

February 26, 2008

## SOP: SYS Neurosurgery Intraoperative Consultation

### 8:00 AM to 4:00 PM

1. OR calls SYS Pathology (412-623-1328) and says there is going to be a neurosurgery specimen.  
Pathology asks, "**When will it be ready?**"
2. SYS Pathology notifies 1) PA that there will be a neuro frozen in X minutes and 2) sends the neuropathology service pager a text message saying: Dr. Jones in OR Z will have an intraop in X minutes.  
***The case then becomes the notified PA's full responsibility until the intraop is completed and the material is sent to Presby, unless the responsibility for the case is formally transferred to someone else (e.g., if the specimen is expected after 6 PM, PA may wish to arrange with neuropathologist to assume full responsibility for case).***
3. After notification, the PA either:
  - 3A. Immediately goes to the frozen section room or
  - 3B. the PA waits and, 10 minutes before the expected time, calls OR to inquire about the case.  
If OR says specimen ready, almost ready, ready in few minutes then PA goes to Frozen section room.  
If OR says it will be ready in X more minutes PA again waits and calls the OR 10 minutes before the expected time.
4. PA arrives in Frozen section room, turns on instant messenger and telephone pages (not textpage) NP service pager to 623-1328.  
PA takes the specimen from the waiting transport person or calls the OR to say they are in the frozen section room and ask "Where is the specimen?"  
If the specimen is not forthcoming the PA should begin documenting "waiting time for specimen".
5. NP service verifies clinical situation (calls OR for clarification from surgeon if indicated) and calls 623-1328 to direct PA through case.
6. PA prepares specimen as directed, puts it on Trestle
7. NP calls OR with results and further requests for the case.
8. NP calls PA with results and final instructions for banking, additional specimens or other special handling.

## **4-6 PM**

1. At 4:00 PM Neuropathology admin calls SYS OR's to identify remaining active cases (i.e. cases currently in OR, late add ons)
2. Neuropathology admin calls into active ORs asking whether they will need an intraoperative consultation and if so approximately when
3. Neuropathology admin notifies service pager of remaining cases, Neuropathologist contacts PA (623-1328) and arranges for late coverage.
4. PA calls OR to arrange details of notification when specimen is ready. (depending on exact expected time PA might direct OR to 623-1328 or their personal pager or some other number)
5. PA calls OR at expected time if case is not yet received and contacts neuropathology service pager to reorganize coverage if necessary.

## **Outside normal operating hours and weekends**

1. Neurosurgeon contacts Neuropathology service pager at least one hour prior to needed consultation.
2. Neuropathologist on call travels to SYS in time for consultation or makes alternative arrangements for coverage.

## **NEUROSURGERY OR RESPONSIBILITIES**

1. Intraoperative consultations 8am-4pm.  
notify SYS pathology 623-1328 in a timely fashion.
2. Intraoperative consultations 4pm-6pm.  
notify NEUROPATHOLOGY SERVICE PAGER of impending case at least one hour before specimen is ready.  
Neuropathology or SYS PA will call OR with number to call when specimen is ready.
3. Intraoperative consultations 6pm-8am and weekends.  
notify NEUROPATHOLOGY SERVICE PAGER of impending case at least one hour before specimen is ready.  
Neuropathologist will come to SYS frozen section room to perform intraop or make arrangements for alternative coverage.
4. It is important for neurosurgery to provide accurate estimates of specimen delivery time and timely notifications of changes in scheduled cases needing intra-operative care.

Notice this new SOP requires only ONE call from the OR to pathology - after that it is up to pathology to "shepherd" the specimen through the system.