

Title: Delivery of Urgent Samples to Cellular Pathology**Area of application:** OUH Theatres and Wards**Personnel / responsibilities:** This procedure may be carried out by appropriately trained and competent staff.

- Theatre Staff
- Couriers / Taxi drivers
- Porters
- Biomedical Scientist / Associate Practitioner / Biomedical Support Worker-
Histopathology

Required documents / records:

N/A

Related documents / records / Risk Assessments:

- RA Histo 03 – Use of formaldehyde.
- RA Histo 38 – High risk specimens

References:

- Directorate of Pathology and Laboratory Medicine Specimen Transport Protocol (Pol 054) - available on Trust Intranet

Appendices:

- Appendix 1: Urgent pathway to cellular pathology for Renals, Small bowel transplant (BTx) or Frozen sections.
- Appendix 2: Directions to Cellular Pathology.

Location of copies:

- iPassport.
- Cellular Pathology Web sites.
- City Sprint – Read only copy.
- Email sent to inform each of the below locations of the new version and it's availability on the Cellular Pathology Web site:
 - Deputy director of operations, cancer clinical centre, (CH).
 - Theatre manager (CH).
 - Theatre manager (JRll)
 - Theatre manager (JRI - Gynae)
 - Renal transplant unit (CH)
 - Renal ward (CH)
 - Wytham ward (CH)
 - Endoscopy (JR)
 - Endoscopy (Horton)
 - Transport co-ordinator.

Summary of changes from previous version:

- New template layout and changes to workflow layout.
- Addition of small bowel transplant biopsy to urgent delivery procedure.

- Update of Appendices.

This procedure remains valid until a new version has been issued via iPassport and can only be amended in line with CPP14 Document Control Protocol.

Changes can be suggested to the author via the change request option in iPassport.

Purpose & Principle:

- To ensure that staff involved in sending extremely urgent specimens to Cellular Pathology can provide clear information for delivering the sample safely to the carrier, be they a porter, a taxi driver or a courier.
- This procedure is only for samples where a rapid result is required through frozen section (i.e. the patient is still under anaesthetic and further treatment is dependent on the Pathology report from the sample), urgent renal biopsies and small bowel transplants.

Scope / Limitations:

- Instructions for the safe, rapid delivery of urgent frozen section, renal biopsies and small bowel biopsies to Cellular Pathology only.
- On-call service (outside core working hours) only covers renal biopsies and small bowel biopsies. **Frozen sections must be agreed to by a pathologist.**
- This procedure is not related to non-urgent specimens.
- **DO NOT USE THE SPECIMEN BOXES FOR ANY OTHER SAMPLES** (e.g. this is not to be used for delivering bloods, urines, faecal material etc.)

Validation / Verification:

The procedure has been validated as fit for purpose, provided that all steps are followed as stated by trained, competent staff using approved suppliers, reagents, equipment.

The verification status of equipment and reagents should be identified as documented in CPSOP14 (reagents), CPSOP30 (equipment) and risk assessment RACP19. The procedure should be halted if there are any quality concerns identified through the verification steps.

Verification of this procedure is through effective quality control as detailed at the end of this procedure (individual elements will be detailed within the inventory) and/or through audit at time of review.

All anomalies found when using this procedure must be recorded as directed in SOPQ03 (Error Logging) for auditing and risk management purposes.

Objective evidence is available through audit, training records and the FileMaker Inventory.

Environmental and Safety Alerts:

Protective equipment:

- PPE relevant to the specific task

Key risks associated with following this procedure as stated

(Please note, the listed risk assessments hold information on **all** risks that have been assessed as part of writing this procedure. If followed the procedure as stated, most risks are therefore removed or reduced to a safe level. The risks listed below remain inherent in this procedure therefore you need to be aware of safe practices):

Chemical and biological risks:

Each area must carry out a COSHH risk assessment for the specific use of formaldehyde to comply with this procedure.

Copies of the Cellular Pathology risk assessments can be requested for guidance but a location / procedural risk assessment **must** be carried out by each team.

