

Dermatology Rush Workflow Procedures

- **Resident responsibilities**

- **Note:**

- *The following protocols are intended to cover the vast majority of situations. However, every case is different, and if there are special clinical circumstances / urgency, deviation from the protocol may be necessary. If you suspect such a situation, consult with the derm path fellows by emailing UCLADermPathFellows@mednet.ucla.edu.*

- **Ordering stains / deepers for rush derm cases for late cases**

- **You receive an email or page from the dermpath fellow with the patient's info, and which stains / deepers they want you to order**

1. Place orders in Beaker for the requested stains / recuts
2. In Beaker, when the case is opened in chart review, click Case Info and add the following flag: "RUSH"
3. What if the case is not yet accessioned?
 - If the case will be accessioned and grossed by PA's that night, wait for it to be accessioned then follow the above steps
 - If the case will not be accessioned and grossed by PA's that night, go to the next bullet, "Grossing and Processing rush skin cases"

- **Grossing and processing rush skin cases that are received after ~6:45PM**

- **You receive notification of the rush specimen**

1. You will receive a page from the dermatology clinician saying that a rush skin specimen has been dropped off (either in the Ronald Reagan core lab or at Santa Monica)
 - If the clinician is at Ronald Reagan, they may ask you where they should drop it off. By default, they are instructed to drop it off at the core lab at the Ronald Reagan B level
 - If the clinician is at Santa Monica, they are instructed to drop the specimen off in the Santa Monica Clinical Laboratory. From there, the lab staff will send the specimen to Ronald Reagan core lab by courier
2. *Note: you will often first receive an email earlier in the day from the dermpath fellow alerting you that a rush skin case will be arriving at some point later that evening*

- **Decide if the specimen will be grossed tonight or the following morning**

1. If the specimen arrives before a reasonable time, e.g. 8PM, the specimen should be grossed that night. Proceed to *Scenario A. You will gross the specimen that night.*
2. If the specimen arrives late (after 9PM, etc) and you are unsure if the case is a true rush, page the on-call derm resident per AmIOn, or send an email to UCLADermPathFellows@mednet.ucla.edu asking if the specimen should be grossed that night or can wait until the next day and be processed as a same-day rush

3. **Scenario A. You will gross the specimen that night**

- If the clinician / specimen is at Ronald Reagan
 - Await the page from the core lab telling you that they have received the specimen
 - Once paged by the core lab (x78149), call back and tell them you will pick up the specimen

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- Retrieve the specimen from the core lab. Be sure to inform lab staff that you're picking it up and sign the logbook.
- Accession and gross the case. Use the "Rush Skin Panel" protocol in case builder while accessioning the case.
- Add the "RUSH" flag to the case
- If the dermpath fellows have previously asked you to order any additional stains for the case (besides the 1x deeper and PAS that come with the Rush Skin Biopsy protocol), place those orders
- If the clinician / specimen is at Santa Monica
 - Call the Clinical Laboratory at Santa Monica (x98100) and determine if the specimen may be transported by a regular courier, and what time that courier will come
 - If before 7:30 PM, the protocol is the same as for Reagan specimens. (You will receive a page from the Ronald Reagan core lab they receive the specimen from the courier)
 - If later than 7:30 PM, a stat courier may be required to deliver the specimen to Reagan
 - *In this case, serious consideration between the dermpath fellow and dermpath clinician should be taken if the specimen needs to be processed for a next-day read*

4. Scenario B. You will NOT gross the specimen that night, and PA's will gross it the next day. (Same-Day-Rush protocol)

- Confirm with the on-call derm path fellow that it is okay for the specimen to be grossed the next day
 - If the clinician / specimen is at Ronald Reagan
 - Await the page from the core lab that they have received the specimen
 - Once paged by the core lab, call back and tell the lab tech that the specimen will be grossed the following morning
 - **Email the following groups, telling them that the specimen is to be grossed the following morning and processed as a same-day rush**
 - PathologyGrossLab@mednet.ucla.edu
 - Pathologists'Assistants@mednet.ucla.edu
 - UCLADermpathFellows@mednet.ucla.edu
 - Clinician who originally performed the biopsy
 - *Note: It is important to email the Pathology Gross Lab and PA list serv, as then the specimen will be picked up early the next morning and grossed / processed as a same-day rush*
 - **Information to include in your email:**
 - **Patient name, MRN, (number of specimen containers)**
- **Friday / Saturday / Long Holiday Rushes**
 1. The following applies to cases that are received on a Friday, Saturday, or any other day when the following day is a non-working day

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- Note: Cases received on Sunday use the normal protocol since the rush case can be reviewed normally on Monday morning. Histology also operates normally on Sunday night, and the on-call histo doesn't need to be called.
- 2. The protocol is mostly the same, except that the dermpath team will need to decide if they are going to come on a non-working day to review the case
- 3. Page the on-call derm resident and send an email to the UCLADermpathFellows@mednet.ucla.edu and ask if the case is a next-day review rush (to be reviewed on the following, non-working day)
- 4. If the case is a true next-day review rush:
 - **Process the specimen as above** (Scenario A. You will gross the specimen that night)
 - The histology lab will not be open (except on Friday) **and you must page the on-call histo tech to inform them there is a specimen to process.** Coordinate with them where to drop off the cassette for processing that night (may be in back of the CHS grossing room, the normal cassette dropoff location for surgical cases)
 - The following morning, the slides will be delivered to the normal weekend rush slide drop-off area (JA-WW fellow desk in the resident room)
 - **Arrange a time / place to meet with the derm path fellow to pick up the slides** the following day (this can be the surgical pathology resident room)
- 5. If the case is not a true next-day review rush:
 - Decide in conjunction with the derm path fellows how to process the specimen so that it is ready for their review when they need it p