General information, key personnel, and transport

Organisation & staff

The department of Cellular Pathology comprises Histopathology and Non-Gynaecological Cytology.

Key Personnel:		
Laboratory Manager:	Jenny Baillie	**Ext: 2251**
Biomedical Scientist Team Manager:	Paula Varney	**Ext: 3721**
Quality Manager	Faye Dear	**Ext. 3672**
Clinical Lead	Dr Ian Cook	**Ext. 4001**

Consultant Staff:	**Ext. 4108**
Dr I Cook	
Dr M Flynn	
Dr A Panigrahi	
Dr B Templer	
Dr G Kerr	
Dr H Flake	
Clare Raubusch	

Location:

Histology and non-gynae cytology are located in Pathology on level 4.

The department is part of the Clinical Support Directorate.

Report enquiries via department secretaries	**Ext: 4107** **Ext: 4108** **Ext: 4001**	**Monday – Friday 09.00-17.00**
Technical enquiries		
Histology	**Ext: 4096**	**Monday to Friday 08.00-17.00**
Cytology	**Ext: 4096**	**Monday to Friday 08.00-17.00**

Out of hours services

There is no routine out of hour's service for histopathology or non-gynae cytology. For information about out of hours services for mortuary and bereavement contact the hospital switchboard.

Clinical advice

Consultant staff attend MDT meetings to provide support to colleagues. Clinical advice including measurement of uncertainty is available in office hours defined above.

Use of the laboratory

The Histopathology department at Salisbury NHS Foundation Trust is a UKAS accredited medical laboratory (No.8363). Our accreditation is limited to those activities described on our UKAS schedule of accreditation which is published on the UKAS website
Search UKAS accredited organisations

When new tests/testing platforms are introduced, there may a period of time before this is reflected in our accredited scope therefore a real time testing scope which indicates which tests may not be present on our accredited scope and why is available on Eolas.
Testing scope - https://app.eolasmedical.com/organisation/landing/null?organisationId=ORG%23staging-salisbury-nhs-foundation-trust%231120b4c7-8856-4520-934a-f2778c95fc7a&fileId=FILE%23df244b42-071a-48cb-9689-c26263b00927&origin=section

Our service users should be assured that no test is used without full in-house validation and are performed by trained and competent staff to ensure result safety. Some tests (requested by our clincians or our reporting histopathologists as part of disgnostic reporting) are not available in house, a list of our referral laboratories is available on Eolas.
Referred investigations - https://app.eolasmedical.com/organisation/landing/null?organisationId=ORG%23staging-salisbury-nhs-foundation-trust%231120b4c7-8856-4520-934a-f2778c95fc7a&fileId=FILE%23d968d5c9-f0d0-4d14-a603-2e1a1c0849dd&origin=section

Requesting procedures

The department uses one request form for both histology and non-gynae cytology. Please indicate which is required. Oral requests will not be accepted or performed unless confirmed in writing.

Completing the request form

Request forms must be fully completed and then signed by the requesting clinician.

- The NHS number or the hospital number must be used as the primary identifier. See below for the laboratory data requirements.
- Check addressograph labels are correct and up to date, ensure requesting clinician and locations are filled in.
- Complete date of collection, clinical details including relevant drug therapy, LMP where appropriate and requesters contact number if urgent.

Request Form

- Patient name
- Date of Birth
- Hospital/NHS number
- Address
- Location for the report
- Relevant clinical details
- Requesting Clinician
- Specimen type
- Specimen site
- Location for copy reports
- Time & date of collection
- Name & signature of person collecting the sample

Specimen container

- Forename or given name
- Surname or family name
- Date of Birth
- Hospital and/or NHS number
- Nature of specimen

WARNING
Stringent procedures for the receipt of samples are put into place to ensure the safety of the patient.

Laboratory staff will not endanger the patient by working outside of the standard. Any deviation in labelling will instigate return of the specimen to the requesting clinician or require attendance to the department to amend and confirm PRIOR to testing.

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Multiple Specimens

When sending more than one specimen pot per request form, ensure that numbering and specimen type is identical on both request form and specimen pot e.g.,

1- Lesion left arm upper
2- Lesion right arm lower

Urgent specimens

Label urgent specimens as such with a contact number for telephoned result. Label the form, ‘needed by’ including a date.

Cancer pathway

Indicate on the request form if the patient is on a cancer pathway.

