


Controlled Document	Doc No: HISTWSH316	 North East Essex and Suffolk Pathology Services <small>A Partnership of Hospitals</small> A division of East Suffolk and North Essex Foundation Trust
Dept. / Site: West Suffolk Hospital	Title: West Suffolk Hospital Cellular Pathology User Guide	
Version:7	Issue Date: Refer to Q-Pulse	

North East Essex and Suffolk Pathology Services

Cellular Pathology User Handbook Guide for West Suffolk Hospital




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1 Introduction

1.1 Scope

This User Guide has been produced to assist both hospital and community users of the Histopathology laboratory services provided by North East Essex and Suffolk Pathology Services (NEEPS) at West Suffolk Hospital. It deals with access to the Histopathology service, specimen requirements, information and labelling requirements. If this User Guide fails to provide information required, users are encouraged to contact relevant key personnel listed.


1.2 Purpose -Service background

The Pathology Laboratory at West Suffolk Hospital consists of Biochemistry, Haematology, Microbiology, Histopathology/Cytopathology and Blood Transfusion and is the only pathology provision on-site. The service is provided by the North East Essex and Suffolk Pathology Services, which came into effect on 5th May 2017.

1.3 Service information


The service is managed by NEEPS which is hosted as a division of East Suffolk and North Essex Foundation Trust; however integration of this service into patient care at West Suffolk Hospital is overseen by the Clinical Support Services Directorate. Key contacts are:

Consultant Staff	Telephone and Email
Dr Mark Johnson (Histology Lead and Consultant Histopathologist)	2658 Mark.Johnson@wsh.nhs.uk
Dr Lilani Ranasinghe Consultant Histopathologist	3736 Lilani.Ranasinghe@wsh.nhs.uk

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Dr Karl Love Consultant Histopathologist	2768 Karl.Love@wsh.nhs.uk
Dr Lia Campos Consultant Histopathologist	3419 Lia.Campos@wsh.nhs.uk
Dr Tom Gowanlock Consultant Histopathologist	3079 Tom.Gowanlock@wsh.nhs.uk
Dr Iwona Kaminska Consultant Histopathologist	4074 Iwona.Kaminska@wsh.nhs.uk
Dr Ashraf Sanduka Consultant Histopathologist	3736 Ashraf.Sanduka@wsh.nhs.uk
Dr Ryan Butel Consultant Histopathologist	2768 Ryan.Butel@wsh.nhs.uk
Dr Pawel Wawruch Consultant Histopathologist	3419 Pawel.Wawruch@wsh.nhs.uk
Rachel Gooch Consultant Biomedical Scientist	3419 Rachel.Gooch@wsh.nhs.uk

*For external calls please dial 0128471 + the ext. number

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Biomedical Scientists	Email and Telephone
Lynn Partridge Histopathology Service Lead	Lynn.Partridge@esneft.nhs.uk Tel 01473 703227 (Internal ext 5227)
David Cusack Histopathology Manager	David.Cusack@nhs.net Tel 3091
Sarah Rollo Deputy Histopathology Manager	Sarah.Rollo@wsh.nhs.uk Tel 3091

1.4 Department Telephone Numbers

Department	Telephone
Histopathology (Technical enquires) (08:30 – 17.00 Monday – Friday)	3318
Secretary to Medical Staff (08:30 – 18:00 Monday – Friday)	2773
Gynaecology Cytology Enquiries Newmarket Regional Cytology Laboratory	01638-569160


1.5 Section Leads (ext. 3318)

Histology Operations Manager: David Cusack

Quality Manager Cellular Pathology: Christopher Gratze

Training Officer: Victoria Smithies

Health and Safety Representatives: Sam Watson, Chloe Newton

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There is no out of hour's service for Histology, although in the event of an emergency the Pathologists and Histology Manager can be contacted via the switchboard dial 0.

2 Location of Laboratory

The Histopathology Department is located in the Pathology Department, on floor G, Area 8 (next to the Phlebotomy/Blood tests department), at West Suffolk Hospital NHS Trust, Hardwick Lane, Bury St. Edmunds, IP33 2QZ.

2.1 Hospital Location Map

<http://www.myhospitalmap.org.uk/BuryStEdmunds/WestSuffolkHospital.aspx>

2.2 Services Offered by the Laboratory

The Histopathology Department offers the following services:

- Histopathology
- Diagnostic Cytology


2.3 Laboratory Opening Times

The Histopathology laboratory is open Monday – Friday 8:30 am – 5.00 pm.

