



# College of Veterinary Medicine Policies and Procedures

Subject: Goals

Section: Clinical Pathology Laboratory  
Number: CVM 6.14.01  
Pages: 1  
Date: 2012  
Replaces Policy Dated: 1995  
To Be Reviewed Yearly by: PPM Department Head  
and AHC Director  
Source:  
Cross Reference:

## GOALS

The purpose of the Clinical Pathology Laboratory is to provide clinical laboratory service (primarily hematology, clinical chemistry, diagnostic cytology, and urinalysis, as well as parasitology and serology) to the Animal Health Center, research program, and veterinary practitioners of the state of Mississippi. The laboratory is staffed by board certified veterinary clinical pathologists, full-time technologists, and emergency laboratory technicians.

Approved: Gary J. Burt 1-9-13  
Gary J. Burt, Director  
Animal Health Center  
College of Veterinary Medicine  
Date

Approved: Kent H. Hoblet 3-24-2013  
Kent Hoblet, Dean  
College of Veterinary Medicine  
Date



# College of Veterinary Medicine Policies and Procedures

Subject: Schedules

Section: Clinical Pathology Laboratory  
Number: CVM 55.6.14.02  
Pages: 1  
Date: October, 2014  
Replaces Policy Dated: 2012  
To Be Reviewed Yearly by: PPM Department Head  
and AHC Director  
Source:  
Cross Reference:


## SCHEDULES

Routine laboratory hours are from 8:00 A.M. until 5:00 P.M. Monday through Friday. **Routine samples** can be submitted at any time between 8:00 A.M. until 4:00 P.M. for single tests. Routine cytology specimens may be submitted at any time between 8:00 A.M. and 4:00 P.M. Due to the varying duties of the clinical pathology faculty, they cannot consistently be available. Intra-operative cytologies should be scheduled with the pathologist on duty prior to surgery. For reporting of results, see below. Stat requests will be accepted at any time.

Out of hours emergency laboratory work will be performed by emergency laboratory technicians (ELTs). An ELT will be on duty in the laboratory on Saturdays and Sundays from 10:00 A.M. until 12:00 Noon. During non-scheduled duty hours, the ELT will be on call for emergencies and can be reached at published phone numbers. On weekends and holidays, please submit regular samples no later than 11:30 A.M. so that the ELT will have time to perform the tests requested. **Any tests submitted other than from 8:00 A.M. until 5:00 P.M. Monday through Friday, and 10:00 A.M. until 12:00 Noon Saturday, Sunday, or holidays will be subject to an ELT call-in fee per request.**

Researchers who anticipate submitting more than five samples at a time must contact the senior technologist or clinical pathology laboratory supervisor at least three weeks prior to the submission. Research and LARAC laboratory work by its nature is more readily scheduled than clinical laboratory work. Also, the large numbers of samples sometimes submitted from these areas can overwhelm laboratory supplies and reagents. An additional benefit to the researcher provided by this early discussion is a consultation regarding appropriate testing.

Approved:  9-25-14  
Gary J. Burt, Director  
Animal Health Center  
College of Veterinary Medicine  
Date

Approved:  9/29/14  
Kent Hoblet, Dean  
College of Veterinary Medicine  
Date



# College of Veterinary Medicine Policies and Procedures

Subject: Procedures for Sample  
Submission

Section: Clinical Pathology Laboratory  
Number: CVM 6.14.03  
Pages: 2  
Date: 2012  
Replaces Policy Dated: 1995  
To Be Reviewed Yearly by: PPM Department Head  
and AHC Director  
Source:  
Cross Reference:

## PROCEDURES FOR SAMPLE SUBMISSION

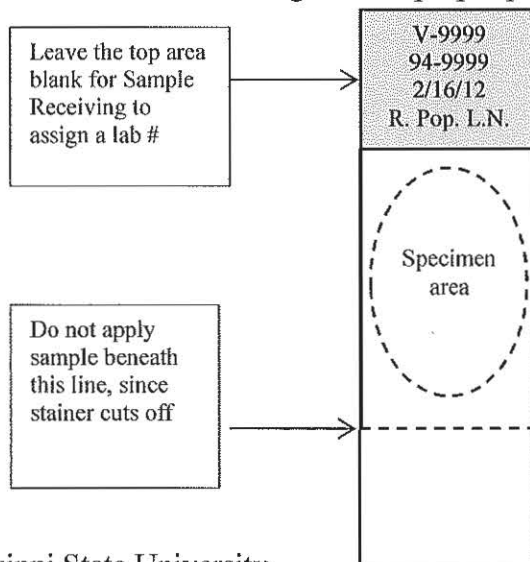
- a. Type of sample
- b. Information required

