

SWBH sites

Pathology handbook

Information for users | 2024

The aim of this handbook is to provide the users of Sandwell & West Birmingham Hospitals NHS Trust with key pathology information. Further specific detailed information can be found in the individual pathology disciplines handbooks.

General information	2
Location and access	2
Opening hours	3
Laboratory contact details	3
Requesting	4
Pathology supplies	4
Phlebotomy tube types	5
Patient identification	5
Guide to taking a perfect blood sample	6
Requesting pathology tests in Unity	7
Transport of samples	9
Vacuum transport systems	9
high risk samples	9
General Pathology	10
Blood Science – Clinical Biochemistry	11
Blood Science – Haematology & Blood Transfusion	12
Blood Science – Immunology	13
Specialist Clinical Biochemistry	14
Microbiology	15
Histopathology	16
Phlebotomy Outpatients	17
POCT	18
Pathology IT	18



Pathology opening hours

	Monday - Friday routine hours (excluding Bank Holidays)	Monday - Friday outside routine hours	Saturday and Sunday	Bank Holidays
Pathology Reception: City Hospital	0800 - 1700	Samples must be delivered to Pathology via the vacuum transport system or by placing them in the drop box at the front of the Pathology building.		
Pathology Reception: Sandwell	0900 - 1630	Samples must be delivered to Pathology via the vacuum transport system or by placing them in the drop box outside the Pathology entrance.		
Blood Science & Blood Bank	Full service	Full service	Full service	Full service
Toxicology	Full service	On call service via consultation with the Consultant Biochemist	On call service via consultation with the Consultant Biochemist	On call service via consultation with the Consultant Biochemist
Immunology based at RWT Hub	Full service	No service	No service	No service
Specialist Chemistry	0900 - 1700	No service	No service	No service
Microbiology based at RWT Hub	Full service	on call service for urgent samples only	Full service 0830-1600 on call service for urgent samples only	Full service 0830-1600 on call service for urgent samples only
Histopathology based at RWT Hub	Full service	On call service	On call service	On call service

Laboratory contact details

Department	Main contact
Reception City site	0121 507 4221
Reception Sandwell site	0121 507 3520
Blood Science call centre	0121 507 5162
Histology	01902 307999 ext 88277
Microbiology	01902 307999 ext 88257
Immunology	01902 695279
Phlebotomy	0121 507 5151
Specialist Chemistry	0121 507 5162
Clinical Biochemistry outside routine hours	City bleep 5172 Sandwell bleep 6225
Haematology outside routine hours	City bleep 5251 Sandwell bleep 6226
Microbiology outside routine hours	Contact through switchboard
Histopathology outside routine hours	Contact through switchboard
Specialist Chemistry outside routine hours	Contact through switchboard

Requesting

Electronic

Electronic requesting is the preferred option for all requests to Pathology with the exception of Histopathology. The use of electronic requesting reduces transcription errors and is encouraged throughout the Trust.

Paper

Histopathology request forms are available from the Histology Department. Microbiology and Blood Sciences request forms are available from Pathology reception on both sites. All forms must be completed with patient information and relevant clinical details. Before sending samples to Pathology, ensure data entered is correct and that information on the form matches that on the sample labels and on the patient wrist band. If completing forms by hand, writing must be clear. Illegible requests may cause errors and compromise the quality of results. If writing by hand print name and include registration number, otherwise use a registration stamp. Please include contact details.

Add on requests

Requests for additional tests must be made directly to the relevant department and will be added if appropriate.

Pathology consumables stock ordering

How to order

Sandwell GPs

Please email stock order:
rwh-tr.sandwellconsumablesordering@nhs.net

West Birmingham (City) GPs

Please email stock order:
rwh-tr.cityconsumablesordering@nhs.net

What to order

You may order the following consumables per week:

- Pathology Sample Tubes, Containers & Swabs
- ICE A4 Printer Paper & Sample Bags
- Zebra Printer Labels
- Phlebotomy Vacutainers
- Sorting Bags Blood Sciences (Green) & Microbiology (Orange/ Blue)
- Manual Request Forms
- and other consumables



When to order

Please ensure you take the responsibility to request necessary **stock in a timely manner**, allowing at least eight working hours' notice to process and pack your order. There is no need to overstock consumables, as we have our specimen collection drivers visiting your location throughout the weekday.

