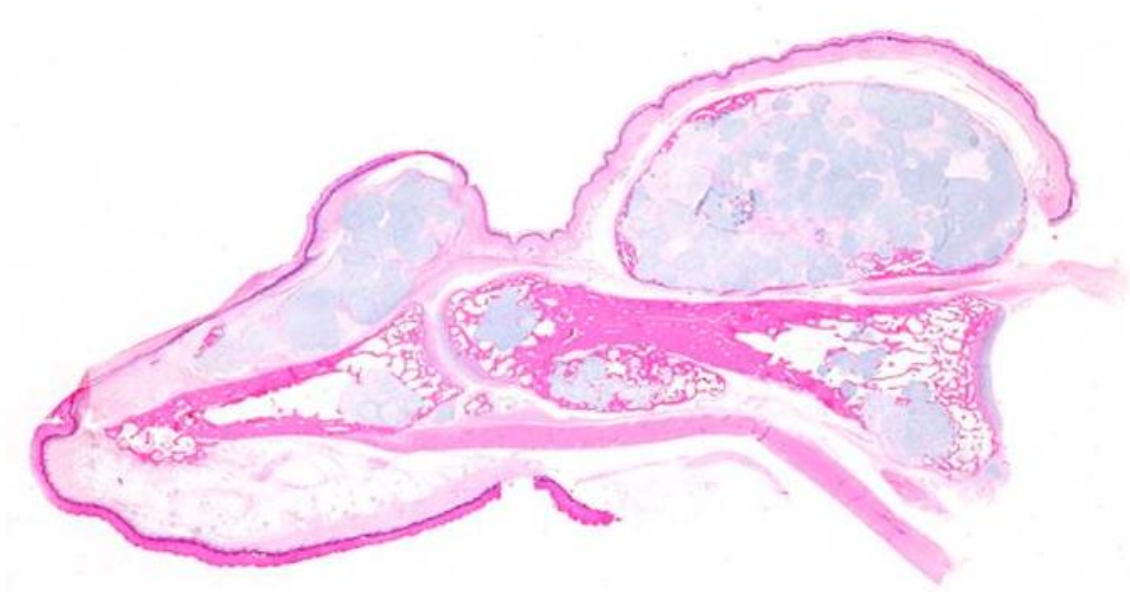
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		MP012	Version 002
Department of Histopathology			
Responsible Person	Quality Manager	Issue Date	November 2019
Author	Supriya Kapas	Review Date	November 2020
Approved by	Pat Evans	Supersedes Doc:	User Manual v1
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DEPARTMENT OF HISTOPATHOLOGY

USER MANUAL





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1. Scope

The user guide is intended to provide an easy reference to the Musculoskeletal Histopathology Service provided by the Histopathology Department at the Robert Jones and Agnes Hunt Orthopaedic Hospital. It deals with access to the service, specimen requirements, information and labelling requirements. If you are unable to find the information you require users are encouraged to contact key relevant personnel listed or email rjah.histology@nhs.net

2. Purpose: Service background

The Histopathology Laboratory is a routine and specialised orthopaedic diagnostic service and a neuromuscular diagnostic service for the RJAH Trust the 1960s. It is also a specialised orthopaedic diagnostic service for the Shrewsbury and Telford Hospitals NHS Trust (SaTH). Due to the specialist nature of the Department cases are also referred from other Trusts.

3. Service information


3.1. Key personnel

The service is managed by Mr Eric Hughes who is the Laboratory Director & Diagnostics Divisional Manager. He has the responsibility for, including but not limited to, professional, scientific, consultative or advisory, organisational, administrative, educational, activities relevant to the services provided and medical direction and clinical governance. He maintains overall control and responsibility for the delivery of the service and has the necessary competence, authority and resources to fulfil the requirements of The International Standard.

