# Process for arranging Frozen Sections

All frozen sections are done at the L5 Bexley Wing SJUH, laboratory.

**To book a frozen section call:**
08.30 to 17.00 :   (0113) 20 67771  Please give at least 24 hours notice where possible.

**At the time of booking a frozen section it is essential that the lab is informed if it is a high risk case.**

The Biomedical Scientist will then inform the Pathologist dealing with the case, who may want to speak to the surgeon and a decision will be made as to whether the frozen section can be performed.

If an unplanned frozen is being carried out then the booking process must still be carried out, regardless of the fact that the specimen is being sent at the same time. This is to ensure that the laboratory has the patient details and specimen details (including high-risk status) to be able to identify the specimen on receipt and plan staffing accordingly.

**Call the laboratory again (0113) 206771 when the frozen section specimen has been dispatched to the laboratory.** If specimens are being delivered by hand by theatre staff, then they must state to the reception staff that the specimen is for a frozen section. The words ‘Frozen Section’ must be clearly written on top of the request form and this part of the form must be clearly visible on the external packaging.

 **For an out of hours service: Call the SJUH switchboard:  (0113) 24 33144**

Specimens for Frozen Section will be transported to the Bexley Wing at St James’s Hospital from LGI Theatres using a “blue light” car, through the LTHT Transport Department, that will be on continual standby between 9.00am and 7.00pm from Monday to Friday except on Bank Holidays. Theatres can arrange Frozen Sections and transport by following the protocol listed below.

1. To book a frozen section, theatres should contact the laboratory well in advance, stating the date and time of the frozen section. There will be occasions where advanced warning of a Frozen Section is not possible, however the booking of the frozen section should still be made at the time of dispatch to allow the laboratory to prepare for its receipt. The laboratory will inform the consultant pathologist.

**Laboratory Telephone Number: Extension 67771 (0113-206-7771)**

1. Theatres should also contact the driver (who will be based at the LGI) and let him know the location and time for collection. The driver can be contacted either by mobile phone or by bleep

**Drivers Mobile Number: 07767478845**

 **If this number is unanswered/unreachable call (0113-20) 63817**

 The driver should also be contacted 10-15 minutes before the frozen section will be ready for collection.

1. “**FROZEN SECTION**” must be written clearly on the top of the request form (this part of the form must be visible externally if the form is folded and bagged), it should also contain the telephone number to which the report should be phoned. The specimen and request form should be given to the driver who will collect the specimen from the theatre reception area. He will have a specimen transport box for the specimen.
2. Theatre staff should sign the drivers form to indicate the time the specimen was collected (this information will be used for audit purposes)
3. As soon the driver collects the specimen, theatre should telephone the laboratory (number above), and inform them that the specimen is in transit.
4. The driver will deliver the specimen-to-Specimen Reception, Level 5, Bexley Wing, and laboratory staff will sign & time the delivery. Where possible it should be made clear to the reception staff in the book that they are signing for a frozen section. After delivery of a specimen to Bexley Wing, the driver will return to the LGI base. If a second frozen section is required, the process should be repeated.
5. After 7.00pm, at weekends and Bank Holidays, specimens should be transported by taxi. To contact the taxi.

**Taxi Telephone: Jubilee Wing Reception Extension 22351**

1. The laboratory On Call service operates between 7:30pm until 7:30am and can be accessed via the switchboard.

If you need to speak a member of laboratory staff about an issue with a Frozen Section, please ask to speak to the duty Advanced Biomedical Scientist or the Operational Lead using the laboratory number above.