

Evaluation of the Patient Sample

GUIDELINE 5: Anatomic Pathology Sample Acceptance and Rejection

Anatomical Pathology (AP) has quality standards for sample acceptance.

In order to ensure patient safety and timely reporting, AP requires proper sample collection and handling, accurately filled out requisitions, accurate sample and container labelling, and prompt delivery to the laboratory.

Samples are accepted for testing **only** when sample type, patient identity and sample integrity can be verified.

Any sample considered irreplaceable shall be evaluated for criteria that establishes uniqueness and secure linkage to the correct patient.

The laboratory makes every effort to process test requests in a timely manner. There are circumstances, however, when the sample is unsuitable for testing or requires further investigation prior to processing.

Assess each discrepancy to determine if a PSLS should be completed; consult with supervisor or pathologist if required.

Do Not Reject Samples Considered Difficult to Collect

Samples considered difficult to collect are:

- Samples collected in the operating room
- CSF samples
- Tissue samples
- Sterile fluid samples (i.e. joint fluid)
- Aspirate samples
- Samples collected from infants/pediatrics (Age: birth to 5 years old)
- Surgical pathology samples

AP Criterion	Required Action
<ul style="list-style-type: none"> • Unlabelled sample • Label on container lid only • Improperly labelled sample or incomplete requisition • Information on container label and requisition do not match • Sample received without a requisition. • Number of samples submitted does not match the number of samples indicated on requisition 	<ul style="list-style-type: none"> • Complete Notification of Sample Discrepancy Form • Call physician, ward or collection site and clarify or request missing information • If necessary photocopy Notification of Sample Discrepancy Form and return sample and requisition to originating facility for resolution • Samples will be held until discrepancy is resolved or processed as per pathologist instructions



AP Criterion	Required Action
<ul style="list-style-type: none"> Inappropriate sample type Incorrect fixative Incorrect container 	<ul style="list-style-type: none"> Complete Notification of Sample Discrepancy Form Notify department of the discrepancy and provide the correct sample handling process. Consult with Pathologist on how to proceed, if necessary
<p>Sample Container:</p> <ul style="list-style-type: none"> Does not hold sufficient amount of formalin (10 – 20 times the volume of the sample) Does not contain formalin 	<ul style="list-style-type: none"> Add formalin to container Document deficiency on requisition Complete Notification of Sample Discrepancy Form Notify department of the discrepancy and provide the correct sample handling process Consult with Pathologist on how to proceed, if necessary
<ul style="list-style-type: none"> Samples received in syringes Container leaking or contaminate with blood or tissue components Requisition contaminated with fixative, blood or tissue components 	<ul style="list-style-type: none"> Complete Notification of Sample Discrepancy Form Call physician or ward to present to laboratory to transfer sample into clean container with a clean requisition Notify department of the discrepancy and provide the correct sample handling process and containers, as required
<p>Samples received partially or fully frozen</p> <ul style="list-style-type: none"> Ship under temperature controlled conditions between October 15th to April 30th to avoid freezing <p>Samples received overheated</p> <ul style="list-style-type: none"> Ship under temperature controlled conditions to avoid overheating during periods of hot weather 	<ul style="list-style-type: none"> Document deficiency on requisition Complete Notification of Sample Discrepancy Form Notify department of the discrepancy and provide the correct sample handling process Consult with Pathologist on how to proceed, if necessary