



CADC_DQC_3000P

Diagnostic Cytology Specimen Acceptance Policy

Policy	<p>Diagnostic Cytology department at BC Cancer has quality standards for accepting specimens for processing. All specimens must be received with the corresponding test requisition and all patient demographics must be correct. When a specimen arrives without a requisition and/or incorrect patient demographics, this constitutes a major deficiency and the specimen does not meet the criteria for processing. Diagnostic Cytology categorizes specimens into replaceable and irreplaceable. The lab will contact the clinician to notify them when an irreplaceable specimen arrives with a major deficiency. This will enable the clinician to correct the deficiency and minimize the delay in processing.</p> <p>The following specimen deficiencies <u>do not</u> meet the criteria for processing:</p> <ul style="list-style-type: none">• Illegible Container label• Specimens lacking 2 unique identifiers• Unlabelled Slides/Specimen container• Broken slides• Incomplete/Incorrect Requisition• Mismatched information between specimen container and requisition• Vomit, fecal matter, insects, ticks, toe/finger nails, tampons, foreign objects, bile, semen, milk• Creutzfeld-Jacob Disease (CJD) – If a patient has known or suspected CJD, Cytopathology test <u>CANNOT</u> be processed and specimen is rejected <p>Rejection report will be sent to clinicians with the specimen rejection reason and an advisory to re-submit specimen. Clinicians are encouraged to visit the BC Cancer Diagnostic Cytology website for information regarding specimen collection.</p> <p>www.bccancer.bc.ca/health-professionals/clinical-resources/laboratory-services/diagnostic-cytology</p>
Purpose	<p>Diagnostic Cytology is required to follow policies and accreditation standards. The quality and accuracy of laboratory results for patients can only be assured when specimens and requests meet specific acceptability criteria.</p>
Scope	<p>This Policy applies to BC Cancer, Diagnostic Cytology Laboratory.</p>

References:

Provincial Health Services Authority Laboratories Policies
Diagnostic Accreditation Program Standards www.cpsbc.ca/programs/dap