



# CONWAY MEDICAL CENTER

## PROCEDURE

*When in hard copy form, refer to Policy Manager to validate this as the most current revision.*

TITLE:	LAB-SPC-HIS-09.02 Surgical Specimen Collection and Submission-PRO		
ISSUED BY:	Sr. Tech, Anatomic Pathology	REFERENCE #:	LAB-SPC-HIS-09.02-PRO
APPROVED BY:	Lab Director	EFFECTIVE DATE:	2006-02-09

**SCOPE:** To insure the proper collection and submission of surgical pathology specimens by physicians, operating room, and nursing service personnel at the time of removal.

### **PROCEDURE:**

#### **I. ROUTINE SUBMISSION**

- A. Container—each specimen should be submitted in a container of 10% formalin.
1. The volume should be at least 10 times the volume of specimen.
  2. The specimen should be immersed in fixative within 1 hour of procedure.
  3. Any deviation from this procedure “must” be communicated to Histology verbally.

B. **LABELING REQUIREMENTS** –computer generated label must be affix to the container with following information:

1. Patient name, age (date of birth), medical record number
2. Clinic of origin
3. Source of specimen
4. Date and time of collection
5. Computer generated number such as (18-365-9000)

#### **C. SUBMISSION TO THE PATHOLOGY LAB**

1. The specimen is picked up by lab personnel at the designated area in the OR; or
2. Brought to the pathology lab by hospital personnel.

#### **D. SURGICAL CONSULTATION**

1. Request for OR consult are to be call to the Pathology lab.
2. Submission of a FRESH surgical specimen—responsibility of OR to transport.
3. The pathologist examines the specimen and reports directly to the surgeon.
4. Findings are recorded and signed out by the pathologist in the designated logbook.
5. The specimen is then placed in 10% formalin and immersion time noted.

#### **E. FROZEN SECTIONS**

1. Notification by OR: Pathology lab is notified by OR personnel that a frozen specimen has been requested by the surgeon.



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2. Transportation of specimen: The specimen is brought immediately to the pathology lab by OR personnel.
3. Examination: The pathologist examines specimen and designated sections are taken for the purpose of freezing.
4. Slides: are prepared by the technician for microscopic examination as quickly as possible.
5. Frozen Impression: The pathologist reports the diagnosis directly to the surgeon.
6. Results: recorded and signed out by the pathologist in the designated logbook
7. Fixation: The specimen is then fixed in 10% formalin.
8. Residual frozen section tissue: routinely processed and specifically labeled for comparison.

G. **ACCESSION:** All specimens are accessioned upon receipt in the pathology laboratory.

H. **SUPPLIES:** All paperwork, supplies and containers are available in the pathology laboratory.

**NOTE: SURGICAL PATHOLOGY SPECIMENS WILL NOT BE ACCEPTED IN THE PATHOLOGY LAB UNLESS PROPERLY FIXED, LABELED, AND BY THE DIRECT ORDER OF A SURGEON. UNACCEPTABLE SPECIMENS WILL BE RETURNED TO SUBMITTING DEPARTMENT AND DOCUMENTED IN A CORRECTIVE ACTION LOG.**

**RECORDS: NA**

**REFERENCE STANDARDS: CAP ANP.11460; ANP.11475; ANP.11500;ANP.22983; GEN.40000; GEN.40016; GEN.40032; GEN.40050; GEN.40100**

### REVISION/REVIEW HISTORY:

Date	Affected Section(s)	Summary of Changes ('Reviewed' or details of change)
05/05/2011wr	None	Reviewed/revise. Saved electronically in lab G drive.
11/15/2011wr	Format	Change of format for MCN policy manager
03/29/13wr	Reviewed	No content changes... newest format
06/11/14va	None	No content changes...
09/16/14va	I (C)	New fixation regulation placed in this procedure
03/16/15va	None	Reviewed. No content changes.
06/30/16va	None	Reviewed. No content changes.
06/29/18va	Reviewed	Reviewed. Content changes made. No longer use surgical specimen cards.