Key staff and contacts are:

Staff	Contact details
Secretarial Office (09.00 – 17.00 Monday – Friday except Bank Holidays)	01691 404148
Laboratory (09.00 – 17.00 Monday – Friday except Bank Holidays)	01691 404148
Preferred method of contact	rjah.histology@nhs.net (general enquiries)
	rjah.frozensection@nhs.net (for booking and queries with regard to frozen section and muscle biopsy)
Pat Evans Biomedical Scientist & Laboratory Manager	01691 404120 pat.evans5@nhs.net

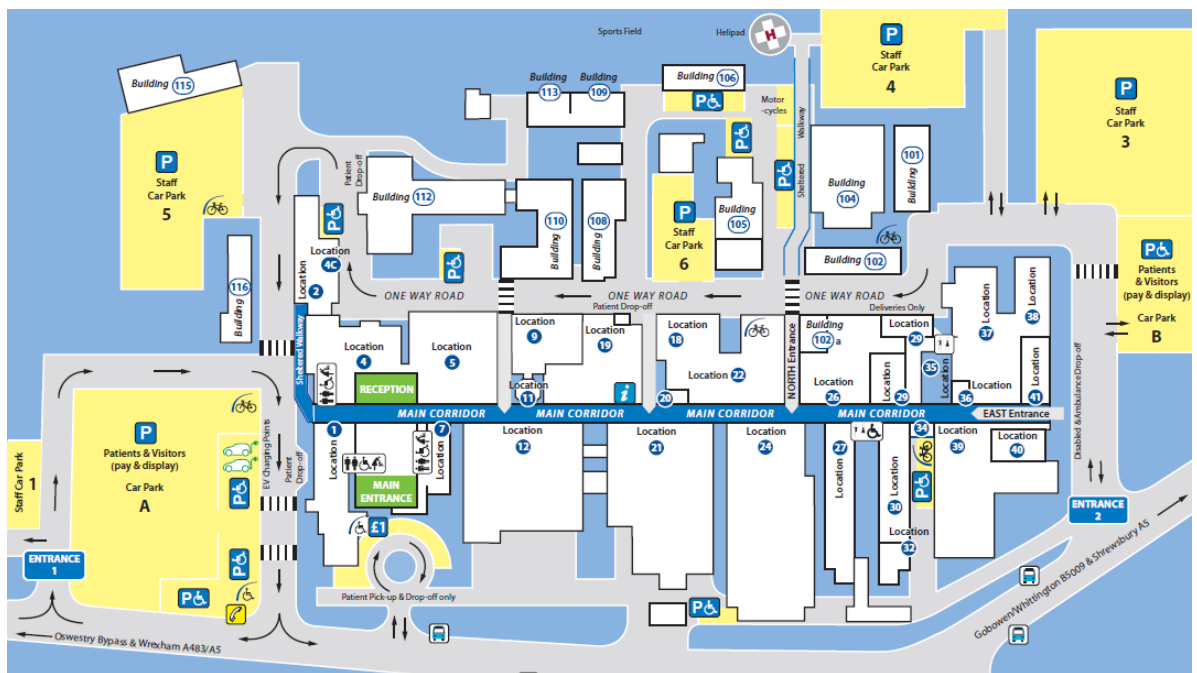
Consultant Medical Staff who provide advice

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Professor Adrienne Flanagan MB, BCh, BAO, LRCPI, LRCSI, FRCPath, PhD, FMedSci	Cell and molecular pathology of bone and soft tissue tumours and non-neoplastic musculoskeletal disorders
Dr Fernanda Amary MB, PhD, Affiliated to the RCPATH	Bone and soft tissue pathology. Molecular genetics of sarcoma
Dr Roberto Tirabosco MD, Affiliated to the RCPATH	Soft tissue and bone pathology
Dr Daniel Lindsay FRCPath, Clinical and HEE Funded Research Fellow	Soft tissue and bone pathology
Dr Federico Roncaroli Reader in Neuropathology & Honorary NHS Consultant	Division of Neuroscience and Experimental Psychology, University of Manchester
Honorary Professor Caroline Sewry	Consultant Clinical Scientist (Muscle pathology)

3.2. Location of Laboratory

The Histopathology Department is housed in modern laboratories located on the 1st floor of the (ARC) Arthritis Research Centre (Building 110) at The Robert Jones and Agnes Hunt Orthopaedic Hospital NHS Foundation Trust.