Orders can only be acknowledged Monday to Friday. Orders cannot be distributed at weekends or on bank holidays. Please be aware that for any orders placed, the goods may not be available until the next working day.

Phlebotomy tube types

SAMPLES TO BE COLLECTED IN THE FOLLOWING ORDER UNLESS SPECIFIED BELOW

	Volume / Item No.	Cap / Ring Colour	Tube Type	Tests	Special Instructions
1			Blood Culture	Aerobic followed by Anaerobic, if insufficient blood for both culture bottles, use Aerobic only	
2	3.5ml 454327 KFK225	 Blue / Black	Trisodium Citrate	Prothrombin Time, INR, APTT, Coagulation Screen, Fibrinogen, D-Dimers, Thrombophilia Screen, Protein C, Protein S, Antithrombin III, Factor V Leiden, Factor Assays, Factor Xa, VWF, Lupus, FII 20210A	Tube must be filled between the arrow. Please mix well.
3	5ml 456010 KFK061	 Gold / Gold	Clotting Accelerator and Separation Gel	U+E, LFT, Calcium, CK, CRP, PO4, Amylase, Urate, MG, Paracetamol, Salicylate, TSH, PSA, Reproductive Hormones, Troponin, B12, Ferritin, Serum Folate, Lipids, Iron Studies, Bicarbonate ----- All Routine Immunology, Specific Proteins, RAF, Paraprotein Typing, Complement C3, C4 and Immunoglobulins, Rubella, ----- All Serological and Bacteriology Tests except PCR and Viral Loads	1 tube required per section. Please mix well.
4	4ml 454092 KFK062	 Red / Black	Clotting Accelerator (no gel)	Cryoglobulins, HIT	Please mix well.
5	4ml 454084 KFK255	 Green / Black	Lithium Heparin (no gel)	Amino Acids, Chromosomes, Karyotype, Osmotic Fragility, Ammonia, T Spot	Ammonia (send within 15 minutes, on ice)
6	4ml 454023 KFK266	 Lavender / Black	EDTA	FBC, Retics, DAT, Sickle Test, GF Screen, Malaria, Viscosity, Hb Electrophoresis, G6PD, Lead, ACTH, ESR, Kleihauer, Lactate (on ice) ----- Viral Loads, Bacterial PCR eg: Meningitis, Viral PCR eg: CMV, CD4	Please mix well.
7	6ml 456242 KFK576	 Pink / Black	EDTA Crossmatch	Crossmatch, Group and Save, Cold Agglutinins	Labels must be hand-written, with patient's FULL name, DOB and Hospital or NHS number
8	4ml 454091 KFK257	 Grey / Black	NAF / EDTA	Glucose, Alcohol, Lactate, HbA1c	Please mix well.
9	6ml 456080 KFK262	 Dk Blue / Black	Sodium Heparin	Trace Elements	Please mix well.

Patient identification

Patient identification **must** be confirmed before taking a blood sample. All samples **must** be labelled immediately, using either an identification sticker or by writing the patient's full name, RXK number and date of birth on the tube. If the sample is for blood bank, it must be labelled by hand, all the boxes on the specimen label **must** be completed and it **must** be signed. Blood Bank samples with printed labels will be rejected.

- NEVER pass samples to someone else for labelling
- NEVER label tubes before you take blood samples
- If the outside of containers become contaminated with blood or other body fluids, ensure the containers are wiped clean before sending them to the laboratory.
- Ensure caps are closed securely to prevent leakage.