Other Residual risks:

Mechanical/physical: N/A

Environmental: N/A

Organisational:

- Delay in arrival – See troubleshooting guide in Quality Control box at the end of the SOP.
- Loss of sample – Ensure each stage is logged and recorded appropriately.
- Confidentiality breach – Ensure that the specimen boxes are fully closed, and delivered by authorised personnel

Equipment, Reagents and Controls:

(List calibrated equipment in next table)

- Telephone
- Blue or Green specimen box



Delivery Address – 2 options (flips):

- Cellular Pathology
- Return to the sender

DO NOT use for ROUTINE specimens.
Use **ONLY** for frozen sections, renal biopsies or small bowel transplant biopsies for Cellular Pathology.



Figure 1: Examples of a blue (1) and green (2) specimen box, demonstrating the delivery address flipwindow.

Designated Locations to find Specimen Boxes:

Pale Blue:

- JR11 theatres in the specimen bucket/ pot storage room.
- JR1 theatres (gynae) in the specimen bucket/ pot storage room.

- West wing theatres level 1 – On the fridge with the booking in book.
- West wing theatres level 0 – In the specimen bucket/ pot storage room.
- Churchill theatres in the specimen room.
- Renal Transplant unit in the nurse's room.
- Renal ward in the doctor's room.

Pale Green:

- JR endoscopy Level 2
- Churchill theatres in the specimen room.
- Wytham ward.
- Horton endoscopy.

Calibrated equipment e.g. calibrated pipettes, scales, rulers. (CPP37 Calibration and traceability)

N/A

Measurement of uncertainty is only applicable to clinically critical measurements.

The measurement of uncertainty has been considered (see appendix 1 CPP35) and is listed in the potential interferences/sources of variation section of the quality control.

Mitigation steps are recorded in the contingency planning.

Procedure:

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1. Delivery of Urgent Samples within the Core Working Hours (08:30-17:00)

Core working hours for Cellular Pathology are between 08:30 – 17:00. But urgent samples that will not be delivered before 16:45 will probably cross into the out-of-hours service, **Do Not** follow Section 1, proceed to Section 2.

1.1. Booking and Preparing Planned Urgent Samples

1.2. Contact the relevant Consultant Pathologist prior to surgery to book and discuss the case for frozen section, renal biopsy or small bowel biopsies. **This is essential to the provision of the service.**

1.2.1. Contact numbers are available via switchboard or the intranet.

1.2.2. If assistance is required with nominating a relevant pathologist contact histology secretaries on 20498/ 499/ 500.

1.2.3. A frozen section booked prior to 16:45 may be processed provided a Consultant Pathologist has agreed to be available outside of working hours to diagnose and report the sample and the on-call BMS have been contacted in time to prepare the sample.

1.3. Once Pathologist has been informed, contact the Cellular Pathology laboratory staff to book the case in with the lab. **This is also essential to the provision of the service.**

1.3.1. Call (2)20493.

- In the unlikely event that your call is unanswered, call (2)20492.

1.3.2. Provide the following pieces of information, these are critical to ensure the process is efficient:

- Patient Name,
- Specimen Type,
- Name of caller and their contact number/bleep,
- Expected date and time of specimen arrival in Cellular Pathology.

1.4. Proceed with surgery/operation to retrieve the sample.

1.4.1. If the urgent sample is cancelled contact the pathologist and the cellular pathology laboratory to inform them that it is not to be expected.

1.5. Place sample into the appropriate container as per protocol, complete EPR request and attach the EPR label to the container.

1.5.1. If EPR is not working, refer to troubleshooting section of the Quality Control box at the end of the SOP.

1.6. Ensure that clear contact details are present on the EPR request form, for the pathologist to telephone the results to.

1.7. Place the urgent specimen(s) into the specimen boxes (blue/green), for transportation to Cellular Pathology (See Figure 1).

Specimen boxes are not required when hand delivering the specimen from JR11 theatres proceed to step 1.12 below.

