

1. POLICY

A department applying for accreditation that wishes to use a remote reporting service for routine* histopathology shall first establish a clear policy for this. This shall include details of the referring and receiving laboratories, the nature and amount of work to be sent and the duration of the use of the service.

2. PROCEDURES

In order to carry out this policy the referring laboratory will require a set of procedures (New CPA Standards in brackets).

These shall include a procedure(s) for:

- establishing the needs and requirements of the users (A2)
- selection of the work to be sent away, with a clear distinction between wet tissue and prepared slides (E6)
- maintaining a record of all specimens referred (E6)
- ensuring the safe and secure transport of the material (E3, E4)
- tracking of the material at all times (E6)
- monitoring the return of reports from the receiving department (E6)
- monitoring the return of clinical material (slides and/or tissue) from the receiving department (E6)
- auditing the reports returned, in conjunction with those of the referring department (H4)
- dealing with differing opinions given by the referring and receiving departments (G4, G5)
- data entry in the referring laboratory's system, especially avoiding transcription errors and duplicate reporting (D2)
- urgent reports (G3)
- reviewing the receiving department's Accreditation status, EQA performance and turnaround times (E6, H5)
- assessing the satisfaction of the users (H2).

3. RECORDS

In order for assessors to establish compliance with these recommendations there shall be records kept in the referring and receiving departments.

These records shall include:

- copies of the policy and procedure(s) described above
- lists of the referred material with dates of sending specimens, receiving reports and the return of material
- results of audits
- discussions with users
- evidence of current accreditation status and EQA participation of the receiving department

** Routine Histopathology is work included in the repertoire of a department, normally carried out on-site. It does not refer to work referred for a specialist opinion.*