

This poster has been designed as an aid to help staff prepare urine samples adequately, and to explain what the Cytology laboratory at NDDH requirements are, so that urine samples can be effectively and efficiently processed to obtain accurate diagnoses.

A) Equipment Required:



- A **Yellow** cytology specimen request form (NB: there is information on the back of this form)
- An empty dry **white topped**, plastic, screw top universal container
- Plastic request and sample transport bag
- IMS squeeze bottle and black marker pen (IMS to be added only if there will be a delay in getting to the lab)

B) Laboratory Requirements:

1. Complete the Request form:

CYTOLOGY	
Specimen: URINE	Date and Time of Specimen: 23/3/16 14:00
Requester: PREVIOUS TREATMENT WITH BCG, MITOMYCIN OR RADIOTHERAPY, INSTRUMENTATION.	Last Name: EXAMPLE
	First Name: ANN
	Date of Birth: 14/05/74
	Hospital Number: 12345
	Request Number: 1234567899
	PLEASE FILL
	PLEASE FILL
	PLEASE FILL
	PLEASE FILL
	IMPORTANT FOR RESULTS

- Enter Patient's Full name, Hospital number and Date of birth.
- Enter other details as requested by the form.
- Include relevant clinical details and suspected clinical diagnosis. It must include any previous treatment with BCG, Mitomycin or Radiotherapy and instrumentation.
- Please mark as 'URGENT' if specimen is urgent.
- **PAS labels will be accepted as a means of identification on request forms but is essential that the destination for the report and requesting consultant are added by hand.**

2. Label the Universal container:

Full name/ Date of birth & Hospital number

PAS labels will be accepted as a means of identification on the container, but other relevant information must be added by hand.



C) Sample requirements (Ensure sample is collected in an empty dry **white topped** universal container):

- Patient should be well hydrated.
- Collect the **Second** voided urine of the day, or thereafter,
- Collect the **first** part of the urine passed.
- Amount of urine required - at least half full & **20ml** maximum. (Make sure lid screwed on properly).
- Place sample in sealable part of transport bag (make sure sealed) & form in the side pocket.

D) Sending samples to Cytology laboratory:

- Opening hours: 8.30am-5pm, Monday–Friday, (excluding weekends and bank holidays).
- Samples must reach the department by **4pm** & sent to the lab **ASAP**.
- Keep specimens **refrigerated** (store at 4°C) if a delay anticipated.
- **After 3pm** add IMS (a squirt/approx.1ml) to urine sample (preserves the cells) & place a black dot on the lid (indicates to the laboratory that IMS has been added).

Contact details:

Dr Mary Alexander (Lead Cytology Consultant) – Ext: 3197
Mr Lee Luscombe (Pathology Services Manager & Laboratory Manager) – Ext: 3754
Lottie Hockin (BMS Cytology Lead)/Laboratory-technical advice/patient information leaflet/ IMS – Ext: 2340
Pathology stores (Cytology request forms/Universal white topped pots) – Ext: 2342

Factors that affect the analysis of the sample!

- The first sample voided in the morning is unsuitable for analysis!*
- RED TOPPED Borate Universals are **NOT** Suitable for Cytology. Those samples are for Microbiology, the substance inside the pot destroys the cells that need examining. The lab will not accept these samples. The requester will be contacted by phone to request a repeat sample. An Incident Form will be completed on DATIX. A report will be generated stating that the specimen was not suitable for cytology.*

