


Unique Identifier	MI-Hist-CPP-Histology User Guide	Version No.	8	 <p>The Christie Pathology Partnership A joint venture with SYNLAB</p>
Approval	N Katsafados Elizabeth Beckett	Date of Issue	23/9/2021	
Author	Catherine Billington	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 services are provided by the Christie Pathology Partnership.

The information in this user guide relates to Histopathology Services.

Expert clinical and scientific advice is available on the investigation of patient pathological specimens, the diagnostic report and on any further investigations which may be required.


Authorised results will be available to view on CWP. All request forms should be filled in correctly with all relevant clinical details.

Contact details shown below (during normal working hours):

Contact details of key members of staff

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.

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

Medical Staff	Name	Telephone	E-mail
Consultant Histopathologist	Dr Sudha Desai	446 3571	sudha.desai1@nhs.net
Consultant Histopathologist	Dr Bipasha Chakrabarty	446 3907	bipasha.chakrabarty@nhs.net
Consultant Histopathologist	Dr Lia Menasce	446 3273	lia.menasce@nhs.net
Consultant Histopathologist	Dr Patrick Shenjere	446 3274	p.shenjere@nhs.net
Consultant Histopathologist	Dr Paula Hyder	446 3292	paula.hyder@nhs.net
Consultant Histopathologist	Dr Pedro Oliveira	956 1161	pedro.oliviera1@nhs.net
Consultant Histopathologist	Dr Anshuman Chaturvedi	446 7071	a.chaturvedi@nhs.net
Consultant Histopathologist	Dr Angelia Ong	446 8533	angelia.ong@nhs.net
Consultant Histopathologist	Dr Jonathan Shanks	446 8025	jonathan.shanks@nhs.net
Scientific staff			
Histology Service Manager	Ms Catherine Billington	446 3289	catherine.billington3@nhs.net
BTR Clinical Scientist	Mrs Angela Cramer	446 3211	angela.cramer@nhs.net
Histology Office	Emma Herring	446 8540	the-christie.pathology.office@nhs.net

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 the Wilmslow Road entrance. Follow the silver signage for Pathology. Alternatively, you could download the Christie app for real time navigation on your phone. Search for 'The Christie' on the App Store or Google Play.

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Opening times of the Histopathology laboratory

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

Monday to Friday 07:00 – 17:00	Routine service - Please ensure that samples for routine requests are sent to the laboratory within these hours
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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 large repertoire of antibodies; a limited number of in-situ hybridisation probes; Breast and Gastric receptors for regional hospitals. The department also offers a frozen section service during routine hours. The department also processes peritoneal washings for Gynae specimens, so that they can be reported in conjunction with the Histology. Sections can be prepared for molecular testing, and are routinely sent to Molecular Genetics at MFT.

We have a close working relationship with the Paterson Biobank, providing fresh tissue for consented research projects.

Archived paraffin blocks can be retrieved for use in Trials. 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. The formalin should be decanted into a 5l plastic container and labelled as waste Formalin. (an empty container and waste label can be acquired from Histology if necessary, and formalin can be decanted in Histology under fume extraction, **NB** 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, processing and retention of specimens.

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. The Breast Receptor form must be accompanied by an authorised Histology Report.

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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. Bone Marrow Trephines should be placed into a 60ml pot containing AZF. Specimens for frozen sections need to be placed into a sterile 60ml sized pot without fixative and taken immediately to the Histopathology laboratory for receipt and processing. 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.

Non compliance:

1. Any 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 issued.
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

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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

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

Various personnel within the Trust will be involved in transport of specimens to and from the laboratory. In order to protect their own 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 assistance. If you spill the fixative onto your clothing, you must remove it at once and then wash your hands and put on clean clothing.
- 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 ideally the expected TRT for Histology results would be <6 working days for small biopsies, and <10 working days for larger specimens..

However due to the complexity of the patient samples received here at the Christie, this may take longer

Breast/Gastric Receptors are reported within 7 days for IHC and 14 for FISH. (For further info on FISH see Cytogenetics user guide).

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

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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 0161 446 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 queries please 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.

Comments/Complaints Procedure

Any complaints or concerns about any aspect of the service should be raised initially with the Histology Service manager, Ms Catherine Billington, tel: 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; a user satisfaction survey is available.

Data Protection

The Christie Pathology Partnership (CPP) is committed to deliver a first class confidential service ensuring that all patient information is processed fairly, lawfully and transparently. Confidential information about patients can only be used for healthcare and relevant business purposes. All staff are required to comply fully with The Trust [Governance Operating Framework](#) for handling of patient confidential information.

In addition to this all HCPC registered staff follow the HCPC confidentiality guidance for registrants

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The CPP also follows the Synlab group [Privacy Policy](#)

Quality assurance and Accreditation

Quality Statement:

The laboratory examinations, procedures and reports of test results are compliant with the requirements for quality and competence in medical laboratories according to United Kingdom Accreditation Service against the International Standard ISO15189:2012. UKAS **Registration Number: 8697**. A list of accredited tests can be accessed on the UKAS website. The department participates in all appropriate National External Quality Assurance Schemes (NEQAS) where available. Documentation relating to Internal Quality Control and performance in NEQAS are available for scrutiny by users of the service. Performance is monitored and subject to rigorous control, to ensure that analyses are accurate, precise and results are comparable with other laboratories. A list of accredited tests can be accessed on the UKAS website.


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

2SC	CD22	LEF1	PTEN
AFP	CD38	Mast Cell Tryptase	RB358
ALK-ETOP (D5F3)	CD42b	MIC-2	ROS-1
Annexin	CD44	MITF	SATB2
BAP-1	CXCL13	MUC-4	SF-1
T cell Receptor β F1	Claudin	Napsin A	STAT6
BOB-1	FLI-1	NKX3.1	SOX2
BRAF	FH	NK1C3 (CD63)	SOX11
Caldesmon	Hepar-1	OCT2	TIA-1
Calponin	HNF1B	OCT4	Uroplakin II
CAIX	ICOS	PD-1	Uroplakin III
Cath K	Lysozyme	Perforin	

The department is approved by the Institute of Biomedical Sciences (IBMS) as a **Training Laboratory** and all our qualified scientists are registered with the Health & Care Professions Council (HCPC).

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

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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

11. Document Locations

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

12. Procedure Amendments

This replaces all previous versions of the document

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