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</tr>
<tr>
<td>Appendix 4 – Updating the intranet (separate document)</td>
<td>N/A</td>
</tr>
</tbody>
</table>
About us

The Department provides a diagnostic service for nervous (including ophthalmic) tissue and muscle to the clinicians of the Oxford University Hospital NHS Trust and regional hospitals. The department also provides a national and international referral service as requested. Services can be summarised as follows:

Biopsy service:
- CNS biopsies including intra-operative consultations,
- Ophthalmic biopsies,
- Muscle biopsies,
- Peripheral nerve biopsies,
- CSF cytology service

Post-mortem service:
- ‘Clinical interest’ PMs of neurological conditions,
- Neuropathological Coroner’s PMs

Medical interest’ post-mortem examinations and post-mortems for ‘brain tissue donation’ are encouraged. Our department manages a considerable archive of tissues from a range of neurological diseases. This archive is a highly valuable resource for education and research.

Our team

The department of Neuropathology comprises Consultant Neuropathologists and Specialty Registrars, an Administrator, Biomedical Scientists, a trainee Biomedical Scientist, and laboratory and administrative support staff.

The department works as an integrated service/research department with Clinical Neuroscience. We work closely with Oxford University’s Nuffield Department of Clinical Neurology.

Where to find us

Level 1 of the West Wing at the John Radcliffe Hospital.

Find us by using the Children’s hospital lifts exiting at Level 1 - go through the double doors to the left and ring the intercom for entrance. You may also use the West Wing lifts/staircase – turn left out of the lifts and go through the doors marked Staff Only. Ring the intercom for entrance.
Opening Hours

From 8:30 am to 17:00 pm Mondays to Fridays but closed on public holidays.

1. **Neurosurgical and ophthalmic samples**
   Samples should be received between **8:30 am and 5 pm**, Monday to Friday (not bank holidays).

2. **Muscle biopsy samples**
   Samples should be sent before 4 pm, Monday to Friday (not bank holidays).

3. **CSF samples**
   Samples should be sent before 4 pm, Monday to Friday (not bank holidays).
   Due to the time required for preparation, lumbar punctures should be arranged so that samples arrive in the laboratory by 4 pm.

4. **Post mortem samples**
   Samples should be sent before 4 pm, Monday to Friday (not bank holidays).

Out of Hours Service

Neuropathology consultants do not provide a routine out of hours (24 hours/7 days) on-call service. In exceptional circumstances an out of hours intraoperative consultation can be requested in advance; however, availability cannot be guaranteed as this service is not funded. If out-of-hours biopsies are required, it is essential to discuss the possibility of a required intraoperative consultation with the consultant on duty as soon as possible.

Our testing policies

<table>
<thead>
<tr>
<th>A. General requirements for all specimens</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All specimens must be received with a completed request form. The exception is those that have been requested via EPR and have an EPR label attached.</td>
</tr>
<tr>
<td>2. Minimum identification:</td>
</tr>
<tr>
<td>a. Three identifiers, including at least one unique identifier (MRN/NHS number).</td>
</tr>
<tr>
<td>b. Tissue description</td>
</tr>
<tr>
<td>c. Details of requestor (name and contact number)</td>
</tr>
<tr>
<td>d. Location for report</td>
</tr>
<tr>
<td>e. Date and time of tissue collection</td>
</tr>
</tbody>
</table>

Specimens that do not conform to these requirements may not be accepted by the laboratory.
and be returned.

3. Specimen labels must match exactly that on the request form. A mismatch will lead to rejection of the specimen and it will be returned.

4. **Consent:**
   a. Consent information relating to use of tissue and data for research must be transcribed from the patient’s procedure consent form onto the Neuropathology request form.
   b. Consent transcription must be accurately transcribed in order to comply with the Human Tissue Act (2004).
   c. Consent for neuropathological post mortem (PM) report must be given by the person of highest qualifying relationship.
   d. Post mortem samples will be rejected and returned if there is inadequate consent information. The exception is tissue sent under the jurisdiction of the Coroner.
   e. Coroner’s offices are required to request consent from persons of qualifying relationships regarding the use and disposal of the post mortem tissue.

5. **Risk of Infection**
   a. Known infection risks must be recorded on the request form.
   b. Biohazard tape/labels should be attached to the specimen container.

### B. Neurosurgical and ophthalmic samples

1. Samples taken during opening hours should be sent fresh as soon as possible after removal. Samples taken outside these hours should be fixed and sent to the laboratory the following day.

2. If a patient has consented for samples of the biopsy to be used for specific research projects, a signed copy of the consent must be provided to the laboratory before the tissue is released.

