimens	
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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:

12 month (or new) management review and approval: Signature acknowledges SOP version remains in effect with NO revisions.		
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 Medical Technology staff must understand and perform this procedure as outlined.

4. DEFINITIONS

AP – Anatomic Pathology
HIS – Hospital Information System (Cerner/SMS)
Appropriate Order – manual Anatomic Pathology Request (Green)
WC – Women’s Center
PNC - Prenatal Clinic
OR - Operating Room
SDS - Same Day Surgery
CSM - Cytology Services of Maryland
L&D - Labor & Delivery

5. PROCEDURE

A. General Information

1. AP samples are sent to the Laboratory on a daily basis from the hospital units and departments, accompanied with an AP Request.
2. Normal AP department business hours are: 0800 to 1630, Monday- Friday. AP specimens arriving between 0800 and 1500 Monday- Friday are delivered to the respective AP Office Receptionist.
3. STAT orders arriving between the hours of 1500 and 1630 (before the AP department closes) must be delivered with immediate notification to the Receptionist.
4. After normal business hours, specimens must be accepted from the senders, 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 other units may be asked to send copies of chart orders to the Lab to help clarify tests. If during the clarification process it is noticed that there are other tests that were not ordered, the nurse must be notified to put the orders in HIS, if not send a down time requisition with the orders written down. Proceed to order in LIS.
7. Special attention and careful review is a must be because AP specimens are **irreplaceable** specimens.
Examples of AP tests are: Urine for cytology, PAP smear specimens, Bone Marrow, CSF for Cytology, Sputum for cytology, Endo cervical swabs/ specimens, body fluids for cytology etc.
8. WC/PNC Department receives their supplies directly from the off-site CSM 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. Specimens will be accompanied by an AP request (Green Pathology form). Verify patient identification matches the request, HIS (Cerner/SMS) label (applied to the request) and specimen.
Note: Frozen Sections require special handling. Refer to step 5 below.
2. 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 samples that have enough to keep in-house will be aliquot/split in another container to hold for one month.
3. If tests written are clearly for AP Department **and** if the specimens arrived within AP Departments normal business hours for accepting specimens, then deliver specimens to AP area and notify the Receptionist.
4. If specimens arrive after business hours, follow steps 1 and 2 above and store the specimens in the AP Refrigerator after logging them (see step A.4).
5. 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

7. REFERENCES
None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES
None