

# patho nomics

## USERS GUIDE

Version 1.2

Abstract

To provide general and informative information to our users

Classification: Public

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## GENERAL INFORMATION

Pathognomics Ltd is situated in unit 11 within Halycon Court, Huntingdon and provides a bespoke routine diagnostic work to the private sector and to the NHS as to assist in their maintenance of work flow. We also provide research support to a variety of institutions.

We have a full team of consultant histopathologists covering all specialties and a team of HCPC registered biomedical scientists.

We are currently registering for ISO 15189 accreditation.

**Pathognomics Ltd.**  
**Unit 11**  
**Halcyon Court**  
**St Margaret's Way**  
**Huntingdon**  
**Cambridgeshire**  
**PE29 6DG**

## OPENING HOURS

Monday to Friday 8:30 am to 5:30 pm

## CONTACT INFORMATION

### EMAILS:

Accounts: [accounts@pathognomics.com](mailto:accounts@pathognomics.com)

General: [info@pathognomics.com](mailto:info@pathognomics.com)

Research and clinical trial work: [research@pathognomics.com](mailto:research@pathognomics.com)

Report queries: [support@pathognomics.com](mailto:support@pathognomics.com)

Deliveries issues: [operations@pathognomics.com](mailto:operations@pathognomics.com)

Coroner's queries: [coroners@pathognomics.com](mailto:coroners@pathognomics.com)

Laboratory manger: [chris@pathognomics.com](mailto:chris@pathognomics.com)

## PHONE NUMBER

This can be used for queries: 01480453437

## STAFF MEMBERS

Head of Service: Dr Luis Beltran

Deputy Head of Service: Dr Dorota Markiewicz

Laboratory manager and operational director: Mr Christopher Evagora

Project Director: Mr Alec Hirst

## SPECIALITIES

The department offers full histopathology service on all specialties, listed below;

- Dermatopathology
- Gastrointestinal
- Hepatobiliary
- Renal Biopsy
- Endocrine
- Male Genitourinary
- Gynae
- Neuropathology
- Lung Pathology
- Soft Tissue
- Lympho - reticular
- Breast
- Paediatric and Perinatal
- Head and Neck
- Muscle
- Cytology (Gynae and Non-gynae) – currently we can only report on slides, we cannot process cytology specimens
- 

The facility can also carry out sub-specialities which includes:

- Immunohistochemistry
- Immunofluorescence

- Sentinel Node - examined using the EORTC method

Some additional testing may be carried out by referral ISO 15189 accredited laboratories (e.g. molecular studies, EM, or more specialised immunohistochemistry stains).

## REQUEST FORMS

All specimens must be accompanied by a request form. Supplies of these are available by either contacting [info@pathognomics.com](mailto:info@pathognomics.com) or downloading a PDF version from the website.

If you do not have suppliers then please use the Histopathology Request Form currently in use at your location

## LABELLING THE FORM AND THE SPECIMEN

Both specimen container and request form must be completed as fully and as legibly as possible. Both should be labelled with:

- Patient's Full Name
- Patient's date of birth
- Patient's hospital number (if available)
- Name of Consultant
- Site of specimen.

In addition, the request form should contain:

- Patient's sex
- Previous biopsy numbers if known
- Full clinical details including history
- Site of biopsy
- Clinical diagnosis
- Previous surgery and relevant drug therapy
- Date of biopsy
- The name and signature of the requesting clinician.

Unlabeled specimens or request forms will not be accepted and will be returned for appropriate action. Discrepancies between specimen container and request form will be noted on the issued report.

## TRANSPORTATION OF SPECIMENS

### MEDIA FOR FIXATION

The specimen should be placed into an appropriate container of sufficient size to allow it to move freely without causing distortion. It should be completely covered by the fixative and securely sealed.

<i>Specimen Type</i>	<i>Fixation Medium</i>
<i>Routine Histology</i>	10% Formal Saline
<i>Testicular Biopsies</i>	Bouins medium (Aids I the preservation of delicate architecture of the tissue)
<i>Direct immunofluorescence</i>	Michels Medium

### PACKAGING

Specimens must be sent in accordance to the type of specimen being sent.

It is the senders' responsibility to ensure that specimens are safely packaged in accordance with the Post Office regulations for the transport of biological material. Please contact the laboratory if you require further classification.