**Outpatient samples** must be clearly labeled with animal identification and date using a permanent marker. A sample submission form with the following information must be submitted with the sample:

1. Patient number or emergency number
2. Owner name
3. Species
4. Animal identification (name, number, etc.)
5. Date
6. Clinician (include phone number for stats)
7. Test(s) requested

**Inpatient samples** must be clearly labeled with case number and owner's name. Requests must be ordered in the Electronic Medical Record (EMR) or Laboratory Information Management Systems (LIMS).

- c. Labeling of cytologies: Using a permanent marker, cytology slides should be clearly labeled with case number, date and site. The preferred method of labeling and the proper positioning of the sample are shown below:




- d. "Save urine for culture if bacteria present" requests: If a urine culture may later be desired depending on the urinalysis results, it is the responsibility of the student or clinician to split the urine specimen prior to submission and submit it as two urine samples: .05 ml (see below) in a sterile red top tube for culture, and the rest (12 ml or more preferred) in a regular tube or syringe for the urinalysis. The procedure for submitting a urine culture sample
1. Swab the top of a red top Vacutainer tube with a sterile alcohol pad
  2. Puncture the tube top with the needle attached and dispense on .05 ml of urine into the tube.
- e. Stat requests: Stat requests are handled as emergencies by the laboratory. That is, they are performed immediately even if it means interrupting tests already in process. This makes stat requests extremely disruptive to work flow in the laboratory and can frequently result in the delay of all remaining results. A stat request is justified only in a true emergency situation where the life of a patient is in jeopardy. Stat requests are not justified to obtain faster results for the convenience of students, clinicians, or clients. We acknowledge that the individual clinician is the only one in a position to assess the validity of a stat request, but insist that abuse be avoided. In addition, review of such requests will be carried out daily by the clinical pathologist on service duty. If abuse appears to be occurring, the responsible clinician will be contacted. In extreme cases, stat request privileges will be denied at the discretion of the director of the clinical pathology laboratory.

The following tests are not available on a stat basis:

Cortisol  
 Progesterone  
 Phenobarbital

Approved:  1-9-13  
 Gary J. Burt, Director  
 Animal Health Center  
 College of Veterinary Medicine  
 Date

Approved:  3-24-2013  
 Kent Hoblet, Dean  
 College of Veterinary Medicine  
 Date





# College of Veterinary Medicine Policies and Procedures

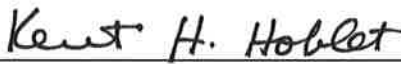
Subject: Reporting of Results

Section: Clinical Pathology Laboratory  
Number: CVM 55.6.14.04  
Pages: 1  
Date: October, 2014  
Replaces Policy Dated: 2012  
To Be Reviewed Yearly by: PPM Department Head  
and AHC Director  
Source:  
Cross Reference:

## REPORTING OF RESULTS

Results will be reported on the same day as submission, if samples are received before 4:00 P.M. Cytology samples submitted before 4:00 P.M. will be read and the results reported the same day. All samples submitted after the times listed above and needing results that same workday require a “stat” request. Samples submitted for stat procedures will be processed immediately and then reported in the Electronic Medical Record (EMR) or Laboratory Information Management Systems (LIMS) as soon as they are available.

Approved:  9-25-14  
Gary J. Burt, Director  
Animal Health Center  
College of Veterinary Medicine  
Date

Approved:  9/29/14  
Kent Hoblet, Dean  
College of Veterinary Medicine  
Date



# College of Veterinary Medicine Policies and Procedures

Subject: Fees

Section: Clinical Pathology Laboratory  
Number: CVM 6.14.05  
Pages: 1  
Date: 2012  
Replaces Policy Dated: 1995  
To Be Reviewed Yearly by: PPM Department Head  
and AHC Director  
Source:  
Cross Reference:

## FEES

For a complete listing of laboratory fees, see the Animal Health Center fee schedule. Note that each stat request will be charged an additional fee, and out of hours request will also be charged an additional fee (in addition to the fee listed).

Approved: Gary J. Burt 1-9-13  
Gary J. Burt, Director  
Animal Health Center  
College of Veterinary Medicine  
Date

Approved: Kent H. Hoblet 3-24-2013  
Kent Hoblet, Dean  
College of Veterinary Medicine  
Date