

UW Medicine - Pathology

100-02-01-02

University of Washington Histology Laboratories Turnaround Guidelines Policy

Adopted Date: 05/22/13 Review Date: Revision Date:
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PURPOSE

The following guidelines have been established to facilitate timely specimen order processing and quality patient care management.

SCOPE

This policy pertains to all Histology staff, IHC staff, residents, fellows and attendings.

Policy

The University of Washington Histology Laboratories Turnaround Guidelines demonstrates the established timelines for routine case work along with ordering cutoff and delivery timeline expectations for additional orders generated on cases.

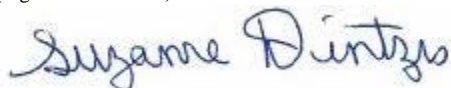
Delays due to laboratory failures (i.e. equipment failures, staffing shortages, testing repeats, material not on site etc.) that will impact these timelines will be communicated by respective staff (Histo/IHC) to the faculty and residents.

Note: Requests for recuts and levels will be completed and sent out throughout the day as workload allows, thus some cases may arrive earlier. Emergent or special handling or routing needs are to be communicated to the respective labs (Histo/IHC).

RELATED DOCUMENTS

University of Washington Histology Turnaround Guidelines_UWMC_appendix A
Processor Load Times_UWMC_appendix B

UWMC Pathology Chief of Service:
(Signature and Date)



6/28/13

Suzanne Dintzis, MD, PhD

HMC Pathology Chief of Service:
(Signature and Date)



6/28/2013

Stephen Schmechel, MD, PhD

Written by:
(Signature and Date)

M.Griffo 5/2013

Revised by:
(Signature and Date)

University of Washington Histology/IHC/FISH Turnaround Guidelines-
UWMC

TASK	Histology	IHC	PATHOLOGIST		RESEARCHER
	Order Cut Off	Load Times	Deliver Timelines		Return Material to Research Coordinator
			Same Day	Next Day	
Biospies	-	-	Evening Shift: Midnight	Morning Shift: 8:00AM	
Surgicals	-	-	-	8-9:00 AM	
	-	-	-	-	
Paraffin FISH	8:30 AM	9-9:30 AM	-	4:00 PM (Next Day)	
	-	-	-	-	
BOND* RUN 1	8:00 AM	8:30 AM-9:00 AM	1:00 PM	-	
BOND RUN 2	11:00 AM	11:30-12pm	4:00 PM	-	
	-	-	-	-	
RECUTS	10:00 AM	-	3:00 PM	-	
SPECIAL STAIN	10:00 AM	-	4:00 PM	-	
	-	-	-	-	
BREAST CORES	-	-	12:00 PM (Same Day)	-	
	-	-	-	-	
BOND RUN 3	7:30PM	8:30 PM (all rotating staff)	-	9:30 AM (Next Day)	
	-	-	-	-	
VET SPECIMEN	-	-	-	24 HOURS (Next Day)	
Clinical Trial Qualifying (TRIAL-BOX CHECKED)	Process as soon as arrives	-	-	24 HOURS (Next Day)	
MOLECULAR TEST	-	-	-	24 HOURS (Next Day)	
	-	-	-	-	
RESEARCH	-	-	-	-	1-2 WEEKS FROM RECEIPT

* EBV probes & Columbia protocols may have a longer turnaround time pending Bond capacity
 Please notify attending/resident of case delays that will miss the expected load and/or distribution timeline)

Primary shift below; note that all staff are responsible to ensure all work is done

Evening and Early AM Teams (4 pm, 5pm, 8:30pm & 1:30 am staff)

Day Shift Teams (5 AM, 8AM, 8:30AM & 9:30 AM staff)

Evening Team (5pm & 8:30pm staff)

Day Shift and Evening teams (all shifts)

UW Processor Load Times								
Load Times*	8am	11am	12pm	1-2pm	3pm	5pm	6pm	
Biopsies	breast cores here					late biopsy cases		
Surgicals				overflow			late cases	

Biopsy Load times

Surgical Load times

*Rushes, Renals, Vet, Research loaded throughout the day