

## **Guidance for Histopathologists joining the Leeds Histopathology Department.**

This set of notes has been written by Christopher Abbosh, a previous ST1, primarily to help new trainees in the Histopathology Department; they form a comprehensive guide and will also be useful to Locum Consultants – except of course that comments about Consultant supervision do not apply in that case. (*JIW Dec 2012, updated August 2014*).

**NB.** For **any unexpected diagnosis of malignancy**, or other critical finding requiring urgent clinical action, please hand the case over to a Consultant in the appropriate specialty team so that they can ensure there is appropriate notification of the clinician/MDT co-ordinator/nurse specialist.

Trainees rotate among specialties, each of which has information that you need to read before starting that specialty attachment - it is on the G: drive  
<G:\Histo\HistoTrainees\Specialty attachments>

The information below is generic to all attachments - please check with the consultant you are working with to agree their preferred way of working, in terms of trainees seeing slides and drafting reports, before or after discussing the histology with the supervisor.

### **Introduction to pathology reporting**

Things you need to know about:-

- (i) Dictating
- (ii) Using copath (beginner's guide)
- (iii) Requesting further levels or special stains

### **EQMS**

The Department Document Control system is EQMS - you will need a username and password to access it. It contains the controlled documents for the items below - using these will ensure that you are using the correct current version:

- the forms you need for routine work (requesting additional stains, retrieving previous slides, etc)
- important reporting information in the generic SOP 'The authorisation of histopathology and non-gynaecology cytopathology reports;
- Medical SOPs for reporting specific types of specimen, arranged by specialty

## Dictating

You will be provided with a Winscribe Dictaphone.

You will also be allocated a secretary for any typing work other than routine reports - those will be typed by the secretary for your supervising consultant, or their over. . Please introduce yourself to your secretary; there will also be a system for providing feedback about your first dictations, to ensure you develop a good dictation style.

To dictate a report, open Winscribe author using the icon on your computer.



Click on [new] (top left of Winscribe screen). Click on [jobtype] and select [trainee report] . Click on [specimen number] and scan the bar code to open an audiofile, then click on [supervising consultant] and type in the surname of the consultant supervising this case. If you're not sure, type in the specialty group. Then start dictating each case with the case number (which begins LH) then the patients name and date of birth.

If the macro has been dictated (e.g. in a specimen that has been cutup by a medical member of staff) then you need just go straight to dictating your microscopic report. You can access macroscopic information through CoPath (see later.)

If the specimen has been cut up by the BMS staff e.g. skin biopsies or is a precasetted biopsy then you need to dictate the clinical details, the nature of the specimen e.g. "Clinical details, Loose stool, normal endoscopy ?microscopic colitis" then the macroscopic details "A: Ascending colon, 2 precasetted biopsies." Also dictate any macroscopic observations that have been noted on the specimen form by BMS staff – e.g. dimensions of a polyp.

You then dictate the microscopic description, followed by any comments e.g. clinico pathological correlation. Then dictate a "final diagnosis" that goes at the end of the report.

All reports need a SNOMED code. There are 2 parts routinely coded. The T (tissue) and the M (morphology) code. Most specimens can be coded from the list attached - (under development) dictate the words rather than numbers. It is essential that every malignant diagnosis has a code for malignancy; otherwise use the most appropriate code on the list. There is a more detailed list in CoPath but this should rarely be necessary.

After completing a dictation press the button on the top left of your dictaphone to send the audiofile for typing. Keep the request form and write your initials, date and a note of the diagnosis on the front. When the case has been typed, it will appear as 'completed' on your Winscribe list of jobs, and the typed report will be in your CoPath worklist.

When reporting cancer specimens refer to the RCPATH dataset documents (on the RCPATH website) and ensure that all the core information items are included in your report - different specialties have different ways of doing this, refer to the trainee information on G: drive.

### **Copath a beginners guide**

Copath is the main laboratory computer system used by the pathologists to generate reports to be available to clinicians. It is also where you will amend your reports, authorise them (senior trainees and consultants) or send them to a consultant for authorisation.

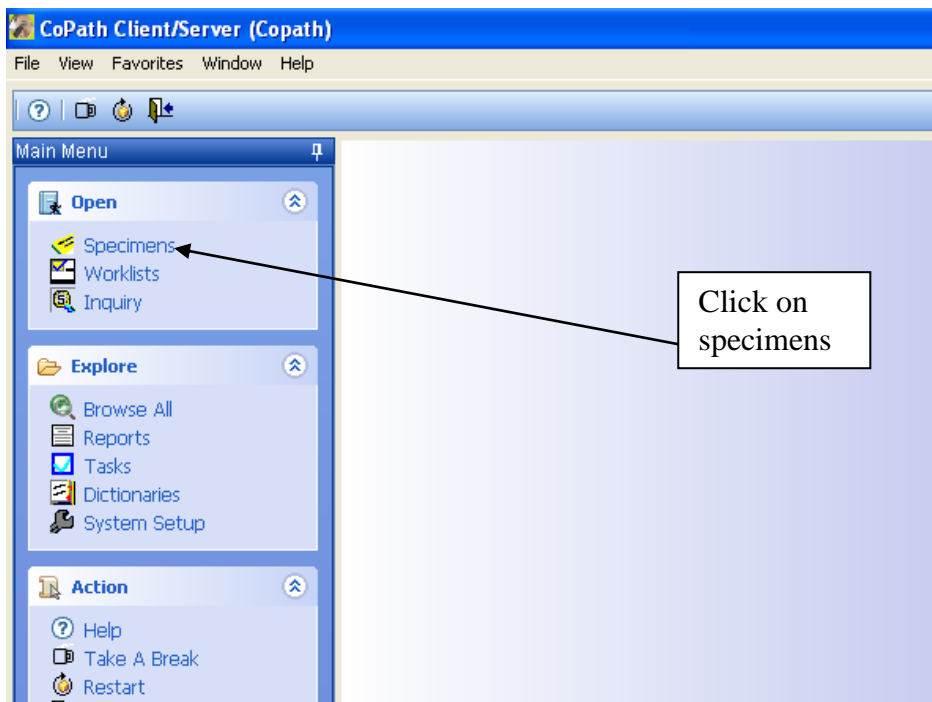
To access Copath you need a password. This should be provided to you by the department. If not, log a job with the IT helpdesk (icon on desktop)

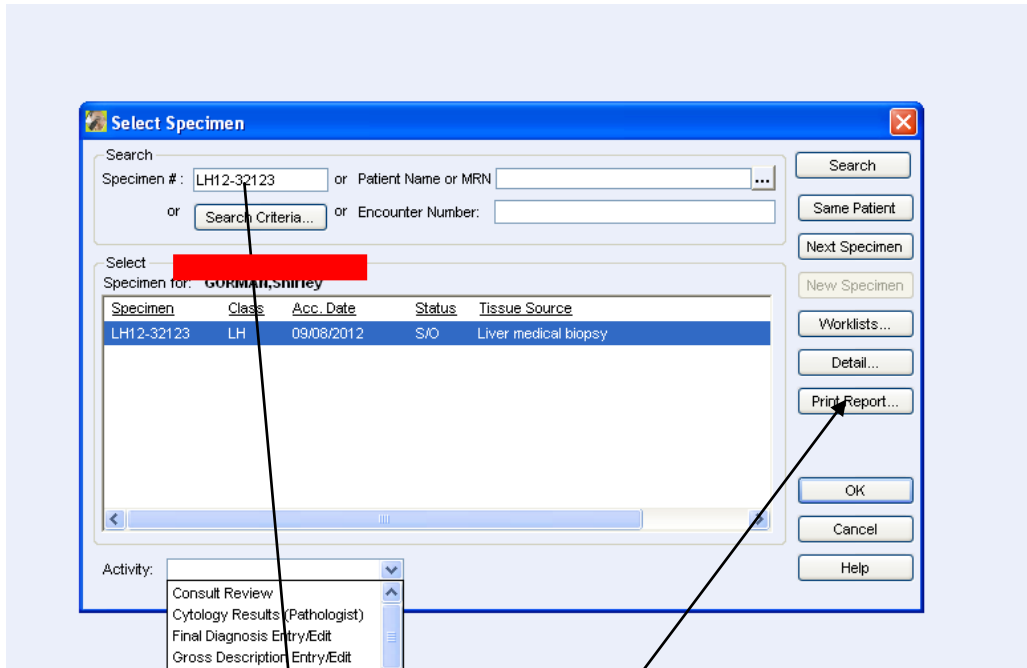
To log into copath click on the copath icon and enter your password and username.



### **Looking up or printing a report**

To find a report that has already been written and print/view it follow instructions below.





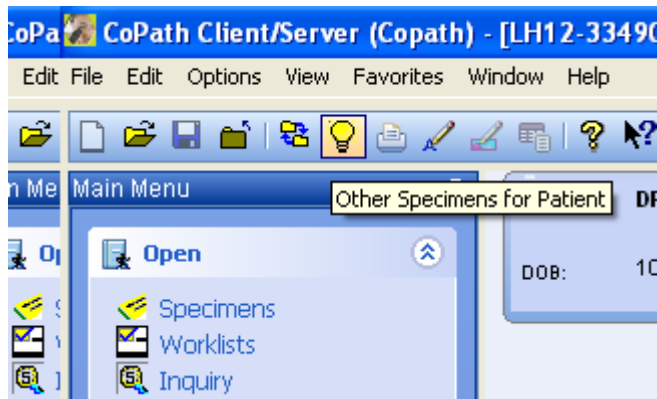
Enter specimen number or patient name and left click **search** on right hand side.

Once you have found case click on **Print Report**. This will open up the box below.



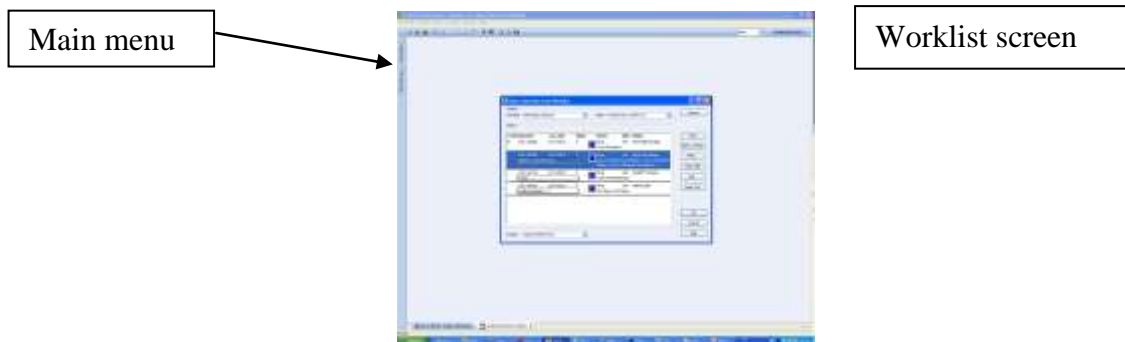
Click on **print/send** to print the report or **view** to view the report in MS word

To find all the reports from a certain patient click on the light bulb icon in the top left hand corner of the screen once you have a patient's case open. If it has lit up there are other reports available to view and clicking here will open those reports.



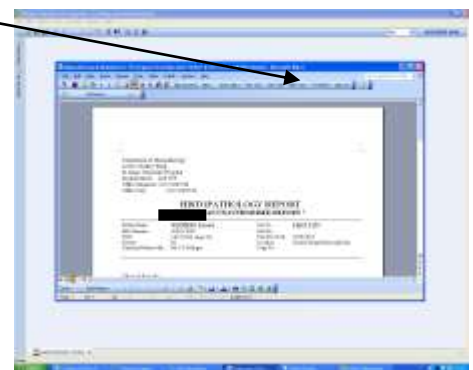
**Reviewing dictated reports in copath – instructions for trainees whose work is checked by a consultant**

You can see from the Winscribe list that your report has been typed, and it will appear on your CoPath worklist. This is found under ‘worklists in the Main Menu at the top of the left hand bar on CoPath. You need to check each report against the patient identity on the request form, and for typographical errors. You can also edit the text at this stage, or after discussion of the case with your supervising consultant.



You can select an individual report to edit by clicking on it; the report opens in word. When you have finished, either close the report by clicking on the closed red box (top left of screen), or click on ‘to Path/SO’ at the right side of the top tool bar. This will allow you to type a note about the current status of the case, and to send to a different work list i.e. your Consultant's worklist (if that is what they want for your completed reports ready to authorise - you will have asked them about this).

To authorise a case (senior trainees and consultants) click [sign out] at the top right of the tool bar to authorise it electronically. Once authorised, the report cannot again be modified. If it requires amendment there is a procedure for this – ask Jas.



### **Request further levels or special stains**

Extra work request forms are used to request immunohistochemistry or to ask for special stains or further levels/turns of blocks. This form is available in paper and in electronic format <G:\Histo\HistoTrainees\Specialty attachments> . You should save a blank copy of the form onto your desktop.

The lab much prefers to receive requests by email.

Once you have filled the form out, save the copy of the form under a different name so as not to save over your template, for example create a desktop file for extra work and save as the case number and first 3 letters of surname. Then email the form to bench 4 using the email [leads-tr.Bench4requests@nhs.net](mailto:leads-tr.Bench4requests@nhs.net) The work will then be carried out and dropped into your pigeon hole. If you are nearing the end of your attachment, put your consultant's name on the request form as well.

*v1 CAbbosh Dec 2012. v3 JIW Jan 2015*