1.7.1. Frozen sections and renal biopsies only, to be placed into the pale blue specimen box.

- 1.7.2. Small bowel transplant biopsies only, to be placed into the pale green specimen box.
- 1.8. Ensure the correct delivery address is visible i.e. 'cell path' from the changeable address window on the front of the box.
- 1.9. Arrange for the delivery of the sample to Cellular Pathology at the John Radcliffe (JR).
- 1.9.1. From JRll theatres; the specimens can be passed through the hatch, the samples must be handed directly to a lab member of staff.
- 1.9.2. From sites internal to the JR (West Wing theatres, Gynae theatres and Endoscopy); contact the porters/Carillion (40404) to arrange transportation.
- 1.9.3. From sites external to the JR (Churchill theatres, Horton endoscopy and renal/ transplant wards); contact City Sprint (01442 281 483) to arrange transportation.
- You will need to provide an account number.
- 1.10. Ensure the sample is ready for collection at the arranged pick up point and the person delivering the sample to Cellular Pathology is aware that:
- 1.10.1. This is NOT a routine sample and requires a rapid result.
- 1.10.2. It can ONLY be delivered to the Cut up room of Cellular Pathology, JRH, Level 1.
- Delivery elsewhere **will** delay the procedure and **will** be detrimental to the patient.
 - Must be handed directly to a laboratory member of staff at Cellular Pathology.
- 1.11. Transport of Urgent Samples from within the JR site**
- 1.12. **From JRll Theatres:** Hand-deliver the specimen to Cellular Pathology via the Hatch.
- 1.12.1. **Do not** leave specimen in the hatch, it must be handed directly to a laboratory member of staff in Cellular Pathology, failure to do so **will** delay the procedure and **will** be detrimental to the patient.
- 1.13. **From other JR sites:** Porters are to collect the specimen boxes and deliver them to Cellular Pathology. The address is: Cut-Up, Cellular Pathology, Level 1, JR (See Figure 1).
- 1.13.1. It must be handed directly to a laboratory member of staff in Cellular Pathology, failure to do so **will** delay the procedure and **will** be detrimental to the patient.
- 1.14. Transport of Urgent Samples from outside the JR site (Churchill and Horton Hospitals) – City Sprint**
- 1.15. City Sprint collect the specimen boxes (the sample will be contained within the specimen boxes) from the designated location:
- 1.15.1. Churchill theatres – retrieve the specimen boxes from the Main Reception desk.
- This sample will be an emergency frozen section for immediate delivery.
 - The patient will remain under general anaesthetic until a result is obtained.

- The result of this sample may change the course of the operation so immediate delivery of the sample is imperative.
- 1.15.2. Renal ward or Renal Transplant unit – pick up sample from the main desk in the designated area.
- This sample will be an urgent renal biopsy for immediate delivery.
 - The clinicians will require a result the same day and these samples take approx. 3 hours to process for diagnosis.
 - The patient may have renal failure or undergoing transplant rejection so immediate delivery of the sample is crucial.
- 1.15.3. Horton endoscopy – pick up from the designated area.
- This sample will be an urgent small bowel transplant biopsy for immediate delivery.
 - The clinicians will require a result the same day and these samples take approx. 5 hours to process for diagnosis.
 - The patient may be undergoing transplant rejection so immediate delivery of the sample is crucial.
- 1.16. City Sprint transports the specimen boxes to Cellular Pathology. The address is: Cut-Up, Cellular Pathology, Level 1, JR (See Figure 1).
- 1.16.1. If there is a delay in transport (i.e. vehicle accident), refer to troubleshooting section of the Quality Control box at the end of the SOP.
- 1.16.2. The specimen transport boxes are padded and sealed, this will reduce the low risk of any small formalin volumes leaking to extremely low.
- Samples are double bagged within the specimen box, which will hold the formalin in the event the container does leak.
 - Only authorised staff must open the specimen transport box.
- 1.17. Follow the directions (Appendix 2) laminated and attached to the outside of the specimen boxes to deliver the specimen box to the Cellular Pathology.
- 1.18. Contact the Cellular Pathology Specimen Reception (20493) with the telephone found outside the seminar room (see Appendix 2), then let the laboratory staff know who you are, and that you are delivering a sample in a blue specimen box.
- 1.19. It must be handed directly to a laboratory member of staff in Cellular Pathology, failure to do so **will** delay the procedure and **will** be detrimental to the patient.

1.20. **Unscheduled/Unplanned Urgent Samples**

This procedure only includes Frozen Sections that are incidental findings during surgery and can't be booked in advance.