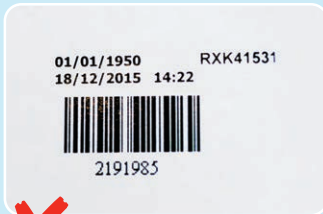
NOTE: A syringe must never be used to inject a sample into a Vacuette tube. This practice is hazardous (being a common cause of needlestick injury) and will compromise the quality of the sample.

Guide to taking a perfect blood sample

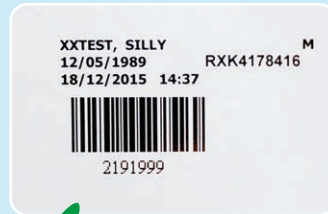
1 Request forms

- Use electronic requesting wherever possible.
- Contact your IT department for assistance with aligning your printer.
- Hand written request forms **MUST** include surgery & doctor's name, preferably using the surgery's stamp.

Date and time of sample collection and ID of person taking sample must be clearly written on the form here.



Barcode missing patient's name and part of patient ID (e.g. RXK)



All patient information clearly visible on barcode

Sandwell & West Birmingham Hospitals NHS Trust - Pathology - Combined Science & Immunology

Hospital No & Name: RXK4178416 XXTEST, SILLY
Date of Birth: 12/05/1989 Male
Sex: Male
NHS No: SANDWELL DISTRICT GENERAL HOSPITAL, LYNDON
Address: WEST BROMWICH, B71 4HA
Location: Admin Location GP: Dr Nazrin Adiri (J)
Clinical Details: testing
LAB NO: 2191999

Investigations Requested: (F) Full Blood Count (UE) U/E and Creatinine/WGR (Renal)
Category: NHS

Collect Date/Time: 18/12/2015 14:37
Sample Taken By: _____

SPECIMEN COLLECTION INSTRUCTIONS
For these investigations you require the following samples:
1 x Lavender Top (Anti EDTA) 1 x Ochre Top (Sml Serum)

Sandwell and West Birmingham Hospitals NHS Trust

XXTEST, SILLY 12/05/1989 18/12/2015 14:37 2191999	XXTEST, SILLY 12/05/1989 18/12/2015 14:37 2191999	XXTEST, SILLY 12/05/1989 18/12/2015 14:37 2191999
XXTEST, SILLY 12/05/1989 18/12/2015 14:37 2191999	XXTEST, SILLY 12/05/1989 18/12/2015 14:37 2191999	XXTEST, SILLY 12/05/1989 18/12/2015 14:37 2191999



2 Taking blood

Correct technique

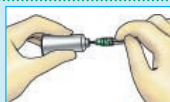
- Refer to Greiner information sheet.



First of all remove the cover over the valve section of the multisample needle.



Screw the needle into the tube holder.



Insert the needle into the vein as usual.



Push the tube into the holder and onto the needle valve puncturing the rubber diaphragm. **Hold tube in place with the thumb until tube is filled to the required level.**



When the first tube is full and the blood flow ceases remove it from the holder. Further samples can then be collected by introducing more tubes into the holder.



Mix tubes by inversion 6-8 times. After the last tube has been collected remove the needle from the vein.



Order of draw

- Bloods **MUST** be taken in the correct order to avoid sample contamination.
- **Invert Samples 6-8 times**



First

Last

Labelling samples

- Labels must be attached to the sample tube as straight as possible with a gap left so sample is visible. If there are no sticky labels: all patient information **MUST** be clearly written by hand.

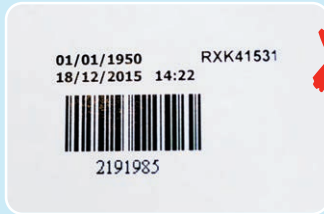


- Note samples for blood transfusion **MUST** be handwritten and signed. Printed labels are not accepted.

Requesting Pathology tests in Unity

1 Request forms

- Use electronic requesting wherever possible.
- Contact your IT department for assistance with aligning your printer.
- Hand written request forms MUST include ward and doctors name.