3. The laboratory should be informed of any intraoperative smears by calling the main extension number (34417) in advance.

### C. Muscle biopsy samples

1. Muscle biopsies should be booked 24 hours in advance by contacting both the laboratory and the reporting Consultant Neuropathologist (Dr Monika Hofer).

2. Muscle biopsy request forms can be downloaded from the Neuropathology intranet site or requested from the laboratory.

3. Muscle biopsy samples should be received by the laboratory no later than 4 pm.

4. Muscle biopsy samples should be at least 1 cm and be placed into a dry universal container.

### D. Nerve biopsies

1. The department requires at least a 3cm length of nerve, placed into a dry universal container.
2. The sample should be delivered to the department immediately and a completed request form.

3. The sample should be received by the laboratory no later than 4 pm.

E. **Cytology samples (CSF/vitreous fluid)**

1. If requested via EPR:
   a. The specimen must be labelled with an EPR label
   b. The EPR request must be completed in full, including the consent information and location for report.

2. If requested using Neuropathology request card:
   a. There must be at least 3 patient identifiers on the specimen label and request card.
   b. Consent, infection risk and requesting clinician information must be completed.

F. **Post mortem tissue**

1. Consultant Neuropathologists and the laboratory should be informed of any PM tissue that is likely to be sent for a neuropathological assessment.

2. Consent is required for all post mortem requests, other than those from the Coroner or for tissue under PACE.

3. Minimum criteria:
   a. Name
   b. Date of birth
   c. Place of examination
   d. Location for report

**Specimen transport**

1. **Internal transfers**
   a. Porters (Carillion and theatre) and the internal pod system.
   b. Neuropathology pod number 858

2. **Between OUH hospitals**
   a. Shuttle van

3. **External transfers**
   a. Couriers (TNT, FedEx)
   b. Hospital transport companies
Infection control

*It is the responsibility of the sender to be aware of the risks and to inform the lab*

Due to the risk to our laboratory staff whenever there is a suspicion of infection it is preferable to handle formalin fixed tissue. If such a case needs a smear or frozen section, it is a mandatory requirement that the specimen be placed in a suitable, sealed container and adequately labeled as an “infectious risk”.

Biopsies involving potential high-risk infective tissue such as CJD should be discussed well in advance with consultants or in their absence a senior laboratory staff member. We will treat all biopsies from patients with an unclear (non-neoplastic, neurodegenerative) neurological syndrome as potentially infected with the TSE (transmissible spongiform encephalopathy) agent.

Separate samples for microbiological investigations should be sent directly to the Microbiology Department at the John Radcliffe site.

Turnaround times

The department follows the recommendations of the Royal College of Pathologists turnaround time guidelines with minor modifications as dictated by local factors and agreed with the clinical teams. The turnaround times given are in calendar days from the date the sample is taken.

<table>
<thead>
<tr>
<th>Specimen type</th>
<th>Target turnaround time (calendar days <em>except PMs</em>)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neurosurgical sample</td>
<td>7</td>
<td>Except where decalcification is required or further fixation (for larger specimens)</td>
</tr>
<tr>
<td>Pituitary biopsy</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>CSF sample</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Ophthalmic sample</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Muscle biopsy</td>
<td>14</td>
<td>Except consult cases (21 days)</td>
</tr>
<tr>
<td>Nerve biopsy</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Post mortem (brain)</td>
<td>10 weeks</td>
<td></td>
</tr>
<tr>
<td>Post mortem consult (blocks and slides)</td>
<td>5 weeks</td>
<td></td>
</tr>
</tbody>
</table>