- 1.21. As soon as possible contact the relevant Consultant Pathologist to discuss the case and determine if it will be for a frozen section (see steps 1.2 above).
- 1.21.1. If outside working hours refer to section 2 below.
- 1.22. Once the Pathologist has confirmed this can be sent for frozen section, contact the Cellular Pathology laboratory staff to book the case in with the lab (see steps 1.3 above).
- 1.22.1. Consultant Pathologist and Laboratory staff must be informed to prevent delays to the procedure (i.e. not having an available pathologist to look at sample).
- 1.23. Follow from steps 1.4 above.

2. Delivery of Urgent Samples Outside of the Core Working Hours (17:00-08:30)

The Trust does not have an authorised on-call system for Consultant Pathologists to do frozen sections.

Only a pathologist can agree to stay outside core working hours to proceed with an on-call sample.

- 2.1. Contact the relevant on-call Pathologist to book and discuss the case for renal biopsy or small bowel biopsies and determine if it to be handled urgently as part of the on-call service.
 - 2.1.1. Frozen sections after 16:45 must be discussed and agreed with a relevant on-call pathologist to determine if it will be done as part of the on-call service.
 - 2.1.2. Frozen section transportation/ pick up/ delivery must be arranged directly with the Pathologist
- 2.2. If not, proceed with the routine delivery transport to Cellular Pathology.
- 2.3. If yes, contact the histology biomedical scientist (BMS) on-call via switchboard.
 - 2.3.1. Provide the required details stated in Section 1.3.2 above.
 - 2.3.2. For frozen sections, provide confirmation of which pathologist has accepted to perform the frozen section.
- 2.4. Follow from steps 1.4 above.

Quality Control:

Acceptance criteria / results:

- The safe, rapid delivery of urgent frozen section, renal biopsies and small bowel biopsies to Cellular Pathology.

Instructions for determining quantitative results when a result is not in the measurement interval

- N/A

Elements of the procedure that require departmental interpretation:

- N/A

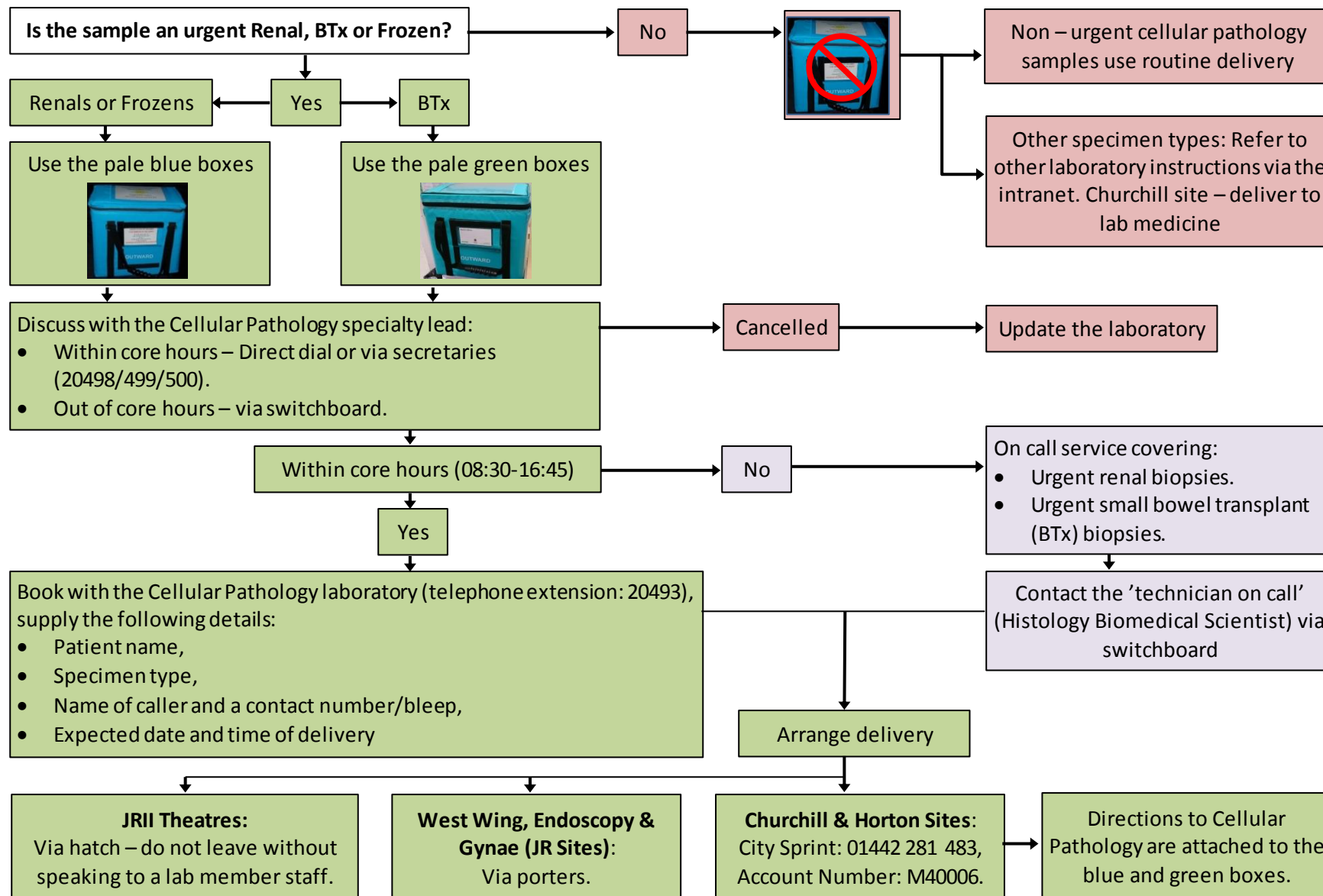
Potential interferences/ sources of variation

1. Delays in transportation (i.e. severe traffic, traffic accident).
2. Delivered to the wrong location.
3. EPR requesting not working.

Contingency planning / trouble shooting. Follow if any of the above trigger

1. Contact Cellular Pathology Specimen Reception on the telephone number in delivery address window on the front of the box (this number is also on the top of the box 01865 (2)20493), and inform them of the delay and give a probable arrival time.
2. Retrieve the specimen box from the incorrect location and deliver it to the correct location (Cellular Pathology) rapidly.
3. If EPR requesting/ label printing not working. Fill out a request for by hand, attach a printed patient label to the request form and the specimen container, write the sample locations on the label attached to the container (this must match the request form). Ensure contact number has been added to the form.

Appendix 1: Urgent pathway to cellular pathology for Renals, Small bowel transplant (BTx) or Frozen sections.



Appendix 2: Directions to Cellular Pathology

From the John Radcliffe Hospital entrance, level 1

By public car park 1, alongside the trauma unit:

1. Follow the corridor past the escalator,
2. Turn left; this will take you past Coronary Care, Theatres, X-ray and a lift lobby.
3. At the end of the corridor there is a T-junction, turn left.
4. The door to Cellular Pathology and the seminar room is a few yards down the corridor on the left.
5. Enter Cellular Pathology
 - a. The seminar room is on the left
 - b. The Cellular Pathology main entrance is straight ahead
6. Use the phone by the seminar room entrance to contact Cellular Pathology Specimen Reception on 20493
7. The specimen box must be handed directly to a laboratory member of staff in Cellular Pathology, failure to do so **will** delay the procedure and **will** be detrimental to the patient.

From the John Radcliffe Hospital main entrance, level 2

By public car park 2, alongside the women's centre:

1. You will enter a large foyer with a reception desk, WH Smith and Marks and Spencer. Walk straight ahead past the reception desk and follow the corridor until you reach the central lift area.
2. Take the stairs or the lift to level one.
3. Turn left out of the lift lobby,
4. Walk to the end of the corridor where there is a T-junction, and turn left.
5. The door to Cellular Pathology is a few yards down the corridor on the left.
6. Enter Cellular Pathology
 - a. The seminar room is on the left
 - b. The Cellular Pathology main entrance is straight ahead
7. Use the phone by the seminar room entrance to contact Cellular Pathology Specimen Reception on 20493
8. The specimen box must be handed directly to a laboratory member of staff in Cellular Pathology, failure to do so **will** delay the procedure and **will** be detrimental to the patient.