

1 July 2020

Amy Van Wey Lovatt

E mail: fyi-request-12521-09e15bd6@requests.fyi.org.nz

Dear Amy

**Subject: Official Information Act request Re: second opinions for pathology**

Thank you for your request for information under the Official Information Act received by Lakes DHB on 1 June 2020. You have asked:

***The Royal College of Pathologists Australasia has a policy titled "Provision of second opinions with particular reference to morphological examination", which addresses the best practice with regards to referral for second and subsequent opinion of pathology specimens.***

***Request 1:***

***I respectfully request your DHB's policy on second opinions requested by a third party who is a medical practitioner currently involved in the medical care of the patient from whom the pathological material was originally obtained.***

***Request 2:***

***In the event that your DHB deviates from the aforementioned RCPA policy, I request an explanation for why your DHB deviates from best practice.***

***Please note, my request does not reflect the standard of care provided at your DHB, but is to ascertain whether there is consistent adherence to RCPA best practice amongst all NZ DHBs.***

Lakes DHB's provider of pathology services is Pathlab. Pathlab has provided the following response to this request.

Pathlab uses a system called Wiki manuals for its documents. They are not documents that can be printed out – this prevents old out of date copies of documents being held in folders.

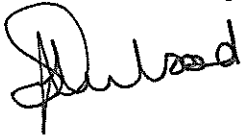
Pathlab follows the Royal College of Pathologists of Australasia policy for second opinion <https://www.rcpa.edu.au/getattachment/7ed4de8f-d708-4dc4-9df3-f4ef17c97685/Provision-of-Second-and-Subsequent-Opinions-Histop.aspx> and works to standards set out by IANZ ISO 15189. Pathlab also uses its reporting system to track referrals so the organisation knows where cases are. Please see the attached screen shots of their policies that have been provided by Pathlab.

Lakes DHB apologises that this response is two days overdue, it was not processed as it should have been and fell through the cracks. It is noted that you complained to the Ombudsman on 29 June as you had not received a response. This did prompt the DHB to check and process the OIA. If you had contacted our OIA Co-ordinator directly, this could have been resolved without the resources of the Ombudsman's office needing to be involved.

It is also noted that you have made five OIA requests to DHBs at a time when the health system is busy managing a COVID-19 pandemic response and managed isolation facilities, to keep New Zealanders safe.

Please note we may publish this letter and enclosed documents (with your personal information removed) on Lakes DHB's website.

**Yours sincerely**

A handwritten signature in black ink, appearing to read 'Nick Saville-Wood', written in a cursive style.

**Nick Saville-Wood  
Chief Executive**

**Cc: [sectoroias@moh.govt.nz](mailto:sectoroias@moh.govt.nz)**



# DAP Refer out

## How to Refer out on DAP

**All slides and blocks that are referred out of the laboratory must be traceable and the details entered onto DAP.**

- 1. Requests for blocks/slides from external (non pathlab) groups must be made in writing, preferably via E mail. Phone call requests are not acceptable.
- 2. If slides are to be sent, a tracer tab should be placed in the slide file with the details of the slide, where it was sent, when and why.

- 3. In lab filed put a tick (by clicking the side of request) next to the number to be referred out.

- 4. Scan in the request for referral as an attached image into DAP for tracking of consent.

- 5. Refer out using DAP -type in request number under lab enquiry.

- 6. Place a tick next to the case that is to be referred.

- 7. Choose the "refer out" envelope icon on the top bar.

- 8. Fill in fields:

- 9.

- o add billing/invoice information, this is to be filled in when referring cases for FISH, molecular, expert external opinions e.g to Australia etc. If in doubt who to bill please ask. We do not bill for MDM's but we do get charged if we ask for a second opinion.

- o Please make sure that when you fill in the referral information in DAP that you are clear in the comments section why a case is being sent. For example "sent to Auckland for MDM meeting as requested by Florence"

- o Add the request for slides form to the DAP request. Scan and attach request/email

- o If the case is being sent to Waikato DHB to be included in the MDM at their request, refer the case out, as per usual in DAP but do not send the printed DAP form, rather, send a copy of their request form with a note saying "as per your request"

- 1. Then select Referred out from the left hand field and select to be printed. Print of a packing sheet for all referrals (don't send this form with the Waikato DHB MDM cases)

- 2. When case has been returned- Refer back in by using the field on left hand side of DAP.

## Updated Pages

Return to Patient samples Pathlab Policy

Tissue Return procedure ALL sites

SPECIMEN RETURN TO PATIENT

Returning a sample to a patient

return to patient phone instructions

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# Second opinion

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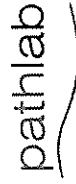
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# Second Opinion and External Referral Policy v 2020



Pathlab Follows the RCPA policy for second opinions and the standards set out by IANZ NZS/ISO 15189. Please also refer to the pathlab "Difficult cases and multihheader policy"  
<http://intranet/Manuals/WikiManuals/Histology/Manual%20%20Difficult%20cases%20and%20multihheader%20sessions.aspx>  
<https://www.rcpa.edu.au/getattachment/7ed4de8f-c708-4c4c-9df3-f4ef17c97685/Provision-of-Second-and-Subsequent-Opinions-Histop.aspx>

Cases sent for external review/second opinion must be referred out using the DAP referred out process for tracking and auditing. Click [HERE](#)