**Guidance for Theatres (RVI & FRH) - Booking and Sending Frozen Sections to Cellular Pathology**

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**Guidance for Theatres (RVI & FRH) - Booking and Sending Frozen Sections to Cellular Pathology**

1. Purpose of procedure
	* 1. To ensure a Frozen Section (FS) is dealt with as quickly and efficiently as possible the following guidance is issued to all theatres within the RVI and FRH.
		2. This guidance applies to any specimen requiring a frozen section during weekdays 8am-6pm. Outside of these hours, arrangements are made directly with the on-call biomedical scientist / pathologist.
		3. Surgeons are requested to give as much notice as possible but inevitably some specimens will arrive with almost no notice.

***Please note: There are 3 variations of procedure, dependent upon location.***

***Ensure you follow the correct protocol.***

* + 1. ***- Guidance for RVI Theatres***

***7.0.2 - Guidance for FRH Central Ops & ENT Theatres:***

***7.0.3 - Guidance for FRH Cardiothoracic Theatres:***

Distributed to:

Leazes Theatres, RVI **29008**

Paediatric theatres, RVI **29841**

Central Operating Theatres, FH **48333**

ENT Theatres, FH **48675**

Cardiothoracic Theatres, FH **48371**

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1. Principle of Procedure
	* 1. Correct transport and guidance for sending specimens for frozen sections to the Histopathology Laboratory.
2. Personnel
	* 1. All trained and competency assessed Scientific and Technical staff can perform this procedure and must comply with the conditions contained in this document. Specific tasks will be determined by competency assessment.
		2. Staff in training must be supervised by a competent member of staff.
3. Health & Safety
	* 1. Good laboratory practice is essential when performing all procedures. Staff undertaking this procedure must be aware of and operate in accordance with all current departmental and Trust Health and Safety documentation and policies.
		2. All appropriate Personal Protective Equipment (PPE) must be worn at all times. The list is not exhaustive but examples would include gloves, laboratory coats and goggles.
		3. All personnel performing this procedure must be familiar with current associated COSHH and Risk assessments.
		4. All staff must ensure compliance with all appropriate mandatory health and safety training e.g. Infection Control.
		5. All accidents and incidents must be reported in accordance with current department and Trust policies.
		6. All waste must be removed in accordance with current department, Trust and Newcastle University policies and procedures as appropriate. All personnel must be familiar with these policies and procedures before performing this procedure.
		7. Pathology material should be stored and retained in accordance with current department, Trust and national policies/guidelines.
4. Summary of significant changes
	* 1. Updated to new format in accordance with UKAS15189.
		2. Taxi company has changed and the new number added.
5. Critical Control Point
	* 1. Critical Control Points are listed in this table and referenced throughout the procedure.
	1. Critical Control Point Table

|  |  |  |  |
| --- | --- | --- | --- |
| **Critical Control Point (CCP) reference** | **Critical control point** | **Risk** | **Reduction measure** |
|  | RVI theatres to contact 29133 | Delay if not delivered promptly / Technical staff aware of its arrival | Theatre staff made aware of the need to call Histopathology lab |
|  | FRH theatre staff to order taxi | Delay if not ordered promptly | FRH theatre staff made aware of necessity to order taxi promptly |

1. Sample / Equipment / Reagents / QC
	1. Sample

Fresh, unfixed tissue.

* 1. Equipment
		1. Appropriate PPE
		2. Appropriate safe transport procedures for specimen.
		3. Sample pot and packaging.
	2. Reagents
		1. N/A
	3. Internal Quality Control
		1. Delivery of frozen sections should be done in a timely manner in order to minimise patient time in theatre. A regular audit of TAT is performed by our quality team in order to ensure this. Any non-conformances are addressed appropriately.
	4. Interlaboratory Comparison (External Quality Assurance)
		1. Frozen sections are subject to external QA as part of UKNEQAS.
1. Procedure
	* 1. This procedure describes the procedure for the correct, safe and timely delivery of F/S to Cellular Pathology RVI.

**8.0.2 Guidance for RVI Theatres:**

**Booking and Sending Frozen Sections to Cellular Pathology**

**If the specimen is a suspected biohazard (Catagory 3 pathogen e.g. TB, HIV, Hep C) it CANNOT be handled as a FS.**

**Prior to surgery:**

The FS should be booked in advance by contacting the biomedical scientist on ext. 29133.

Details given should be:

* Date of FS
* Patient name
* Specimen type
* Approx time/position on theatre list
* Theatre
* Surgeon
* Pathologist contacted
* Contact number

(The details will then be recorded within Histopathology on the booked FS board)

**PLEASE DO NOT fax request forms to the department prior to surgery.**

**On the Day of Surgery:**

Once the specimen is taken:

* Ensure all patient information is completed accurately on both the request form and specimen container(s)
* Contact 29133 and inform the BMS that the specimen will be shortly en route
* Send the specimen **IMMEDIATELY** to:

 CELLULAR PATHOLOGY (Histology Reception)

 Level 3 New Victoria Wing

**If the procedure is cancelled please contact 29133.**

**If a specimen has been taken but is no longer required for FS please send as a routine specimen and inform 29133 that FS is no longer required**

**FAILURE TO ADHERE TO THESE GUIDELINES CAN RESULT IN UNNECESSARY DELAY OF FROZEN SECTION RESULTS**

**8.0.3 Guidance for FRH Central Ops & ENT Theatres:
Booking and Sending Frozen Sections to Cellular Pathology**

**If the specimen is a suspected biohazard (Catagory 3 pathogen e.g. TB, HIV, Hep C) it CANNOT be handled as a FS.**

**Prior to surgery:**

The FS should be booked in advance by contacting the biomedical scientist on ext. 29133.