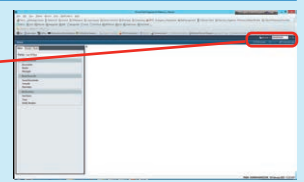
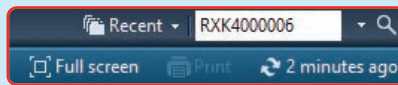


Barcode missing patient's name and part of patient ID (e.g. RXK)

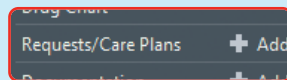


All patient information clearly visible on barcode

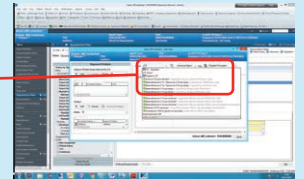
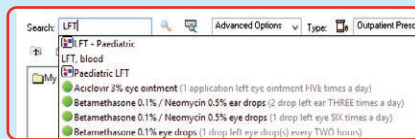
1. Search for patient in Unity.



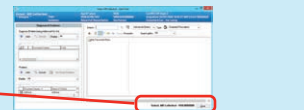
2. Select the Add next to Requests and Tests.



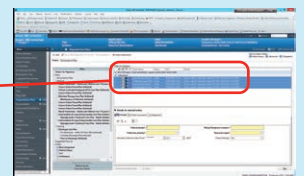
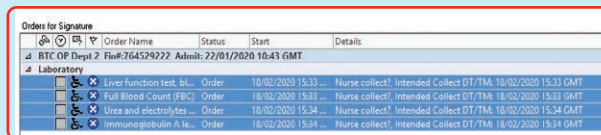
3. Search for tests one by one by typing in the name of test.



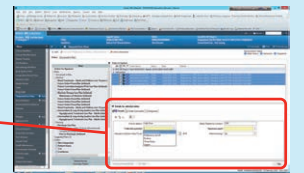
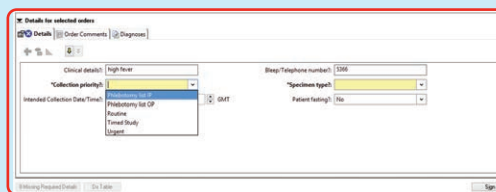
4. Once selected all tests then click on Done.



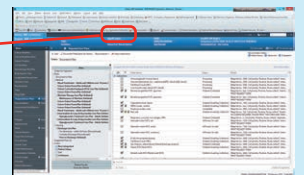
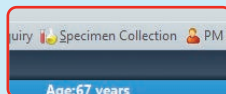
5. Highlight all the orders.