Clinical testing available

<table>
<thead>
<tr>
<th>Name</th>
<th>Specimen/container requirements</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brain biopsy – tumour biopsy for intraoperative</td>
<td>Fresh sample (no formalin or saline) in labelled container.</td>
<td>Request form must contain theatre number and contact tel.</td>
</tr>
<tr>
<td></td>
<td>The sample must be delivered immediately to the lab.</td>
<td></td>
</tr>
<tr>
<td><strong>Brain biopsy – tumour sample for processing</strong></td>
<td>Fresh sample (no formalin or saline) in labelled container.</td>
<td>Consent must be accurately transcribed to request form.</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>The sample must be delivered immediately to the lab.</td>
<td>Additional consent relating to specific research projects must accompany the samples.</td>
</tr>
<tr>
<td><strong>CSF sample for cytology (only)</strong></td>
<td>At least 0.5 ml in a sterile container.</td>
<td>Flow cytometry is carried out by the Haematology Department, JRH.</td>
</tr>
<tr>
<td></td>
<td>The sample must be delivered straight to Neuropathology.</td>
<td>A minimum of 1.0ml should be sent to the department for investigation.</td>
</tr>
<tr>
<td></td>
<td>Samples must arrive in the lab before 4 pm.</td>
<td>Contact Person: Kevin Leyden (BMS), ext. (5)72827</td>
</tr>
<tr>
<td><strong>CSF sample for 14.3.3 testing</strong></td>
<td>If you consider this test for suspected cases of prion disease, you must contact the CJD Surveillance Unit in Edinburgh. Tel: 0131 5373075 (Dr Alison Green). They will discuss requirements with you. If the decision is made to perform this test, we may store the sample for you while waiting for Edinburgh to arrange transport. Please keep us informed on X 34417.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Muscle biopsy (adult)</strong></th>
<th>At least 1 cm$^3$ of muscle in a sterile universal container with no formalin or saline.</th>
<th>Notify the laboratory at least 24 hours before the planned procedure.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The sample must be delivered immediately to the laboratory.</td>
<td>Complete the muscle biopsy request form (see Document Library)</td>
</tr>
<tr>
<td><strong>Muscle biopsy (paediatric / neonatal)</strong></td>
<td>At least 1 cm$^3$ of muscle in a sterile universal container with no formalin or saline.</td>
<td>Notify the laboratory at least 24 hours before the planned procedure.</td>
</tr>
<tr>
<td></td>
<td>The sample must be collected from theatres by a Neuropathology Biomedical Scientist.</td>
<td>Complete the muscle biopsy request form (see Document Library)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inform the laboratory if you also plan to take a skin sample for</td>
</tr>
</tbody>
</table>
fibroblast culture (you will need to complete a separate Cytogenetics form).

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nerve biopsy</td>
<td>At least 3 cm length of nerve in a sterile universal container with no formalin or saline. The sample must be delivered directly to Neuropathology.</td>
<td>Notify the laboratory at least 24 hours before the planned procedure.</td>
</tr>
<tr>
<td>Ophthalmic biopsy</td>
<td>Samples must be placed in sterile universal containers and be clearly labelled with a patient label.</td>
<td></td>
</tr>
<tr>
<td>Post mortem (Coroner)</td>
<td>Please liaise with the laboratory prior to sending tissue and include a referral letter / clinical information as appropriate. For routine cases (e.g. SUDEP) a referral letter from the pathologist who performed the initial post-mortem may suffice. However, any cases which either require a neuropathologist to be present at post-mortem or more complex input should be discussed with duty neuropathologist first.</td>
<td></td>
</tr>
<tr>
<td>Post mortem (Hospital)</td>
<td>If a ‘medical interest’ / ‘brain-tissue-donation’ post-mortem examination has been agreed upon, the Neuropathology department (tel. 01865 234904) as well as the mortuary should be notified (mortuary tel.: 01865 220495). Neuropathology consultants are always happy to discuss the case and possible management issues with a member of the clinical team prior to the post-mortem.</td>
<td>It is important that an up to date post mortem consent form, completed and signed, accompanies the body to the mortuary.</td>
</tr>
<tr>
<td>Temporal artery biopsy</td>
<td>1 cm is the minimum length for histological assessment. The biopsy needs to be performed within 72 hours of commencing the patient on steroids. If the patient is already on steroids this should be stated on request form with the duration of treatment specified.</td>
<td></td>
</tr>
</tbody>
</table>
Vitreous fluid
Clinicians should contact the laboratory in advance to seek advice. The laboratory requires at least 1ml of fluid in a sterile container.

Results

| Neurosurgical, ophthalmic and neurology samples | Results are available electronically (EPR) and a paper copy is sent to requesting clinician |
| Post mortem results | Reports sent to referring service. |

Referral service

Some cases or tissue preparations may be referred to other sites for a second opinion or specialist analysis. Routine referral sites include:

- Muscle tissue (congenital myopathies) to NCG reference centre, Dubowitz Neuromuscular Centre, Institute of Neurology, London.
- Muscle tissue for Respiratory Chain Studies to Clinical Biochemistry Dept, Queen Square National Hospital for Neurology and Neurosurgery, London.
- Muscle tissue for DNA studies to Oxford Medical Genetics Laboratories, Churchill Hospital, Oxford.
- Muscle tissue (muscular dystrophies) to NCG reference centre Newcastle.
- Selected glioblastomas for MGMT promoter methylation testing to Dept of Neuropathology, Queen Square National Hospital for Neurology and Neurosurgery, London (at the request and cost of the clinical team); routine testing in patients with glioblastoma >70 years old.
- Selected brain tumours for genetic testing of certain mutations, which have clinical implications (e.g. IDH, Histone H3F3, BRAF, KRAS, ALK) to the Department of Neuropathology at Queen Square, London or the Oxford Molecular Diagnostics Centre (mostly at the request and cost of the clinical team).
- Some soft tissue and bone tumours to Prof Athanasou, Nuffield Orthopaedic Centre, Oxford.
- Lymphomas and suspected lymphoid malignancies to Haematopathology (Dr Daniel Royston, Dr Gareth Turner and Dr Anna Childerhouse at Cellular Pathology, John Radcliffe Hospital).
- Choroidal malignant melanomas for FISH analysis to Prof Sarah Coupland, Royal Liverpool University Hospital.
- Rare orbital or intra-ocular neoplasms to Prof Phil Luthert / Dr Caroline Thaung, Institute of Ophthalmology, London.