3 Clinical Advice and Interpretation

Medical staff are available on the telephone and at Multi-Disciplinary Team Meetings to advise on:

- The choice of test, sample requirements and the limitations of histology and diagnostic cytology
- Individual cases including advice on the surgical reports and interpretation of the examinations

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- Ensuring the laboratory services are used effectively and efficiently e.g. if a specimen should be sent marked as urgent
- Phone the secretarial staff to contact appropriate Consultant

3.1 Non Clinical Advice

Senior Biomedical Scientists are available to give advice on technical matters including the transport of specimens, the correct containers and fixatives to use, and the requirements for acceptance criteria.

4 Results and Reporting

West Suffolk Hospital consultants access electronic patient management systems (e-Care, ICE) for test results and reports. Histopathology results are issued in e-Care for most locations.


As of November 1st, 2019 printed paper reports will no longer be issued to West Suffolk Hospital Consultants except for Maternity. It is the responsibility of the consultants to ensure they receive their electronic reports and for redirecting reports to the correct consultant that have been reported to them in error. The consultant must report the error to the Cellular Pathology laboratory so that the laboratory may update their own systems. This failsafe will ensure that patients are not unnecessarily delayed in diagnosis or treatment.

5 Transport

All samples, unless stated, must be sent to the laboratory as soon as possible either in person or via a porter or ERS transport system. Unless stated, all samples are to be kept at ambient temperature.

5.1 Transport of Samples from GP Surgeries

The Pathology Department provides a daily collection service from all GP surgeries. Samples for collection should be individually bagged then placed in a large sealed **Histopathology** plastic bag with sufficient wadding to absorb spills.

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5.2 Transport of Samples from Wards, Theatres and Clinics

Histopathology samples are not repeatable tests. The department recommends that samples are transported directly to the Histopathology service during opening hours, where a member of the Histopathology team will take receipt of samples. We strongly recommend that services operate a sample log, which the histopathology staff will sign to record traceability.

Samples requiring frozen section must be transported immediately to the department. Prior arrangements must be made with the laboratory.

5.2.1 Portering Management Contact Details: Ext 3453

5.2.2 ERS Management Contact: 0333 240 4999

6 Storage of Samples

If possible, Histopathology samples should be delivered to the laboratory the same day. All theatre and clinic samples should reach the laboratory within a few hours of collection.


Samples from outside the hospital that cannot be delivered that day should be stored at room temperature overnight and delivered the next morning.

Delayed samples may result in over fixation, which can result in reduced sensitivity for a proportion of the diagnostic histopathology tests.

Diagnostic cytology samples should be stored in a 2-8°C refrigerator overnight.

7 Health and Safety

Histopathology – formalin fixative is classified as a class 1B carcinogen and should be handled within a controlled environment with minimum exposure. Any spillages should be absorbed using Pioneer Research Chemicals Formaspill granules to neutralise the formaldehyde, prior to scooping and disposal into clinical waste. Frozen section samples are unfixed and pose a biological hazard, and should be handled according to local protocol (clinic/theatre guidelines) to safeguard the health and safety of the individual. Spilt

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samples should be decontaminated and discarded according to local protocol (clinic /theatre guidelines) to safeguard the health and safety of the individual.


Diagnostic Cytology – these samples pose a biological hazard, and should be handled according to local protocol (clinic/theatre guidelines) to safeguard the health and safety of the individual. Spilt samples should be decontaminated and discarded according to local protocol (clinic /theatre guidelines) to safeguard the health and safety of the individual.

8 Completion of Pathology Request Forms and Labelling of Samples

It is the responsibility of the requesting clinician and the sample taker to ensure that request forms and samples are correctly and identically labelled to ensure patient safety and accurate reporting.

Each request accepted by the Histopathology service is a legal agreement between the laboratory and the requestor. An image of the correct request form is shown below:

HISTOLOGY & DIAGNOSTIC CYTOLOGY		Date & Time Taken	High Risk Y/N	Path	Hospital No	NHS No			
Nature of specimen				Surname	Lab Number				
				Forenames				NHS	
				sex	Date of birth		PRIVATE		
				Patient Address					
Clinical Details				Consultant / GP Name		Ward / GP Practice			
				Details of Requesting Doctor					
Cytology:		Additional Work:		Copy to:					
FOR LAB USE									
Dissected by:	Date:	Assisted by:	Decal	Dates of decal checks					
A	B	C	D	E	F				
						Date and time received			
						Labelling			
						Embedding			
						Block Labelling			
						Initial / Date			
						H+E QC			
<small>The acceptance of this request by the laboratory constitutes an agreement between the laboratory and requestor for the provision of the laboratory services.</small>									

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The laboratory will refuse to accept samples that do not comply with the criteria in Section 7.1.