3.3. Services offered by the Laboratory

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3.3.1. Diagnostic Service

We aim to provide an efficient diagnostic service to you, the clinician, and your patients within the resources of time, knowledge and the skills available to us. We are always happy to answer specific clinical enquiries: relevant telephone numbers are provided in section 3.1. Advice on the taking of specimens, appropriate containers, fixative etc can be obtained by ringing the Biomedical Scientific staff on 01691 404148 (internal extension 4148).

We offer:

- Diagnostic histopathology of soft tissues and tumours
- Diagnostic histopathology of bony tissues and bone tumours
- Diagnostic immunohistochemistry of tumours
- Diagnostic immunohistochemistry and enzyme histochemistry of muscle biopsies
- Rapid diagnosis from frozen sections of soft tissues
- Crystal identification from joint fluids (not part of UKAS accreditation)
- Synovial fluid analysis (not part of UKAS accreditation)
- Support for Research projects (by arrangement)

We use a wide variety of techniques in order to provide a comprehensive musculoskeletal histopathology service including:

- Paraffin processing of tissues
- Cutting and staining of formalin fixed, paraffin embedded tissue sections
- Cutting and staining of frozen tissue sections
- Enzyme histochemistry
- Muscle immunohistochemistry
- Tumour immunohistochemistry (conducted off-site)
- Molecular genetic investigations, for diagnostic and research purposes [DNA-specific mutation detection, FISH, gene amplification and gene rearrangement] (conducted off-site).

3.3.2. Research Service


The department offers a service for research projects and provides access to bio-banked tissue for ethically approved projects. Please send an email outlining your project to rjah.histology@nhs.net or rno-tr.Histopathology@nhs.net after which you will be contacted by the Biobank co-ordinator who will discuss your requirements for research and/or advice.

3.3.3. Laboratory working hours

The laboratory is open for telephone calls from 9.00am to 5.00pm Monday to Friday except Bank Holidays. These are also the hours when clinical advice for ordering examinations (tests) and interpretation of examination results are available.

A routine service is not provided during weekends and Bank Holidays although this can be arranged if requested in advance for clinically relevant cases.

Owing to the nature of the work performed in the histopathology department an out of hours service is not required.

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In an emergency, consultant pathologists and the laboratory manager/deputy manager may be contacted via the main office number (01691 404148) for urgent queries and requests. Where possible, any request for work to be done outside of the normal hours of service should be arranged as far in advance as possible so that there is adequate time for arrangements to be made to facilitate such a service.

3.4. Referral Laboratories

Cases are referred to Pathologists in other laboratories for second opinion and are occasionally sent for further procedures to be carried out. The UKAS accreditation status and participation in recognised EQA schemes is checked and recorded for all of the referral laboratories listed below:

Muscle opinions	Professor Federico Roncaroli The Department of Cellular Pathology Salford Royal Foundation Hospital Salford, Manchester, M6 8HD
Haematopathological opinion	Dr B Vydianath or Dr RA Kashipaz Clinical Laboratory Services/ Cellular Pathology Histopathology - University Hospitals Birmingham NHS Foundation Trust Queen Elizabeth Hospital Birmingham Birmingham, B15 2GW

3.5. Quality and Governance


The Department aims to provide service of the highest quality, whilst ensuring optimal use of available resources. We seek to operate a service that is:

- effective and efficient
- readily available
- good value
- responsive to the needs of our customers, the Health and Safety at Work Act and current employment legislation
- safe and compliant with statutory requirements and clinical risk management

The Department participates in all appropriate national external quality assurance (EQA) schemes. Confirmation of our scores is available on request (rjah.histology@nhs.net) and on our website (www.rjah.nhs.uk/our-services/histopathology). Daily in-house quality assurance procedures are adhered to. Regular audit and competency assessments are undertaken.

