# CHARLES S. CURTIS MEMORIAL HOSPITAL
## (Laboratory and Policy and Procedure Manual)

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| Section: | **HISTOLOGY** | Number: | **VIII-01** |
| Topic: | **Operating Guidelines** | Date: | **O – 1985 05**<br>**R – 1991 03**<br>**R – 2007 05** |

Because of the nature of the specimens processed in this section, it is extremely important that all specimens be carefully handled so as not to lose any. Since interpretations are somewhat dependent on the quality of sections produced, it is important to ensure that cutting and staining techniques are at peek levels at all times. The following guidelines are helpful in daily operations.

## NORMAL OPERATIONS

This department is staffed by more than one R.T. on a full time basis. The staff members will be required to ensure that all specimens received are processed and presented to the Pathologist for examination. The Histology technologists will be expected to process (gross examination) as many specimens as possible within the guidelines set out by the Pathologist.

Each morning all specimens which were put on the tissue processor will be blocked, cut and stained. Any special stains required should, when possible, be completed the same day. Any slides returned for cutting will be done the next working day unless they are of an urgent nature.

During the day gross examination on all specimens ready for processing will be completed. Small biopsies or other specimens can be processed the same day. Medium size or large specimens are sometimes left overnight to ensure adequate fixation. When the specimens are ready, they are to be put on the processor and the instrument set for normal operation. Before turning on the processor, all containers should be checked for adequate amounts of solutions.

All reagents for staining and tissue processing will be changed as outlined in "General Organization". All blocks and slides are to be filed as outlined in "General Organization". All books are to be properly identifiable.

Topic: Operating Guidelines

## QUALITY CONTROL

Although quality of work is routinely assessed by the pathologist when examining slides, some quality control measures can be carried out on staining procedures by the technologist. From time to time blocks will be available to run as controls for various staining procedures. These should be processed periodically to ensure that the staining procedure is performing as expected. This is particularly important when the staining procedure is done occasionally and the reagents may be several months old.

The Histology Technologist will be expected to participate in any external quality control program which may be introduced from time to time by the supervisor.

## PREVENTATIVE MAINTENANCE

Equipment will only perform as designed if it is properly maintained. Therefore, all equipment must be checked periodically and the required maintenance completed. If no schedule is available then periodic inspections for signs of wear or dirt build up should be performed and any necessary corrective action taken immediately.

## RECORDS

All specimens are to be recorded when received in the Meditech System.

All slides are examined by the Pathologist. They are then reported and, after being typed by the Secretary, the original is put on patients chart and one copy of the report filed in pathology. Pathology reports will be kept for a period of time prescribed by the Medical Advisory Committee or Pathologist.

## QUALITY ASSURANCE

Staff will be expected to assist in the overall quality assurance program for the laboratory. Audits which are carried out by the Pathologist will continue as necessary.