**EMPLOYEE COMMUNICATION FORM**

**DATE\_03/28/2023\_\_\_\_\_\_**

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|  **S**Situation | The staining procedure for Rapid On-site Evaluation Fine Needle Aspirations has been updated. |
|  **B**Background | The Hema-Diff staining protocol was validated in the cytology department and implemented for FNA staining. The process involves creating smears by expressing all material onto the slide and smearing with second slide. One slide is place immediately into 95% alcohol. The second slide is allowed to air dry. The air-dried slides is stained using the Hema-Diff protocol: ten dips in solution #1, Fixative, five dips in solution #2, Xanthene, ten second in solution #3, Thiazine, and rinse in distilled water. The slide can be either wet mounted or give to pathologist unmounted. The pathologist performs his review, and the process is repeated until an adequate evaluation. The remaining passes after the adequate can be placed directly into wash for cell block. |
|  **A**Action | Read approved updated procedure and follow as described above. |
|  **R**Recommendation | Bring any concerns or questions to cytology lead. |