Governance

- See the Neuropathology Quality policy
- The laboratory is CPA accredited (reference number 2116).
The laboratory holds licences to practice as accredited by the Human Tissue Authority (licence numbers 12052 and 12053).

The department and its staff adhere to the Trust’s, national and international confidentiality and freedom of information policies. All staff are required to undertake training annually.

External quality assurance
- UK NEQAS Cellular Pathology technique
- UK NEQAS CPT for muscle
- UK NEQAS for immunocytochemistry

Internal quality assurance
- Integrity of patient sample and sample details
- Individual slide check and approval
- Regular audits of pre-examination, examination and post-examination procedures, equipment and processes.
- User satisfaction surveys
- Key performance indicators

Contact us

Neuropathology
Level 1, West Wing
John Radcliffe Hospital
Oxford
OX3 9DU

For general enquiries
- Telephone 01865 234904
- Email neuropathology&ocularpathology@ouh.nhs.uk
- Nhs.net Oxford.neuropath@nhs.net

Neuropathology Laboratory & Quality Manager
Hannah Keyser 01865 231537

Administrator
Nicola Spencer 01865 234904

Main laboratory
01865 234417

Specimen reception
01865 231695

Section leads
Tel. 01865 234417
Nicola Sullivan – BMS Lead for immunohistochemistry and Training Officer
Louise Young – BMS Lead for muscles
Jessica Ward – Human Tissue Lead and HTA Person Designated

Complaints/concerns
Please contact Hannah Keyser (Laboratory Manager) or Dr Olaf Ansorge (Clinical Lead) or the Trust’s Patient Advice Liaison Service (01865 221473).
• Telephone 01865 234904
• Email neuropathology&ocularpathology@ouh.nhs.uk
• Nhs.net Oxford.neuropath@nhs.net

• For specialist advice/guidance, please use the above contacts. Ensure you do not use the patient name in the subject line.

• Please use the department’s nhs.net account for all additional testing requests.

Document library

Documents used to prepare this user handbook are listed here. These documents can be made available to our users if required. Contact Hannah Keyser (Hannah.keyser@ouh.nhs.uk)

<table>
<thead>
<tr>
<th>Document title</th>
<th>Unique identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neuropathology Quality Manual</td>
<td>MNPP 377</td>
</tr>
<tr>
<td>Neuropathology Quality Performance Indicators</td>
<td>MQUA 803</td>
</tr>
<tr>
<td>Neuropathology Specimen Transport Policy</td>
<td>LSPEC 14</td>
</tr>
<tr>
<td>Neuropathology intraoperative smear procedure</td>
<td>LSPEC 131</td>
</tr>
</tbody>
</table>

Appendix 1 – Neuropathology surgical request card
The Neuropathology request card must be completed with the minimum following information:

a. Patient identity label
b. Consent information (accurately transcribed from the procedure consent form)
c. Date and time of operation
d. Nature of specimen
e. Indication of requirement for intraoperative consultation
f. Relevant clinical information
g. Consultant to receive the Neuropathology report
h. Requested by (name and bleep required).
Appendix 2 – Muscle biopsy request card

Muscle Biopsy Request Form—Neuropathology
Level 1 West Wing, John Radcliffe Hospital, Headington, Oxford OX3 9DU
Enquiries: 01865 (2)34904 Oxford.neuropath@nhs.net

NB. This form can replace the standard Neuropathology Request Form

PREVIOUS HISTOLOGY: ________________________________

Put patient sticker here

Consultant:

Date and time of biopsy:

Hospital where biopsy is taken:

 Exact location of biopsy: deltoid R / L, quadriceps R / L, other:

Essential Clinical Information (please answer all questions):

Consent for research? (please circle or write): YES / NO / UNABLE TO CONSENT

Risk of Infection? Details

Duration of symptoms (please write and circle): ____________________ (DAYS / MONTHS / YEARS)