8.1 Laboratory Criteria for the Acceptance of Pathology Requests/ Samples


All samples **must** arrive at the Pathology Department accompanied by a Histology and Diagnostic Cytology laboratory request form containing relevant information. Patient demographics on the sample and request form **must** be clearly annotated and identical. If samples have a discrepancy, the requesting consultant will be contacted to amend the discrepancy. This will cause a delay to the issue of the report.

8.2 Minimum Sample Labelling Criteria

Histopathology samples must be clearly identified with a minimum of three points of identification which must include the first name and surname plus as a minimum of one other identifier, i.e. date of birth, hospital number or NHS number. Where there is more than one sample for a patient request each sample must be clearly labelled as to the sample site of origin. This is important to enable samples to be clearly distinguished from each other. E.g. Pot 1 - abscess right foot. Pot 2 - abscess left hand.

The following information may be used as identification:

Request Form	Patient Sample
Surname	Surname
Forename(s)	Forename(s)
Date of Birth	Date of Birth/ Hospital/ NHS Number/
Hospital/NHS Number/Unique patient identifier	Unique patient identifier
Date and time sample taken	Sample type (if more than one pot)

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Histology specimens sent in formal saline must have a hazard warning label.

Radioactive specimens must be clearly labelled as such.

8.3 Slide labelling for Non gynaecology specimens:-

- Name of patient
- Hospital number/Date of Birth
- Whether fixed or air dried

8.4 Priority Status

Requests are assumed routine unless marked Urgent, 2WW, CSP, or ?malignancy.

Clinically urgent samples that require a faster turnaround below the published 7 days service must be discussed with a consultant Histopathologist to ensure these samples are identified and managed effectively.


8.5 High Risk Samples

High Risk samples pose a risk to laboratory staff and should be clearly labelled as high risk on both the request card and the sample.

The laboratory will not process specimens from patients with known or suspected prion disease (e.g. CJD, GSS, FFI). The infection control team and the Duty Microbiology consultants must be informed prior to any decision making regarding samples or patient transport. The coroner arranges the transport of deceased patients to a high risk mortuary equipped to manage CJD. (Royal Free Hospital, London or Addenbrookes Hospital, Cambridge)

8.6 Frozen sections

Samples requiring frozen sections must be pre-booked at least 24 hours in advance and transported to the department immediately using the following procedure:

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- Contact the lab on ext 3091/3318 to make a booking, and provide:-
- Patient details
- Estimated time of frozen section
- Theatre details: Extension number of the operating theatre where the sample was taken must be identified on the request card so the report can be phoned through as soon as available.
- Contact number

8.7 Cancer Pathway List (PIP – Pathology in Progress)

A PIP list supplied by the Cancer Information Analyst (ext 2739) is emailed weekly to the Histology Managers and identifies cases that are close to or breached the target date. A printed PIP list is sent to the relevant consultants to be fast tracked.

8.8 Products of Conception (POC)


Where histology is required on products of conception (POC), or ectopic pregnancies, a histology request card must be sent to the lab together with the sample.

Staff transport POC's to the mortuary department for sensitive disposal at Woodlands burial after all testing has been completed. The laboratory is licensed under the Human Tissue Authority (HTA) and adheres to all HTA relevant regulations and guidelines.

9 Factors Affecting Laboratory Tests

9.1 Histopathology

Multiple specimen pots **must** be easily distinguishable from each other and **must** be numbered/lettered in the same order as they appear on the request card. Failure to do so will result in a delay to the report. The Requester will be consulted regarding the identification of the sample/patient details. These errors are logged on Datix.

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All specimens **must** be sent in formalin fixative unless prior arrangements have been made with the Laboratory. Samples for frozen section which have been pre-booked are received fresh. Fresh specimens received without prior arrangements **will be** challenged.

Specimens from known TB patients **must** always be sent in formalin fixative unless prior arrangements and notification are made with the laboratory.

