**UW Medicine - Pathology**

6000-01-01-01

Gross Room Daily Tasks Policy

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| Adopted Date: 11/22/08  Review Date: 06/22/09  Revision Date: 05/10/11 |

PURPOSE

To define gross room daily tasks.

POLICY

**Staff::** 3 FTE's: 3 working 5/8 hour shifts

**Placenta Pick-up:** daily 9:30am

Mondays average 15-20

Remaining weekday's 5-8/day

* Placentas need to be sorted by exam, non-exam and matched to paperwork
* All non-exam placentas must be logged into placenta database
* Placentas identified for examination need to be accessioned

**Surgical Pavilion Specimen Pick-up:** daily 10:00am, 12:00pm, 3:30pm (15 mins)

**OR Fridge Pick-up:** Hourly. Last pick-up at 4:30pm, resident on responsible for after hours.

**Clean and stock grossing stations:** 5:00-6:00pm

*Note:* Scissors are sharpened in the Autopsy Suite

**Accession surgical cases:** 7:00am-4:30pm

**Oral Path cases to grossing:** 12:00pm-3:00pm

**Grossing of derm and biopsy cases:** Throughout the day until 3:00pm

**Testing of decal specimens:** Daily

**Frozen section stain:** Change daily before 8:30am

**Retrieve specimens for further review by Residents / Attendings for additional block submission:** Average Cases Per Day

**SCCA cases:** Accessioned and transported 9:00am-5:00pm daily (average 10-12/week)

**File specimens in specimen storage:** Done after 5pm (.5 daily)

**Consolidate cassettes:** Throughout the day to Load Processor

Last pick-up Gross Room-5pm

Frozen room-4:30pm

**Frozen Room Tissue Cassettes:** Pick Up at 4:30pm

**Frozen Room Flow / Cytology:** Pick Up Daily at 4:30pm

***Gross Room Weekly Tasks***

**Tissue Discard:** Wednesdays (average 3-4 hours)

**Clean bone saw:** Once per week (.5)

**Processing of bone marrow cores:** Daily average 12/week (2 hours)

**Neuropathology cases:** Transported once/day at 2:00pm. Rushes transported as needed.

**Muscle and Nerve Biopsies:** Transported via Courier as RUSH Cases

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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Supervisor / Manager