The Department has a licence for tissue banking from the Human Tissue Authority, Licence Number 11064 (<https://www.hta.gov.uk/establishments/robert-jones-and-agnes-hunt-orthopaedic-and-district-hospital-11064>). Further information about our biobank resource can be found on RJAH website (Histopathology Research and Biobank).

The Department is supported in agreement by The Royal National Orthopaedic Hospital NHS Trust (RNOH) in providing a service to RJAH covering work required supporting the tumour unit and other routine and urgent orthopaedic work as required. This support

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consists of reporting, by sub-speciality bone/soft tissue histopathologists, on histopathology specimens (bone and soft tissue) and involvement in MDT and attendance on-site.

RNOH's Histopathology Department is a UKAS accredited medical laboratory (number 8680) and this can be confirmed by accessing the UKAS web site (www.ukas.com). Their department has a licence for tissue banking from the Human Tissue Authority, Licence Number 12325. The laboratory also participates in EQA schemes UKNEQAS-ICC, CEQAS and CPTNEQAS with more information available on their website at <https://www.rnoh.nhs.uk/our-services/cellular-and-molecular-pathology>

The Department is also supported in agreement by Professor Federico Roncaroli of The Department of Cellular Pathology, Salford Royal Foundation Hospital, Salford, Manchester, M6 8HD, UK. This support specifically covers the muscle biopsy reporting service. Professor Federico Roncaroli actively participates in EQA schemes via The British Neuropathological Society.

4. Transport and sample requirements

4.1. Transport

All samples, unless stated, must be sent to the laboratory via the theatre portering staff twice a day.

As a general rule specimens should be placed in approximately ten times their volume of neutral buffered formalin. Please choose the appropriate size of container. Alcohol or other forms of fixation should not be used, unless by prior arrangement with the department, as this may adversely affect the microscopic appearances.

Specimens are to be kept at ambient temperature. Specimens placed in formalin can also be kept at ambient temperature but should be transported to the laboratory as soon as possible.

Transport of samples from Shrewsbury and Telford Hospitals (SaTH)

Transport boxes containing specimens from SaTH arrive via the hospital transport department twice a day.

Transport of samples from Wards, Theatres and Outpatients


Specimens taken in from other locations such as wards need to be transported to the histopathology department with the appropriate record book, either in person at the department or via arrangement with the portering department.

There is a specimen box containing all the relevant materials (appropriate specimen pots, and request forms) located in the Histopathology Laboratory for use by Radiology staff for the collection and transport of image guided biopsies.

4.2. Sample requirements

Specimens

- Image guided biopsies and biopsies taken in the Montgomery Unit
Should be sent unfixed in the sample containers with orange lids provided and taken to the Histology laboratory immediately

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- Biopsies and small tissue samples
Should be placed in a container with a yellow lid (holds 70ml neutral buffered formalin) and the container labelled appropriately.
- Medium size tissue samples, heads of femurs etc
Should be placed in a container with a white lid (holds 250ml neutral buffered formalin) and the container labelled appropriately.
- Resection specimens and amputations
Should be sent fresh to the Histopathology Department.
Place the specimen in two plastic bags, seal securely and attach patient identification label. Send to histopathology via a porter as soon as possible.
Please ring the department and inform a member of staff that the specimen is on its way.

Details for requesting frozen sections, muscle biopsy diagnosis, cell culture and cytology (crystal identification or synovial fluid analysis) can be found in section 5.

5. Requests for histological services

5.1. Frozen sections

When a frozen section is required the department secretary should be contacted on extension 4148 or vial email to rjah.frozensection@nhs.net to ensure reporting pathologist availability prior to booking on the Bluesprier System as a Histology Resource. See SOP [HX040 MANAGEMENT OF FROZEN SECTIONS](#) for details.


Please give at least one week's notice; more whenever possible. Booking frozen sections in advance ensures that consultant staff will be available to provide a report.