6. Fill in the required fields, select the correct collection priority and then Sign.

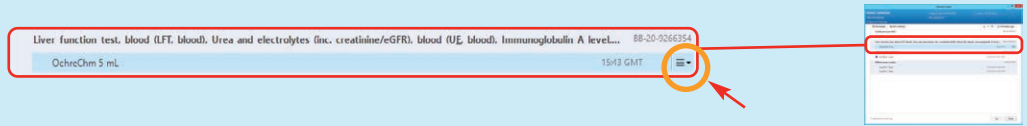


7. Go to Specimen Collection.



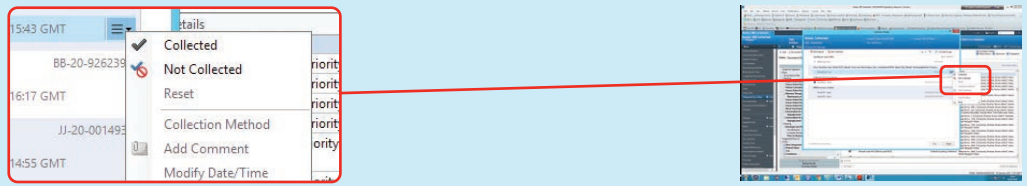
Continues on page 8

8. Click on hammer sign next to the required orders.

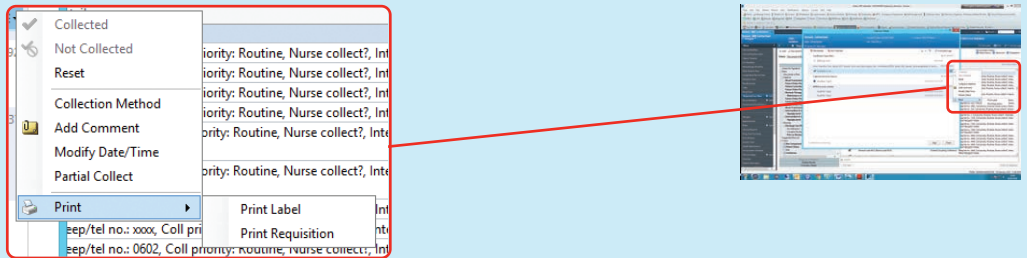


9. Mark the orders as collected.

VERY IMPORTANT



10. Then select Print and print labels, some requests need request form so select print.



11. Once successfully collected and labels/request form has been printed then Sign and Close.



Transport of samples to the laboratory

All samples must be packaged in plastic specimen bags and sent to the laboratory in a safe manner.

For regular transport of multiple samples, bags and boxes that comply with Health & Safety regulations are available from Pathology.

Use of vacuum transport systems

Most samples can be transported directly into the laboratory via the vacuum transport (air tube) systems. However, it is important to remember that the system **MUST NOT** be used for the following:

- Histology samples in formalin
- Cytology samples
- Items weighing over 1.5Kg
- Flammable substances
- Sharps
- Glass containers
- Any samples known or suspected to have TB or other Mycobacteria infection
- Items that are temperature sensitive
- No frozen sections or fresh tissue
- No Skin IF specimens

It is not recommended to send blood gas samples or non-repeatable samples such as CSF in the system. Samples must be packaged in a plastic transport bag and placed in a correctly closed, system specific carrier.

At Sandwell site

- Select destination Pathology (3130 or 3131)
- Place the carrier in the system
- Green and orange lights indicate sample is in transit

At City site

- Access system with key code c1980Y
- Place carrier in system and select destination 222
- Green light indicates sample is in transit

System faults must be reported to Pathology.

High risk samples

Any sample that is considered to be human pathogen hazard group 4 e.g. ?viral haemorrhagic fever, ?MERS-CoV etc **MUST NOT** be sent using the vacuum transport systems. Please contact Microbiology on 01902 307 999 ext 8775 and send urgently to the laboratory using a clean red UN3733 transport box. Always speak to the Consultant Microbiologist prior to taking any samples as they can advise you appropriately.

Please follow the IFC Policy on the Care and Management of Viral haemorrhagic fever/human pathogen hazard group 4 infections SWBH/COI/024 and Infection Prevention and Control in the Collection, handling and safe transportation of Pathology specimens in clinical areas SWBH/COI/033.

