



CLINICAL POLICY

Anatomic Pathology Specimen Transport

A. EFFECTIVE DATE :

October 19, 2021

B. PURPOSE :

To establish a process for the transportation and handling of pathology specimens originating from both within and outside of UConn Health. This policy does not pertain to specimens intended for areas other than Anatomic Pathology, such as Dermatopathology, Oral Pathology and Research.

C. POLICY :

Specimens will be delivered to the Department of Pathology using internal transportation and/or pathology staff during regular scheduled pick up times established by the Department of Pathology and the Operating rooms/departments where tissue collection occurs.

D. SCOPE :

This policy applies to all areas that collect and transport patient specimens intended for analysis by the Anatomic Pathology department.

E. DEFINITIONS :

1. Frozen Section Room: TG830
2. Accessioning area in Anatomic Pathology: CG054
3. Morgue: CG048
4. Transportation services: responsible for transporting specimens within JDH
5. Courier services: responsible for transporting specimens outside of JDH

F. MATERIAL(S) NEEDED :

None

G. PROCEDURE :

All specimens for Anatomic Pathology (AP) will be transported from the area of collection according to the following workflow:

- 1. Operating Rooms** - Specimens collected in the Operating Room (OR) will be delivered to the frozen section room by the OR staff. During normal business days, AP staff will transport routine specimens from the frozen section room to AP from 8 am until 3:30 pm; and will transport stat cases from 8 am until 5 pm. Any routine specimen collected after 3:30 pm or on off shifts (except for fresh specimens) will remain in the OR frozen section room to be picked up on the next business day, unless specific arrangements have been made with AP. All fresh specimens (lymph node, breast, muscle biopsies, frozen sections, cytology, etc.) require immediate notification of the AP lab via the front office (x2980) during normal business hours, and notification of the on-call pathologist during off-hours prior to obtaining the specimen.

The OR staff notifies Anatomic Pathology for STAT pickup of fresh cytology specimens (i.e. pelvic wash) M-F (8-5 p.m.). Fresh cytology specimens after hours and on weekends/holidays are transported to Central Processing area in Laboratory Medicine by the transport staff to be refrigerated and placed in the green bag until the morning of the next business day. Pathology staff are on call through the page operator for any cases requiring immediate handling during the off hours.

- 2. Interventional Radiology (IR)** - In the Cytology Laboratory (M-F), a cytopreparation tech/cytotechnologist looks up the "Lab IR Status Board" in Epic, for the time and site of fine needle aspiration (FNA) procedures scheduled for the day. At the time of the FNA procedures performed in IR, the cytotechnologist is notified and is in attendance to handle specimens and assess adequacy if requested by the clinician. The cytotechnologist will transport the specimen/s to the Cytology Laboratory. The transport staff will transport all other specimens (specimens triaged for flow, microbiology) to Central Processing area in Laboratory Medicine. Fluids obtained in IR (pleural, ascites) are transported by the transport staff to the Central Processing area in Laboratory Medicine and/Cytology Lab as required.
- 3. GI Procedure Room** - The cytotechnologist is notified of the time and EUS FNA site on the day of the procedure. The cytotechnologist is in attendance during the procedure, provides assessment of adequacy if requested by the clinician, handles the specimen and transports the specimen to the Cytology Laboratory.

During normal business hours, AP staff will transport routine GI specimens from the GI pathology room to AP from 8 am until 3:30 pm; and will transport stat cases from 8 am until 5 pm. Any routine specimens collected after 3:30 pm or on off shifts will remain in the GI pathology room to be picked up on the next business day, unless specific arrangements have been made with AP.

- 4. Breast Imaging at Women's Health (mammography, ultrasound and MRI)** – Specimens will be collected and placed in the bin for transport staff to deliver STAT to AP. A schedule of biopsies will be emailed to AP once per week. Cancellations and additions will be communicated with AP staff on a daily basis by the lead tech/designee in each area. AP staff will call Breast Imaging if specimens have not been received after the scheduled procedure time.
- 5. Cancer Center:** Fine needle aspirations performed in the Cancer Center are delivered to Cytology and/or Central Processing area in Laboratory Medicine.
- 6. Off SITE but UConn Health (UMG clinics, UConn Health Surgery Center, Storrs)** – Specimen will be picked up from the off-site location, transported, and delivered to the Central Processing area in Laboratory Medicine. The transport staff will deliver the specimens to AP on the next scheduled run.

7. **OFF SITE/non UConn Health** – Specimen will be delivered by courier to the Central Processing area in Laboratory Medicine and transported to AP by the Transportation Department unless other arrangements have been made by the sending institution.
8. **Monday – Friday after 5 pm and before 8 am; Saturdays, Sundays and holidays** - All specimens, with the exception of placentas and specimens obtained in Interventional Radiology, the JDH Operating Rooms and the GI suite, will be delivered to the Laboratory Central Processing area. Cytology specimens will be held in the refrigerator. At the beginning the next business day or on Monday, the Transportation Department will transport the specimen from Central Processing Laboratory to AP. Placentas should be delivered directly to the morgue, with all applicable paperwork left with the specimen.
9. All specimens to be delivered to AP must be in a sealed specimen transport bag.
10. All specimens transported to AP must be accompanied by a completed order placed in Epic by the provider, or a paper requisition and a demographics form when from an outside facility.
11. Whenever possible, specimens should not be shared between AP and lab medicine. Every effort must be made by the collector to obtain two distinct specimens. However, if unable to collect two specimens and the specimen must be shared, it is the responsibility of the collector to prioritize what test should be done in which order and determine where the specimen should be delivered first.
12. Variations to the established procedure will trigger a quality assurance review.

H. ATTACHMENTS :

None

I. REFERENCES :

None

J. SEARCH WORDS :

Specimen transport

K. ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

L. STAKEHOLDER APPROVALS :

On File

M. COMMITTEE APPROVALS :

None

N. FINAL APPROVAL :

- | | |
|---|---------------------------|
| 1. <u>Andrew Agwunobi, MD (Signed)</u>
Andrew Agwunobi, MD, MBA
UConn Health Chief Executive Officer | <u>10/21/2021</u>
Date |
| 2. <u>Anne D. Horbatuck, (Signed)</u>
Anne D. Horbatuck, RN, BSN, MBA
Clinical Policy Committee Co-Chair | <u>10/21/2021</u>
Date |
| 3. <u>Scott Allen, MD (Signed)</u>
Scott Allen, MD
Clinical Policy Committee Co-Chair | <u>10/21/2021</u>
Date |
| 4. <u>Caryl Ryan (Signed)</u>
Caryl Ryan, MS, BSN, RN
Interim Chief Operating Officer, JDH
VP Quality and Patient Services & Chief Nursing Officer | <u>10/20/2021</u>
Date |

O. REVISION HISTORY:

Date Issued: February 2000

Date Revised: 12/12, 12/17, 12/19, 6/20, 12/20, 10/21

Date Reviewed: