Pathology Quality Control

Final Approval: May 2010  Effective: May 2010

List all stakeholder(s) and dates of approval:

<table>
<thead>
<tr>
<th>Stakeholder Name(s):</th>
<th>Date:</th>
<th>Reviewed</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelly M. Siegel HT</td>
<td>8/26/2010</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Mark Magilner MD</td>
<td>8/27/2010</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Shelly Siegel</td>
<td>5/3/2011</td>
<td>Yes</td>
<td>Yes</td>
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<td>Shelly M. Siegel HT</td>
<td>7/12/2012</td>
<td>Yes</td>
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<td>Shelly M. Siegel HT</td>
<td>7/30/2013</td>
<td>Yes</td>
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Describe briefly the most recent revision made to this policy, procedure or protocol & why:

New Procedure

Purpose/Policy Statement:

Monitor quality of histological preparations and staining. “Histology Quality Control” form is submitted daily by a pathologist on a rotating basis among Pathologist staff. “Pathology Quality Feedback” form is submitted by any pathology staff regarding the quality of work performed – positive or negative.

Definitions:

- H&E = hematoxylin and eosin
- SAT = satisfactory
- UNSAT = unsatisfactory

POLICY CONTENT

Histology Quality Control

Routine histologic preparation quality needs to be monitored to insure high-quality slide preparation and staining standards are maintained on a day-to-day basis. Quality assessments will be determined by a pathologist assigned to surgical pathology cases. Feedback will be in the form of a “Histology Quality Control” form which will be completed by a pathologist reading surgical pathology cases and will be returned to the histology supervisor. The histology supervisor will be responsible for monitoring QC forms to watch for trends and investigate/remedy unsatisfactory observations. Specific items on the form include, but are not limited to, H&E color balance/intensity, Embedding/orientation, Section Thickness, Wrinkles, Chatter, Knife Lines, Floater, Coverslipping and Labeling.

STEPS / KEY POINTS

One form per day will be filled out by a pathologist reading surgical pathology cases.
Form returned to Histology Supervisor.
Histology Supervisor monitors QC forms and investigates/remedies unsatisfactory observations.

Equipment/Supplies (If Applicable):

N/A

Form Name & Number or Attachment Name (If Applicable):

histo05
Author Position: Lead Histologist

Review/Revision Authority (Position Not Individual Name): Lead Histologist

Expert Consultant Position/s (Not Individual Name/s): N/A

References (Required for Clinical Documents): N/A

Is there a Regulatory Requirement? Yes ☐ No ☐
If yes, insert requirement information here:

Review History (No Changes): N/A

Revision History (Note changes in area under header): N/A

Computer Search Words: N/A

Policy, Procedure or Protocol Cross Reference Information: N/A