<i>Specimen type</i>	<i>Time Frame</i>	<i>Temperature</i>
<i>Histological Specimen – Small biopsies and specimens</i>	Small samples do not require incision to aid fixation therefore there is no real time frame. <i>NOTE: Over fixation can lead to poorer immunohistochemistry results so next day is recommended</i>	These can be delivered and stored at room temperature and therefore temperature does not need to be monitored. <i>NOTE: cold temperatures will slow down the chemical reaction</i>

		and the specimen will take longer to fix
<p><i>Histological specimens – Large specimens</i></p>	<p>As these specimens need to be incised as to aid fixation they must be delivered in 24 hours (next day) so the specimen can be treated appropriately.</p> <p><i>NOTE: any later then this can slow down fixation to the specimen and may cause damage to the tissue</i></p>	<p>These can be delivered and stored at room temperature and therefore temperature does not need to be monitored.</p> <p><i>NOTE: cold temperatures will slow down the chemical reaction and the specimen will take longer to fix</i></p>
<p><i>Histological specimens – Post Mortem Tissue</i></p>	<p>As these come in small pieces they can be treated as small biopsies therefore no real time frame.</p> <p><i>NOTE: Over fixation can lead to poorer immunohistochemistry results so next day is recommended</i></p>	<p>These can be delivered and stored at room temperature and therefore temperature does not need to be monitored.</p> <p><i>NOTE: cold temperatures will slow down the chemical reaction and the specimen will take longer to fix</i></p>

<i>Immunofluorescence</i>	Initially the Michels Medium and the specimen should be kept in the fridge at 4°C, up to shipment, and then the specimen must be sent within 48 hours	During transport it is fine for the specimen to remain at room temperature.  <i>NOTE: before and after transport the specimen must be kept at 4°C</i>
<i>Cytology specimens Non -Gynae</i>	Must be next day (24 hours) as to prevent any deterioration to the specimen	During transport it is fine for the specimen to remain at room temperature.  <i>NOTE: before and after transport the specimen must be kept at 4°C</i>
<i>Slides for Review / Reporting</i>	No time frame is necessary as once cover-slipped slides are protected.	Can be shipped at room temperature therefore no is monitoring required.

**ON-CALL PROVISION**

There is no 'on-call' service provided by the laboratory. All requests for work, which may involve staff working outside normal laboratory hours, should, in the first instance, be emailed to [enquiries@pathognomcis.com](mailto:enquiries@pathognomcis.com) and the laboratory will discuss with pathologist and staff to see if the request can be fulfilled and a response will be given.

**URGENT REPORTING**

If a case is urgent please indicate on the request form and the specimen will be dealt with accordingly.



**TURN AROUND TIMES**

<b>Specimen</b>	<b>Turn Around time</b>
<i>Small Biopsy Specimens</i>	Provided that the specimen is received in the laboratory before 2pm, the majority will be reported the next working day and the report issued.
<i>Large and unfixed Specimens</i>	These specimens require additional fixation and the report will be delayed by at least 24 hours. The majority will be reported within 2 working days of receipt.
<i>Exceptions</i>	<p>Specimens requiring immunocytochemistry or special stains.</p> <p>Specimens where the pathologist feels a second opinion may be of benefit to the patient.</p> <p>Specimens where the tissue requires decalcification.</p> <p>High risk specimens.</p> <p>In instances where an extended delay is likely to occur, the Consultant Histopathologist reporting the case will inform the referring clinician.</p>

**HIGH RISK SPECIMENS**

IDENTIFICATION

Specimens from confirmed or suspected infectious diseases **must** be identified with 'Danger of Infection' labels on the request form as well as specifying in the appropriate place on the form what the risk is and the specimen container.

TRANSPORTATION

The specimen container should be securely closed and placed within a sealed plastic bag.

The request form should be placed in the bags pocket or in a separate plastic bag.

Do not use staples or other sharp objects to seal the bags or attach forms to the specimen container.

REPORTING DELAYS

Since specimens from these cases will require thorough fixation to minimise the risk to staff, there will usually be a delay in reporting.

**CONTROL OF SUNSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS**

The fixative for histological specimens is 10% Formal Saline. This contains dilute formalin (formaldehyde) which is hazardous and governed by COSHH regulations. All areas where this substance is used should have a hazard data sheet detailing the risks associated with its use and procedures for the correct handling of this substance. Copies are available by contacting the laboratory.



## CYTOLOGY

The department can process and report non-gynae specimens.

The department can also report on already prepared gynae cytology slides.

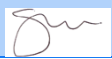

## IMMUNOCYTOCHEMISTRY

Routine Immunocytochemistry staining is carried out by the Pathognomics Ltd, but any specialised Immunocytochemistry will be referred to another CPA/ ISO accredited department and then return to Pathognomics Ltd to be reported on.

## ACCRDITATION

All of the above laboratories to which we send specialist work are CPA / ISO accredited.

## DOCUMENT HISTORY

Version	Author	Date	Authorised
1	Chris Evagora	28/11/2016	Chris Evagora 
1.1	Chris Evagora	11/04/2017	Chris Evagora 
1.2	Chris Evagora	12/12/2017	Chris Evagora 