


Unique Identifier	MI-Hist-CPP- Histopathology User Guide	Version No.	5	 <p>The Christie Pathology Partnership A joint venture with SYNLAB</p>
Approval	Karen Graham, Liz Beckett, Nick Katsafados	Date of Issue	13/11/19	
Author	Karen Graham	Frequency	Annually	

Date of Review	Signed By	Date of Review	Signed By	Date of Review	Signed By	Date of Review	Signed By

Histopathology User Guide

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Overview


Histopathology is provided by the Christie Pathology Partnership.

The information in this used guide relates to Histopathology services.

Contact details of key members of staff

Medical Staff	Name	Telephone	E-mail
Consultant Histopathologist & Clinical Director	Dr Sudha Desai	446 3275	sudha.desai@christie.nhs.uk
Consultant Histopathologist and Head of Department	Dr Bipasha Chakrabarty	446 3907	bipasha.chakrabarty@christie.nhs.uk
Consultant Histopathologist	Dr Lia Menasce	446 3273	lia.menasce@christie.nhs.uk
Consultant Histopathologist	Dr Patrick Shenjere	446 3274	patrick.shenjere@christie.nhs.uk

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Consultant Histopathologist	Dr Paula Hyder	446 3292	paula.hyder@christie.nhs.uk
Consultant Histopathologist	Dr Pedro Oliveira	446 3571	pedro.oliviera@christie.nhs.uk
Consultant Histopathologist	Dr Anshuman Chaturvedi	446 8202	anshuman.chaturvedi@christie.nhs.uk
Consultant Histopathologist	Dr Angelia Ong	446 8533	angelia.ong@christie.nhs.uk
Consultant Histopathologist	Dr Jonathan Shanks	446 8025	Jonathan.shanks@christie.nhs.uk
Scientific staff			
Histology Service Manager	Mrs Karen Graham	446 3289	karen.graham@christie.nhs.uk
BTR Clinical Scientist	Mrs Angela Cramer	446 3211	angela.cramer@christie.nhs.uk
Histology Office	Kelly Beardmore/Emma Herring	446 8540	Pathology.Office@christie.nhs.uk

NB all telephone numbers should be prefixed with 0161 from outside Manchester

The contact number for the histopathology department is 0161 446 3290.
The full contact details of all laboratory personnel can be found on the staff directory.

The location of the laboratory

The Histopathology laboratory is situated within the Pathology Department (Department 45) located at the Wilmslow Road end of the 1st floor corridor, above main out-patients. Follow signs for Pathology.


Times of opening of the Histopathology laboratory

Monday to Friday 07:00 – 18:00	Routine service - Please ensure that samples for routine requests are sent to the laboratory within these hours
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Please note: There is no out of hours service for Histopathology. Specimens arriving on Saturday, Sunday or bank holidays will not be processed until the next normal working day

Histopathology Medical staff are available for advice. During normal working hours they can be contacted using the phone numbers provided.

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Histopathology samples should never be sent via the pneumatic tube system, but should be delivered to Pathology Reception by hand.

Results will be available on CWP; Request forms should be filled in correctly with all relevant clinical details.

Services offered by the Histopathology laboratory

Histopathology offers a diagnostic service for oncology specimens taken in Theatre at The Christie, and also a review and opinion service for external specimens.

The laboratory offers routine H&Es, a variety of special stains, immunocytochemistry with a wide range of antibodies, limited In Situ Hybridization and Breast and Gastric receptors for regional hospitals.

The department also offers a frozen section service during routine hours, and processes peritoneal washings for Gynae cases, so that they can be reported in conjunction with the Histology.

We have a close working relationship with the Paterson Biobank, providing fresh tissue for consented research projects such as the 100k Genome project.

Sections can be prepared for molecular testing, and are routinely sent to Molecular Genetics at **MFT**.


Archived blocks can be retrieved for Trial purposes, and tissue can also be processed into paraffin blocks for trials.

Disposal of Unwanted Formalin: Out of date or unused formalin (from trials etc) can be brought to the Histology lab for disposal. Should be decanted into a 5l plastic container and labelled as waste Formalin. (empty container and waste label can be acquired from Histology if necessary, and formalin can be decanted in Histology under fume extraction, but we do not have the staff to carry out this task for other departments)

Consent

It is the responsibility of the requesting clinician to obtain consent from the patient for the collection of specimens.

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Instructions for requesting tests

All specimens must be fully labelled and accompanied by a completed Histology or Breast Receptor request form. Inadequately or incorrectly labelled samples will not be processed. Breast Receptor form must be accompanied by an authorised Histology Report.

Request form:

Required:

- Forms should be labelled with an addressograph label showing patients full name, hospital number and date of birth.
- All relevant clinical information should be included
- High risk status MUST be indicated where appropriate on the form.

Desirable:

- Consultant, location and date
- Requestor's contact number.
- The time the specimen was taken and signature of sample taker.

The specimen

Specimens should be placed in appropriately sized specimen containers filled with 10% Buffered Formalin, or AZF for Bone Marrow Trepines. Specimens for frozen sections need to be received immediately, without fixative. Fluid for peritoneal washings should also be brought to Pathology as soon as possible and refrigerated if not dealt with straight away.

Required:

- Addressograph labels should be attached to specimen containers.
- Specimen details should be written on the label of the pot, and should match details on the Histology card.