Details given should be:

* Date and Time of FS
* Patient name
* Specimen type and any **risk of infection**
* Theatre
* Surgeon
* Contact number
* Contacted pathologist.

(The details will then be recorded within Histopathology on the FS whiteboard)

**On the Day of Surgery:**

Once the specimen is taken:

* Ensure all patient information is completed accurately on both the request form and specimen container(s)
* Order a taxi on **x 31818**. Say *“I’d like to book a taxi on Account Z7 for an urgent specimen from FRH Main Reception to RVI Leazes Wing. The reference is IF\*\*\*”.* (next number from Chain of Custody sheet)
* Ring p Main Reception on 37300 and inform receptionist that a taxi is booked & sample coming down from Central Ops.
* Package the specimen in UN standard packaging, label with Taxi Transportation Slip (HILF116).
* Request a C/Ops ODO to take specimen to Main Reception with the Chain of Custody sheet for completion (the 2nd part HILF115), which must then be returned to theatre. Give the ODO the instructions “taxi ordered for transfer to RVI Leazes Wing”.
* Contact 29133 and warn the laboratory of specimen arrival.

**If the procedure is cancelled or changed to a routine specimen, please contact 29133.**

**Replacement transport containers can be obtained from FRH Pathology Reception (contact 37190)**

**FAILURE TO ADHERE TO THESE GUIDELINES CAN RESULT IN UNECESSARY DELAY OF FROZEN SECTION RESULTS**

**8.0.4 Guidance for FRH Cardiothoracic Theatres:**

**Booking and Sending Frozen Sections to Cellular Pathology**

**If the specimen is a suspected biohazard (Catagory 3 pathogen e.g. TB, HIV, Hep C) it CANNOT be handled as a FS.**

**Prior to surgery:**

The FS should be booked in advance by contacting the biomedical scientist on ext. 29133.

Details given should be:

* Date of FS & Specimen Type
* Patient name
* Approx time/position on theatre list
* Theatre & Surgeon
* Contact number

(The details will then be recorded within Histopathology on the booked FS board)

**IF BEFORE 3:30PM**

Once the specimen is taken:

* Ensure all patient information is completed accurately on both the request form and specimen container(s)
* Order a taxi on **x 31818**, requesting immediate transport of specimen from Cardiothoracic Reception, FRH to Leazes Wing Reception, RVI.
* Package the specimen in UN standard packaging, label with Taxi Transportation Slip (HILF116), and hand over to receptionist at Cardio Main Reception.
* Complete the Chain of Custody Form (HILF115). (Photocopy it weekly and send to Terry Coaker, Cellular Pathology, L3 NVW, RVI)
* Telephone RVI laboratory staff on 29133 to warn them of arrival of specimen by taxi.

**IF AFTER 3:30PM** (when cardiothoracic reception is closed)

Once the specimen is taken:

* Ensure all patient information is completed accurately on both the request form and specimen container(s)
* Contact 29133 and inform the BMS at the RVI that the specimen will be shortly en route via taxi
* Send the specimen **IMMEDIATELY** to: Pathology Main Reception at FRH

(the specimen will be packaged correctly and sent by taxi(**x31818** for booking taxi to RVI )

 **If the procedure is cancelled please contact 29133.**

**If a specimen has been taken but is no longer required for FS please send as a routine specimen and inform 29133 that FS is no longer required**

**FAILURE TO ADHERE TO THESE GUIDELINES CAN RESULT IN UNNECESSARY DELAY OF FROZEN SECTION RESULTS**

1. Criteria relating to Procedure
	* 1. N/A
	1. Limitations
		1. In order to ensure rapid delivery of fresh tissue for F/S, a hot car is used. This may already be on a journey. The car will return to the destination of the F/S tissue in a timely manner, but traffic congestion or other event, may impact on expediting the request.
	2. Validation
		1. N/A
	3. Verification
		1. N/A
	4. Troubleshooting
		1. N./A
	5. Reference Ranges / Intervals
		1. Any changes or unforeseen circumstances should be brought to the attention of the BMS on 29133 and the consultant performing the F/S.
	6. Uncertainty of Measurement
		1. N/A
	7. Contingency
		1. In the event that the hot car is unavailable, a taxi can be used to deliver the frozen section. Freeman Pathology Reception will be responsible for ordering a taxi and informing SR.
2. References

8.1.1 ISO 15189:2012 standards,

* 1. Relevant Standards and Accrediting Bodies
		1. The laboratory complies with all legislative requirements for practice and is assessed appropriately by external bodies such as United Kingdom Accreditation Service (UKAS), the Human Tissue Authority (HTA), Medicines and Health Regulatory Agency (MHRA) and the Home Office for evidence of conformity.
		2. For the full UKAS accredited scope of tests, assessed for conformance to ISO 15189 standards please refer to the UKAS website. A link to this is available through the Laboratory Medicine website.
	2. Departmental and Trust policies
		1. CPPO001 – Health and Safety Policy

10.1.2 HISR028 – Transport of clinical specimens, Trust policy

* 1. Forms
		1. HILF115 - Chain of Custody for Cardiothoracic Frozen Section - Transportation by Taxi
		2. HILF116 - Taxi / Hopper slip-transfer of specimens from Cardiothoracic wing, FH
	2. Related Documents
		1. HISR139 - Handling Frozen Section Requests - Freeman
		2. HIHS020 - Transport of cellular pathology specimens: guidelines for portering staff, messengers and drivers