- Frozen sections are available on Tuesdays, Wednesdays and Thursdays.
- We will deal with emergency frozen sections (i.e. without notice) if a consultant is available to give a diagnosis at that time.
- The specimen(s) should be transferred to a sterile universal container(s) labelled with the patient details and dispatched to the laboratory via a theatre porter, together with a completed request form. Ideally a contact number should be included. At this stage please contact the laboratory to say that the specimen is on its way.
- A written report will be emailed to the theatre reception as soon as possible by the Histopathology Admin staff, usually within 20 minutes of receipt of the specimen by the laboratory if the pathologist is on site, or within 30 minutes if the reporting remotely.
- A written confirmatory report will follow a few days later after the specimen(s) has been through normal laboratory procedure.

5.2. Muscle biopsy examination

When a muscle biopsy examination is requested the laboratory should be contacted on extension 4148 and listed on Bluesprier as a Histology Resource. See SOP [HX039 PROVISION AND COLLECTION OF MUSCLE BIOPSY/SKIN BIOPSY FOR CELL CULTURE](#) for details.

Please give at least 24 hours' notice; more whenever possible.

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- Muscle biopsies need to be received fresh in the laboratory within 30 minutes of surgical removal.
- Wrap the tissue in gauze moistened but not soaked in physiological saline and place in a sterile universal container.
- A completed request form must accompany the specimen.

5.3. Skin or muscle culture

When cell culture is required the laboratory should be contacted on extension 4148 at least 24 hours before the procedure is to take place to ensure the availability of culture media. Cell culture is usually requested at the same time as muscle biopsy and listed on Bluespier as a Histology Resource.

- A cell culture is usually grown from a skin biopsy.
- Ring the laboratory the morning of the procedure and a member of the histopathology staff will bring the cell culture medium to theatres or to your location.
- Place the skin biopsy into the culture medium using aseptic technique.
- Once the specimen is placed in the medium keep the container in an upright position. **This is important as it reduces the risk of contamination from the top of the container.** Arrange for a porter to bring the specimen to the Histopathology department immediately, ensuring that they understand the importance of keeping the container in an upright position.

5.4. Cytology (crystal identification)


- Once obtained, place the joint/cyst fluid in a sterile universal container.
- Complete and sign a cytology department (yellow) request form.
- If only a small amount of fluid is obtained i.e. less than 1ml, we will accept the specimen in a syringe. Please ensure that the needle is disposed of in a sharps container. Do not send the syringe with the needle still attached to the histopathology department.
- Bring the specimen with a completed request form to the department immediately or arrange for a porter to do so.
- A written confirmatory report will be issued within 48 hrs
- Please try to obtain specimens for crystal identification before 3pm.

Please note: Specimens that are left overnight are of little use for crystal identification. The same is true for specimens obtained at a weekend.

5.5. CT- and ultrasound-guided biopsies

When a CT-guided biopsy is to be performed it will be listed on Bluespier. The laboratory staff monitors this system daily. Radiology admins informs the department of ultrasound-guided biopsies on a weekly basis.

- The specimen box can be collected from the Histopathology Laboratory.
- Within the box are containers of neutral buffered formalin, dry histology pots, swabs for microbiology, sterile universal containers and request forms.
- Once obtained place the tissue samples into the appropriate containers using sterile technique.
- Complete and sign a request form for histopathology (and microbiology if required).

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- Return the box and specimens to the histopathology department via a porter or a member of your staff along with the specimen record book to be signed to register receipt of the samples in the Histopathology Department.
- A written report will follow, usually within 7 calendar days.

5.6. Tissue for frozen tissue archive

Patients who are consented for tissue to be stored in the frozen tissue archive are identified at MDT. These patients are then identified on Bluespier, and date and time of procedure is noted by the laboratory staff. Specimens containing primary or metastatic tumour tissue are suitable for archiving.

- Patient consent should ideally be obtained prior to archiving.
- Specimens should be sent to the laboratory fresh, immediately after surgical removal. Place the tissue into either a sterile universal container or into two securely sealed plastic bags.
- Label the specimen with the patient's details, ideally with an adhesive identification label from the patient's notes.
- Complete and sign a histopathology department request form. At this stage contact the laboratory to say that the specimen is on its way.