Screening referred cases

Indicate that the case is screening referred (a screening stamp can be used)

High Risk Labelling

Samples from patients known or suspected to be infected with certain pathogens must be labelled "danger of infection" in order to protect staff who will be processing the specimens. This includes all diseases on the list below:

- Hepatitis B, C, D, E
- HIV
- Influenza
- Rabies
- SARS
- West Nile fever
- Dengue virus
- E-coli 0157
- HTLV1 + 2
- TSE associated agents, BSE, CJD, vCJD
- C diff - *Clostridium difficile*
- TB - *Mycobacterium tuberculosis*
- Malaria - *Plasmodium falciparum*
- *Rickettsia sp*
- Typhoid Fever - *Salmonella typhii or paratyphii*
- Dysentery - *Shigella dysenteriae*
- *Taenia solium*
- Plague - *Yersinia pestis*
- Viral Haemorrhagic Fever - Lassa fever & Ebola

The above list is not exhaustive and only covers those agents likely to be encountered in the general healthcare setting. If there is any doubt the sample must be labelled as 'danger of infection'. Advice may be sought from the Consultant Microbiologists – 01722 429105

High risk specimens must be labelled as such. If there is any doubt, then label as high risk or danger of infection to help protect staff.

Gynaecological cytology

The gynae cytology service is provided by Berkshire and Surrey Pathology service. If you have any result queries or want to request a test, then they can be contacted directly on the BSPS Cervical Screening Helpline: 01932 726622. LBC samples are couriered to Poole hospital after they have been delivered to us. From here they are transferred to BSPS. The specimens are transported in bags with tracking references. Results are returned directly to the requester.

General Histology Specimens

Routine formalin fix specimens

To allow adequate fixation, each specimen should be placed in ten times its own volume of formalin. The specimen should be put into formalin as soon as possible as a delay in fixation can have a significant effect on the tissue and subsequent tests. Larger specimens need to be opened or sliced in the lab to allow the fixative to penetrate the tissue. It is therefore important that such specimens are received in the laboratory on the day of collection whenever possible.

Large limbs

The clinician is to contact the department and arrange the receipt of a large limb. The laboratory can provide a large limb container for transport.

Formalin is hazardous – in the event of a spillage, contact Histology x4096 for advice.

For further information on specific specimen types please follow the links below:

Frozen sections - https://app.eolasmedical.com/organisation/landing/null?organisationId=ORG%23staging-salisbury-nhs-foundation-trust%231120b4c7-8856-4520-934a-f2778c95fc7a&fileId=FILE%2397aefaad-c5e4-4b62-997d-1224de3e7555&origin=section

Immunofluorescence specimens - https://app.eolasmedical.com/organisation/landing/null?organisationId=ORG%23staging-salisbury-nhs-foundation-trust%231120b4c7-8856-4520-934a-f2778c95fc7a&fileId=FILE%235a8651f9-a2c8-4d32-b65c-96d3734111bb&origin=section

Muscle biopsies - https://app.eolasmedical.com/organisation/landing/null?organisationId=ORG%23staging-salisbury-nhs-foundation-trust%231120b4c7-8856-4520-934a-f2778c95fc7a&fileId=FILE%23aebfe12d-7b06-4fbc-9ba8-1df101067cf0&origin=section

Non-Gynaecological cytology specimens - https://app.eolasmedical.com/organisation/landing/null?organisationId=ORG%23staging-salisbury-nhs-foundation-trust%231120b4c7-8856-4520-934a-f2778c95fc7a&fileId=FILE%2304612d9f-17d1-4f8f-8493-49979cf2ec17&origin=section

Products of conception - https://app.eolasmedical.com/organisation/landing/null?organisationId=ORG%23staging-salisbury-nhs-foundation-trust%231120b4c7-8856-4520-934a-f2778c95fc7a&fileId=FILE%23609f5181-6a66-4676-879f-8002fdc7d0d7&origin=section

If a patient requests to retain any specimens, please follow the link below:

Policy for the release of human tissue and fluids - https://app.eolasmedical.com/organisation/landing/null?organisationId=ORG%23staging-salisbury-nhs-foundation-trust%231120b4c7-8856-4520-934a-f2778c95fc7a&sectionId=SEC%23c171c47a-6b9b-464e-adb9-012c9c54b5de&origin=section

Transport to the Laboratory - Histology and Non-Gynae Cytology.

• Porters	**Theatres** deliver three times daily direct to level 4 in addition to urgent frozen specimens **DSU** delivers twice daily direct to level 4 **Other clinics** deliver during the day to pathology specimen deposit level 3 **Urgent specimens can be delivered direct to the laboratory on level 4 by 4.30pm.** Please telephone the Laboratory in good time if special arrangements are required.
• Pneumatic Air 'whooshy' tube	DO NOT USE WHOOSHY TUBE FOR HISTOLOGY OR NON-GYNAE SPECIMENS
• Courier	A daily courier service is provided from most local GP surgeries.
• Post	***Contact the Royal Mail for information about postal regulations for the transport of pathology specimens.***
• In Person	Urgent specimens such as: • FNAs from breast clinic • Frozen sections can be delivered by hand directly to Level 4. Any specimens can be delivered to the Pathology Reception on Level 3, Monday to Friday 09.00-17.00