Histopathology samples must be transferred promptly into the formaldehyde fixative solution. Delays in fixation can affect the morphology of the tissue sample and also impact negatively on the quality of some diagnostic tests.

Histology samples should be transferred to the histopathology laboratory as soon as possible, ideally on the same day. Delays in transfer result in prolonged fixation which can be detrimental to the quality of some diagnostic tests.

Unlabelled histology specimens **will be** returned with the request form to the clinician requesting the test, or the clinician **will be** given the opportunity to visit the laboratory and identify the specimen him/ herself.


Laboratory staff **will not** intervene in the labelling and identification process.

9.2 Diagnostic Cytology

Delays in transportation of cytology samples to the laboratory **must** be avoided.

Unlabelled cytology samples **will be** returned with the request form to the clinician requesting the test, or the clinician **will be** given the opportunity to visit the laboratory and identify the specimen him/ herself, with the exception of urine samples which will discarded and a repeat requested.

Laboratory staff **will not** intervene in the labelling and identification process.

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10 Outline of Tests Provided

10.1 Histopathology

The laboratory offers a routine Histopathology service including Haematoxylin + Eosin, Special Stains, Immunohistochemistry, HER2 Immunohistochemistry and Frozen Sections.


10.2 Diagnostic Cytology

The laboratory offers a diagnostic service for most types of cytology samples, including, serous fluids, respiratory samples, cyst fluids, joint fluids, urines and fine needle aspirations.


11 Sample Requirements

11.1 Histology:-

Sample Type	Container & Fixative	Consumables
Small diagnostic biopsies.	60ml screw top pot containing 30ml of 10% formalin	Request pot from Pathlabservices@wsh.nhs.uk
Small excision biopsies (skins etc)	100ml yellow screw top pot. 10% formalin added to fill container / cover specimen	Request pot from Pathlabservices@wsh.nhs.uk
Medium resection specimens (appendix, gall bladder, large skins, breast WLE)	500ml – 1000ml white top bucket. 10% formalin added to fill container / cover specimen	Empty buckets available from histology. Request via Pathlabservices@wsh.nhs.uk
Large resection specimens (mastectomy, colon, kidney etc)	2500ml – 20,000ml white top bucket. 10% formalin added to fill container / cover specimen	Empty buckets available from histology. Request via Pathlabservices@wsh.nhs.uk
Tissues for frozen section	60ml screw top pot. NO FORMALIN	This service needs to be pre-booked with the laboratory.


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Tissues for flow cytometry	30ml white topped universal pot containing 10ml of tissue transport medium	Stored in cut up room. (New pots supplied by Addenbrookes)
Tissues for immunofluorescence	10ml blue topped vial containing 5ml of Michel's medium	Prefilled vials stored in the cut-up room on a shelf (<i>New pots supplied by St. Johns Institute of Dermatology</i>)
Cytogenetics (tissue)	30ml white topped universal pot containing 10ml of tissue transport medium	Prefilled pots stored in the cut-up room on the shelf. (New pots supplied by Addenbrookes-molecular/cytogenetics dept).
Tissue samples from joint for gout crystals	Place in 70% alcohol	Request pots from Pathlabservices@wsh.nhs.uk

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11.2 Cytology (Non Gynae)


Sample Type	Container & Fixative	Consumables
Body cavity fluids+ Urines (including catheterised samples)	<p>Unfixed. 30ml white screw cap universal container (sterile).</p> <p>No additives.</p>	<p>Request pots from Pathlabservices@wsh.nhs.uk</p>
Fine Needle Aspirate (FNA) samples	<p>Samples may be sent to the lab in a sterile container with normal saline or on slides.</p> <p>Do not send fixed slides and air dried slides in the same slide container. Send in separate, appropriately labelled slide containers.</p> <p><u>Fixed slides:</u> Prepare slides and spray with alcohol fixative (Surgipath™ Cytology spray) Place in slide container and send to the lab.</p> <p><u>Air-dried (unfixed) slides:</u> Prepare slides and ensure slides are dry before placing in the slide container for dispatch to the lab.</p>	<p>Request consumables from Pathlabservices@wsh.nhs.uk</p> <p>Label slides with pencil on the frosted end. Check that all patient details are accurate and match the request form. Ensure the request form is complete and legible with consultant details (full name), accurate location for the report and clinical details.</p> <p>Label the slide container with the patient addressograph, current date, clinical details and sample site.</p>
Brush samples	<p>Normal saline. Ensure brushes are covered with</p>	<p>Request posts from Pathlabservices@wsh.nhs.</p>

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	saline solution in the universal containers.	uk
CSF	Sterile universal container Send to the laboratory immediately.	Request posts from Pathlabservices@wsh.nhs.uk
Sputa	X3 consecutive daily early morning deep cough samples (not saliva). Send sample in 60 ml pot.	Send to the Cytology laboratory as soon as possible.
Induced sputa	Induced by inhalation of a nebulized solution composed of 15% Sodium chloride or simply 3-8% sodium chloride heated to 115F	Sterile universal container. Send to the Cytology laboratory as soon as possible.
Other washings	In saline in a sterile universal tube	Request posts from Pathlabservices@wsh.nhs.uk
Samples for crystal identification	Unfixed in sterile universal container.	Deliver to the laboratory as soon as possible.

12 Turnaround Times

Cellular Pathology samples are contracted by West Suffolk Hospital to the North East Essex and Suffolk Pathology services. There is a contractual agreement to the following turnaround times:

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- 80% of samples reported within 7 days of receipt in the laboratory.
- 90% of samples reported within 10 days of receipt in the laboratory.
- 95% of samples reported within 21 days of receipt in the laboratory.


13 Summary of Tests Referred to Other Laboratories

Tests not available at West Suffolk Hospital are referred to other accredited laboratories. This is not a complete list of tests; some complex cases may be sent at the pathologist's discretion to a nationally recognised expert in the area of interest.

Test / Sample Type	Referral Laboratory
Lymphoma Histopathology samples.	HODS, Addenbrookes
Molecular test - KRAS	Queen Elizabeth Hospital, Birmingham
Molecular test – BRAF/	Queen Elizabeth Hospital, Birmingham
Molecular test – EGFR / ALK	Queen Elizabeth Hospital, Birmingham.
Histopathology Skin for Immunofluorescence	St Johns Institute of Dermatology, London
Her2 ISH	Norwich University Hospital
OncoDX	Genomic Health, CA, USA

14 Data Protection and Patient Confidentiality

The GDPR came into force in 2016. It is closely linked to the Freedom of Information and Human Rights Acts. Its focus is on promoting the rights of individuals in respect of their privacy and the right to confidentiality of their data.

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It is the policy of North East Essex & Suffolk Pathology Services (NEESPS) that the seven principles underpinning GDPR are fulfilled. The seven Principles are:

1. Personal data should be processed Lawful, fair and transparent.
2. Personal data shall be collected for specified, explicit and legitimate purposes.
3. Personal data must be adequate, relevant and limited to what is necessary.
4. Personal data shall be accurate and where necessary kept up-to-date.
5. Personal data shall not be kept for longer than is necessary for that purpose.
6. There must be appropriate security in place in respect of the personal data.
7. Take responsibility for the data held and demonstrate compliance with the other principles.

15 Escalation in Case of Failure

In case of failure, refer to the Business Continuity Plan in Q-Pulse

16 Feedback/ Complaints


The service works closely with users to ensure the service meets the needs of the users. This is achieved through discussions at MDT meetings and user surveys.

User surveys are issued to primary and secondary care, results are reviewed and feedback provided. Where concerns are raised these are considered by the service management and where relevant taken into account to improve the service.

The results of the most recent user's surveys are included at the end of this document.

If users would like to feedback comments to the laboratory, contact the Histopathology Service Lead or Histopathology Manager. All complaints should be referred to the Histopathology manager/Histopathology Service Lead.

Patient complaints are managed through East Suffolk North Essex Foundation Trust Patient Advice Liaison Services (PALS):

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Email: pals@esneft.nhs.uk

Please state which site your email is about.

Freephone: 0800 783 7328

Telephone: 01206 742 683

17 Monitoring Compliance and Effectiveness

The User Guide is reviewed once every two years and is controlled by quality management software. The Quality Manager for Histopathology at West Suffolk Hospital is responsible to ensure this is monitored.

18 Quality Standards

18.1 UKAS(15189:2012)

The laboratory currently does not have UKAS accreditation.

18.2 IBMS (Institute of Biomedical Sciences)

<http://www.ibms.org/>

The department is approved for pre-registration and post-registration BMS training and support staff training. Approval expires June 2021.

19 References

Appendix 1 – User surveys.



Pathology User
Survey 2018.docx