Distribution of weakness (please circle or write): PROXIMAL / DISTAL / OTHER Detail

Other relevant symptoms and signs:

Presence of pain (please write and circle): YES / NO Details:

Past medical history:

Relevant medications:

Clinical Differential Diagnosis:

Tests Performed So Far:

Neurophysiology Result

Or NOT DONE / PENDING

Creatine kinase: Date of Result

Requesting clinician’s name with contact details:

Name of surgeon performing the biopsy with contact details:

LAB NO:
NB. Any relevant clinic letters / further information should be attached to this form (this can be immensely helpful for reporting). Alternatively, the information should be emailed to Oxford.neuropath@nhs.net F.A.O the Neuromuscular Pathology Service.

**LAB USE ONLY**

<table>
<thead>
<tr>
<th>Received</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tissue</td>
<td>Fresh</td>
<td>Fixed</td>
</tr>
<tr>
<td>Pathologist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quality Assurance</th>
<th>BMS/CONS</th>
<th>Tissue preparation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log In</td>
<td></td>
<td>Paraffin</td>
</tr>
<tr>
<td>Sampling</td>
<td></td>
<td>EM</td>
</tr>
<tr>
<td>Embed</td>
<td></td>
<td>SNAP</td>
</tr>
<tr>
<td>Microtomy</td>
<td></td>
<td>W.BLOT</td>
</tr>
<tr>
<td>Slide check</td>
<td></td>
<td>Resp.Chain</td>
</tr>
<tr>
<td>Typing</td>
<td></td>
<td>Tissue Culture</td>
</tr>
<tr>
<td>E-Auth</td>
<td></td>
<td>Cryo</td>
</tr>
</tbody>
</table>

**THIS IS AN ACTIVE CONTROLLED DOCUMENT**
Appendix 3 – Neuropathology Quality Policy (taken from the Neuropathology Quality Manual)

Scope of Neuropathology Services

The scope of the Neuropathology Department is to provide a diagnostic neuropathology service to the surgical, clinical, paediatric, ophthalmological and radiological staff of the Oxford University Hospitals NHS Foundation Trust, consisting of the John Radcliffe Hospital, Nuffield Orthopaedic Centre, Churchill Hospital and the Horton Hospital. The department also offers a diagnostic Neuropathology service to The Manor Hospital, Beech Road, Headington, Oxford. The service provides diagnostic histopathology of biopsies of the central and peripheral nervous system and their coverings, diagnostic histopathology of ophthalmic biopsies, and diagnostic histopathology of muscle and nerve biopsies. The department offers diagnostic cytopathology of cerebrospinal fluid (CSF and a diagnostic neuropathology post-mortem service for local and regional hospitals, including specialist neonatal and paediatric neuropathology and work for H.M. Coroner. Neuropathology is a coordinating centre for prospective collection, neuropathological assessment and storage of CNS tissue and CNS relevant tissues for research and teaching (Oxford Brain Bank, jointly with the University of Oxford).

Commitment

The management of Neuropathology is committed to providing a service of the highest quality. The department operates a quality management system which provides the integration of organisational structure, processes and resources within the department and is committed to:-

- Recruitment, training, development and retention of staff at all levels in a manner that ensures that they are competent to be fully involved with its work.
- Procurement and management of its external services, equipment and other supplies in a manner that ensure the quality of its examination results.
- Collection, transport and handling of all patient samples in such a way as to ensure the correct performance of Neuropathology examinations.
- Use of examination procedures that will ensure the highest achievable quality of all examinations performed.
- Reporting of results of examinations in a manner which ensures their timeliness, accuracy and clinical usefulness and maintains confidentiality.
- Evaluation and continual improvement of the service it provides to its users.

In providing a framework for establishing and reviewing quality objectives, monitoring the needs, requirements and service satisfaction of its users and regularly reviewing the quality management system through internal audits and external quality assessment, the department is able to achieve continual quality improvement of the laboratory services. Personnel are notified of the need for commitment to good professional practice, health, safety and welfare of both staff and visitors and compliance with all relevant environmental legislation and are familiar with the contents of the quality manual and all procedures relevant to their work.

Neuropathology is committed to compliance with standards as set by the United Kingdom Accreditation Service (UKAS), BS EN ISO 15189:2012 and the Human Tissue Act (2004).
This policy will be reviewed annually by the Neuropathology Service Manager and Laboratory Director for continued suitability.

Signed on behalf of Neuropathology

Dr O. Ansorge, Neuropathology Clinical Lead

Date 17/3/17

H. Keyser, Neuropathology Service & Quality Manager

Date 17/3/17