Desirable:

- Date and time specimens were taken
- Location of patient
- Signature of specimen taker.

Urgent Samples

Requests to process samples urgently should be written on the Histology form. 31/62 target stickers should be attached to the form if appropriate.

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Non compliance:

1. Unlabelled specimens will be returned to Surgical Theatre, or the staff member taking the specimen will be contacted to come and identify the specimen.
2. The specimen will not be processed until it has been labelled. A note will be made on the final report that the specimen was received unlabelled and that the laboratory cannot take responsibility for actions taken as a consequence of the report.
3. Incorrectly / inadequately labelled specimens - an attempt will be made to contact the requestor to allow correction / completion of the labelling. Where there is conflicting information the person taking the specimen will be asked to re-label it. If the name is correct but other details are incorrect the specimen can be sent back for correction.

Instruction for transportation of samples

Various personnel within the Trust will be involved in transport of specimens to and from the laboratory. In order to protect theirs and others safety the following guidelines should be followed.

Cover any cuts and grazes with a waterproof dressing. Touch specimen containers as little as possible, washing hands as soon as practicable afterwards. Diagnostic samples must be sealed in the plastic bag and request form put into the open pocket of the bag. This is particularly important for fresh specimens, and peritoneal fluids, which need to reach the laboratory as soon as possible. Carry all specimens in the trays or boxes, where provided, never in pockets. If a specimen leaks into a tray or box, tell the laboratory reception staff and they will refer the specimen to a member of Histology staff.


If a specimen is dropped or broken, do not touch it or try to clear up the mess. Stay with the specimen to prevent other people touching it and send someone to the laboratory for help. If you spill the fixative onto your overall, you must remove it at once and then wash your hands and put on a clean overall. Report the accident to a supervisor as soon as possible. Keep specimen containers upright at all times.

Histology specimens should never be transported in the POD system, as they are irreplaceable.

Reporting of Results

Histology specimens must be fixed and processed before the resulting slides can be reported by the Consultant Pathologist. This process can take several days, so the expected TRT for Histology results would be <6 days for small biopsies, and <10 working days for larger specimens. Breast/Gastric Receptors are reported within 7 days for IHC and 14 for FISH. (For further info on FISH see Cytogenetics user guide).

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Please note that the primary method for transmission of reports is to the Clinical Web Portal (CWP).

Uncertainty of measurement

All test results are subject to a degree of uncertainty of measurement. This may be due to a range of factors, including:

- Biological variation within individuals
- Analytical measurement imprecision
- Pre-analytical factors

If you require more information regarding the effects of these factors on the outcome of an individual test result please contact the lab on 3290.

Clinical advice and interpretation

Clinical advice on examinations and interpretation of results is available by contacting a Consultant Histopathologist or Specialist Registrar via phone. For BTR interpretation contact Angela Cramer.

Opinion Service


The Histology Dept. also provides an opinion service, which can be accessed by sending relevant blocks/slides with a covering letter providing all relevant clinical information to the Pathology Office. Blocks and slides should be packaged appropriately according to current postal regulations, and will be returned as soon as possible after reporting. Reports are sent either by post or by secure fax where possible.

Comments/Complaints Procedure

Any complaints or concerns about any aspect of the service should be raised initially with the Histology Service manager, Mrs Karen Graham, telephone 0161 446 3289

We are keen to know about any problems arising from the laboratory service. Feedback from our users will help in our constant efforts to improve our service.

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Data Protection

All staff comply with The Trust GDPR Policy for handling of patient confidential information.

<https://hive.xchristie.nhs.uk/Interact/Pages/Content/Document.aspx?id=6536&SearchId=63681>

Quality assurance and Accreditation


The department participates in internal quality control (IQC) and external quality assurance (EQA) for all the tests undertaken within the laboratory. Performance is monitored and subject to rigorous control, to ensure that analyses are accurate, precise and results are comparable with other laboratories.

The Histopathology Department holds full accreditation by UKAS for all laboratory based analyses assessed to ISO 15189 (Ref 9098). A list of accredited tests can be accessed on the UKAS website.

Certain IHC tests are not accredited by UKAS – see list below:

ALK-D5F3
 β-F1
 BAP-1
 BRAF V600E
 CAIX
 CD42b
 FOXP3
 HER2 - CB11
 HNF1β
 IgG4
 MDM2
 MUC-4
 MyD88
 Napsin
 Nectin 4
 Perforin
 PTEN
 RB358
 ROS-1
 SATB2
 SF1
 SOX11

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The laboratory also regularly monitors the accreditation status of the referral laboratories used for specialist testing.


Names and addresses of referral laboratories

Referral laboratory	UKAS reg no.	Accreditation status
Genomics Diagnostics Lab St Mary's Oxford Road Manchester M13 9WH Tel: 0161 276	UKAS 9865	Accredited
Histopathology Dept The Royal Marsden Fulham Road London SW3 6JJ	UKAS 9929	Accredited
Histopathology Dept Manchester University NHS FT Wythenshawe Hospital Southmoor Road Wythenshawe M23 9LT	UKAS 9083	Accredited

Useful Links

Lab Tests Online: Lab Tests Online.org.uk

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11. Document Locations

Hard copies are issued to the following locations:	1. Histopathology
Electronic Version	1. Histopathology Intranet Site
Any other printed copies of this document are unauthorised.	

12. Procedure Amendments

This replaces all previous versions of the document.

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