



- 1) Spoke laboratories should not be providing Immunology services unless there is a link with a Hub laboratory. For definition of Immunology services see CPA document "CPA Guidance for Immunology Tests".
- 2) A laboratory is defined as a hub if it provides any significant Immunology professional direction for other laboratories who have no Immunology specialist advice on site.
- 3) Hub laboratories must have CPA accreditation and if applicable comply with the CPA guidance on single handed practice.
- 4) Spoke laboratories providing Immunology investigations must have professional direction from a Hub laboratory and have Immunology direction commensurate with the workload but at an equivalent of a minimum of 1 PA per week of Consultant-level cover. Arrangements must be viable and appropriate to the needs of the service in the judgment of peer and professional assessors.
- 5) The Hub Consultant Immunologist must provide evidence at spoke inspections that they take part in management and direction of the laboratory and be actively responding to requests for clinical advice in an appropriate and timely manner. There should be evidence of active input into the IPR and appraisal of senior staff undertaking Immunology.
- 6) The Hub Consultant Immunologist must physically attend the laboratory for a minimum of 1 PA every 2 months, attendance increasing dependant on the Immunology workload and the needs of the service. This should include attendance at spoke managerial meetings. Evidence of minutes and actions arising from such meetings should be kept, and there should be appropriate facilities to discharge these duties.
- 7) The Hub Consultant must be contactable during normal working hours as a minimum, to provide clinical and laboratory advice via telephone.
- 8) There should be minuted attendance from Hub to the Spoke on a weekly basis from a suitably qualified member of staff, with a minimum of 1 session/week - depending on Immunology workload. This can be as a full day every fortnight and could be provided by appropriately qualified senior biomedical or scientific staff. Normally the minimum level would be Band 8a or above.
- 9) All individuals attending the spoke laboratory on behalf of the professional director should provide evidence of appropriate and current CPD and qualifications in Immunology to the level necessitated by the service, and regular appraisal in that role. This individual should be seen as the representative of the hub Consultant Immunologist and conduct delegated supervisor roles. Where there are senior staff (band 8a or above) in the spoke laboratory qualified in Immunology with evidence of regular CPD then this should be taken into account. All delegated arrangements, roles and responsibilities should be incorporated and defined in a service level agreement or SOP.
- 10) Electronic links and arrangements must be present at the hub allowing daily validation and interpretive comments on spoke laboratory results and result enquiry at all times via a secure link. Ideally there should be full secure access to spoke SOPs and other governance documentation.
- 11) An SLA should be present documenting the service provided and identifying the quality standards, delivery, managerial and governance arrangements issues necessary to deliver the above.

These guidelines were developed from the Royal College of Pathologists guidelines for Hub and Spoke network supervision. They have been adapted and condensed for use by CPA assessors by Dr W. Egner, Prof M. Kerr and Dr P. Doré in consultation with colleagues and the RCPATH SAC in Immunology.