6. Completion of Histopathology request forms

It is the responsibility of the requesting clinician and the sample taker to ensure that request forms and samples are correctly and identically labelled. It is essential that the risk of mis-reporting pathology results is minimised to ensure patient safety and to this end accurate identification of the patient from whom the specimen/ sample was obtained is of paramount importance. See Appendices 1 to 3 for samples of request forms.

Each request accepted by the Histopathology service is considered to be an agreement between the laboratory and the requestor.


The laboratory will refuse to accept samples that do not comply with the following criteria:

Laboratory criteria for the acceptance of histopathology requests/samples: General Information

- All samples **must** arrive at the Pathology Department accompanied by a laboratory request form containing relevant information.
- Patient demographics on the sample and request form **must** be clearly annotated and identical.
- If samples have a discrepancy, the requesting consultant will be contacted to amend the discrepancy, this will cause a delay to the issue of the report.

Required information:

- Use a histopathology department request form.
- Use a patient identity adhesive label from the patient's notes if available (If no identity label is available fill in the patient's hospital number, name, date of birth, location ie ward, requesting consultant and address).
- Identify the nature of the specimen and its site of origin.
- State the time and date of specimen collection.

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- Provide adequate clinical information including details of any previous histopathology requests.
- Clearly identify “high risk” specimens.
- Write legibly.
- Sign the request form.
- Urgent specimens must be clearly marked.

Priority Status

Requests are assumed routine unless marked 'URGENT' or fast track, clinically urgent samples that require a fast turnaround above the published service must be discussed with the laboratory manager (by telephone or email rjah.histology@nhs.net) to ensure these samples are identified and effectively managed.

7. Health and Safety


Histopathology: formalin fixative is classified as a class 1B carcinogen and should be handled within a controlled environment with minimum exposure. Any spillages should be absorbed using formaspill granules to neutralise the formaldehyde, prior to scooping and disposal into clinical waste.

(Please be aware that some specimens must be sent to the department fresh ie without fixative: see section 5).

- Please use the correct container and close securely to prevent leakage.
- 10% Neutral Buffered Formalin is our fixative of choice. It is a toxic substance and as such should be treated with care.
- All used sharps must be disposed of immediately in a sharps bin. Never send specimens with needles or other sharp objects.
- Ensure that the specimen is correctly labelled and that the appropriate request form details have been filled in and the form signed.
- Do not place specimens in food or vaccine refrigerators to await collection.
- A “Danger of Infection” label must be used on both specimen and form when Hepatitis, HIV or TB are suspected.
- Always wash your hands thoroughly after handling specimens and/or fixative.

8. Issuing of reports


- Final reports on soft tissue cases and bone biopsy (needle) cases are usually available on the Telepath system between 3 and 10 days of receipt and subsequently on the EPR system. Printed reports are issued and sent via the internal mail system to consultant secretaries or requesting location. An interim report can be issued on cases requiring further investigations e.g. immunohistochemistry or molecular testing.
- Final reports on bone specimens, soft tissue tumours and bone tumours are usually issued between 3 and 14 days of receipt.

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- Interim reports on muscle biopsies can be made available within 14 days on request. Issuing of a final report is dependent on the complexity of the case, but is usually issued less than 42 calendar days after date of receipt.
- If you require information on the progress of a particular specimen please ring the histopathology office on extension 4148.

9. The laboratory's complaint procedure.

The laboratory welcomes feedback from service users, whether suggestions, compliments or complaints. Complaints about the service should be made in the first instance to Pat Evans, Histopathology Manager on 01691 404148 or by e-mail to pat.evans5@nhs.net as soon after the incident has happened. Please include full details of any patients affected.

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Appendix 1. Histopathological examination request form – general samples


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		QF033	Version 002
Author	Supriya Kapas	Issue Date	June 2019
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Responsible Person	Quality Manager	Supersedes Doc	QF033 v1
Histopathological Examination Request form			

Histology Lab ☎ Ext 4148	Histology Lab email: rjah.histology@nhs.net
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Lab Ref No.	HISTOPATHOLOGY EXAMINATION REQUEST	MDT discussion: Y / N Date:
STICK PATIENT IDENTIFICATION HERE		Specimen nature and source:
		Clinical Details:
Consultant name (print):		
Consultant signature:		
Date sample collected	Time sample collected	

BELOW IS FOR LABORATORY USE ONLY			
Specimen Details	Processing Details (Initial and date)	Processing Details (Initial and date)	Admin. Details (Initial and date)
Date/Time received in Lab:	Date/Time tissue frozen:	Wax Embed:	Data input Tpath/WinP:
Dissection by:	No of vials:	Section:	MDT List:
Date/Time:	Box No.:	QC:	SNOMED:
Decal: EDTA Date:	Position No:	Digital Scan:	Macro:
Processor: SOFT Date:	By whom:	Extra work:	Procedure: Form scan:

Macro description:

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Appendix 2. Histopathological examination request form – needle biopsies

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		QF031	Version 001
Author	Supriya Kapas	Issue Date	June 2019
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Responsible Person	Quality Manager	Supersedes Doc	REQ Biopsy v3
Histopathological Examination of Needle Biopsy Request form			


Histology Lab ☎ Ext 4148		Histology Lab email: rjah.histology@nhs.net	
Lab Ref No.	HISTOPATHOLOGY EXAMINATION REQUEST FOR NEEDLE BIOPSY: IMAGE GUIDED OR TRUCUT		
Tick appropriate box: CT <input type="checkbox"/> US <input type="checkbox"/> Clinic <input type="checkbox"/> Soft <input type="checkbox"/> Bone <input type="checkbox"/>			MDT Date: (Lab Only)
STICK PATIENT IDENTIFICATION HERE		Specimen nature and source:	
		Clinical Details:	
Consultant patient registered with:			
Consultant radiologist performing biopsy:			
Ward/Location report to be sent to:			
Date sample collected:	Time sample collected:		

BELOW IS FOR LABORATORY USE ONLY			
Specimen Details	Frozen Tissue Details	Processing Details (Initial and date)	Admin. Details (Initial and date)
Date/Time received in Lab:	Date/Time tissue frozen:	Embed:	Data input Tpath/WinP:
Dissection by:	No. of cores:	Section:	MDT List:
Date/Time:	Box No:	QC:	SNOMED:
Decal: EDTA Date:	Position No:	Digital Scan:	Macro:
Processor: SOFT Date:	Date/Time tissue thawed:	Extra work:	Procedure:
	By whom:		Form scan:

Macro description: delete as appropriate.

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Appendix 3. Histopathological examination request form – frozen sections.

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		QF032	Version 001
Author	Supriya Kapas	Issue Date	June 2019
Approved by	Pat Evans	Review Date	June 2021
Responsible Person	Quality Manager	Supersedes Doc	REQL
Histopathological Examination Request form			

Histology Lab ☎ Ext 4148		Histology Lab email: rjah.histology@nhs.net		
Lab Ref No.	HISTOPATHOLOGY EXAMINATION REQUEST FOR FROZEN SECTION			
Theatre contact details:	Theatre No	Name of contact	Ext No	Fax No.
STICK PATIENT IDENTIFICATION HERE		Specimen nature and source:		
		Clinical Details:		
Consultant name:				
Consultant signature:				
Date sample collected	Time sample collected:			

BELOW IS FOR LABORATORY USE ONLY			
Specimen Details	Processing Details (Initial and date)	Processing Details (Initial and date)	Admin. Details (Initial and date)
Date/Time received in Lab:	Date/Time tissue frozen:	Wax Embed:	Data input Tpath/WinP:
Dissection by:	Frozen section cut by:	Section:	MDT List:
Date/Time:	QC:	QC:	SNOMED:
Decal: EDTA Date:	Digital Scan:	Digital Scan:	Macro:
Processor: SOFT	Time tissue thawed/fixed:	Extra work:	Procedure:
Date:	By whom:		Form scan:

Macro description: