

## Department of Histopathology and Molecular Pathology

### **New Process for arranging Frozen Sections With effect from Monday 14<sup>th</sup> September 2009**

Specimens for Frozen Section will be transported to the Bexley Wing at St James's Hospital from LGI Theatres using a "blue light" car, through the LTHT Transport Department, that will be on continual standby between 9.00am and 7.00pm from Monday to Friday except on Bank Holidays. Theatres can arrange Frozen Sections and transport by following the protocol listed below.

1. To book a frozen section, theatres should contact the laboratory well in advance, stating the date and time of the frozen section. There will be occasions where advanced warning of a Frozen Section is not possible. The laboratory will inform the pathologist.

**Laboratory Telephone Number: Extension 67771 (0113-206-7771)**

2. Theatres should also contact the driver (who will be based at the LGI), and let him know the location and time for collection. The driver can be contacted either by mobile phone or by bleep

**Drivers Mobile Number: 07767478845**

**Drivers Bleep Number: 80 6646**

**If unable to obtain a response on either number use: 07786260487**

The driver should also be contacted 10-15 minutes before the frozen section will be ready for collection.

3. "**FROZEN SECTION**" should be printed clearly on the top of the request form, it should also contain the telephone number to which the report should be phoned. The specimen and request form should be given to the driver who will collect the specimen from the theatre reception area. He will have a specimen transport box for the specimen.
4. Theatre staff should sign the drivers form to indicate the time the specimen was collected (this information will be used for audit purposes)
5. As soon the driver collects the specimen, theatre should telephone the laboratory (number above), and inform them that the specimen is in transit.
6. The driver will deliver the specimen to Specimen Reception, Level 5, Bexley Wing, and laboratory staff will sign & time the delivery. After delivery of a specimen to Bexley Wing, the driver will return to the LGI base. If a second frozen section is required the process should be repeated.
7. After 7.00pm, at weekends and Bank Holidays, specimens should be transported by taxi. To contact the taxi.  
**Taxi Telephone: Jubilee Wing Reception Extension 22351**
8. The laboratory On Call service operates between 5.00pm until 9.00am and can be accessed via the switchboard.

If you need to speak to senior laboratory staff about an issue with a Frozen Section, please ask to speak to Jane Ramsdale, Barry Waterhouse, Saeeda Kauser, or Alison Boyle, using the laboratory number above. If your issues cannot be resolved by the laboratory please contact:

Andrew Clarke, Chief Biomedical Scientist Ext. 67707

Or: Carol North, Quality Manager Ext: 68855