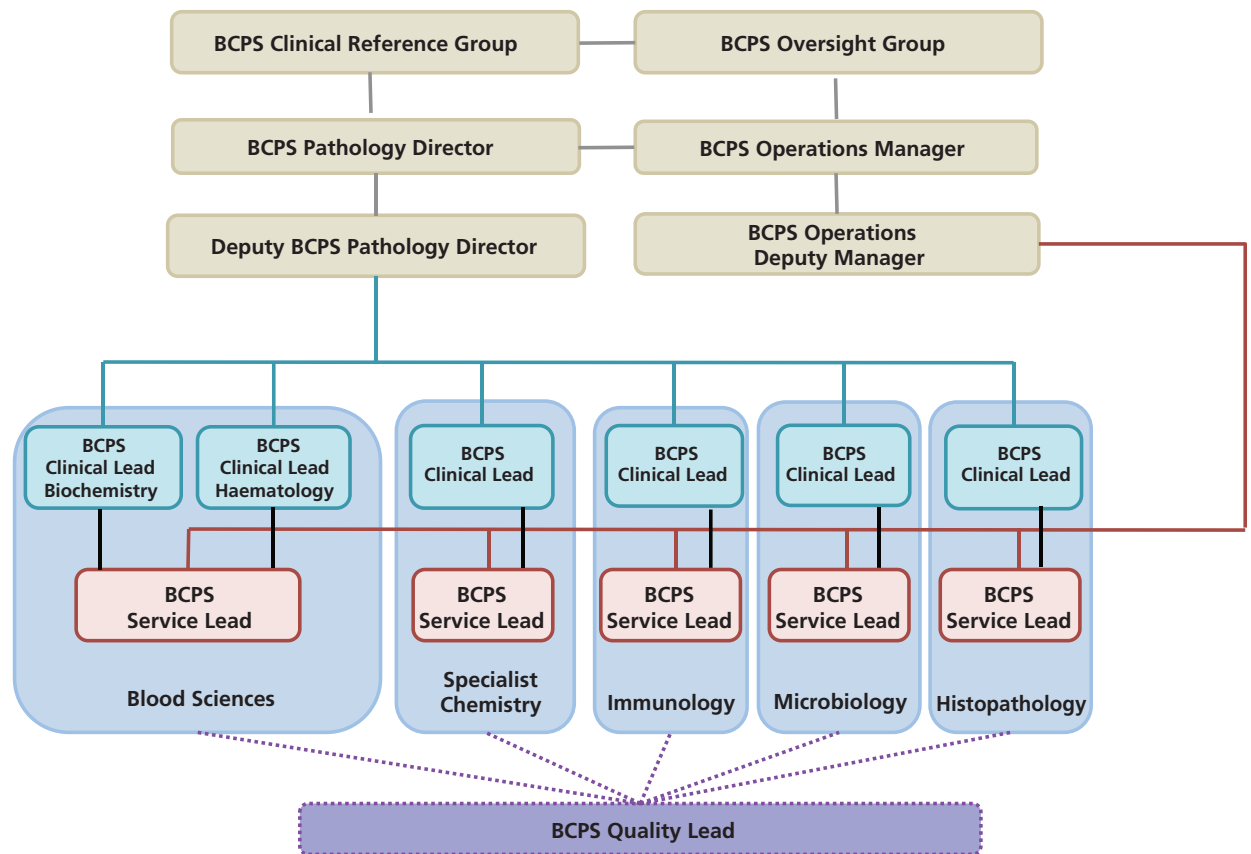
General Pathology

Overview of Pathology

Contact details

Contact	Number	Email address
BCPS –SWBH Pathology		
Deputy BCPS Operational Group Manager Diane Edwards	01902 307999 ext 85296	diane.edwards@nhs.net

Organisational chart



Blood Science – Clinical Biochemistry

We have Essential Service Laboratories at City and Sandwell Hospitals.

The Clinical Biochemistry service utilises modern analytical instruments to offer a service for acute and hospital patient clinical biochemistry testing.

We operate a 24- hour emergency service for both the hospital and other users of our service. Samples from acute sites are treated as urgent and other samples when they are clearly indicated as being required urgently.

Help with result interpretation and enquiries regarding clinical aspects of the service can be made to the duty biochemist during working hours. Outside of working hours there is a consultant on-call service contactable through the SWBH switchboard.

Contact details

Contact	Number	Email address
Call Centre (results & general enquiries)	0121 507 5162	-
BCPS Biochemistry Clinical Lead Dr Helen Ashby	0121 507 5385	helen.ashby@nhs.net
BCPS Clinical Biochemistry Service Lead Jaspal Ghale	01902 695291	jaspal.ghale@nhs.net
Laboratory Manager Nazir Ahmed	0121 507 3930	nazir.ahmed@nhs.net
BCPS Essential Services Laboratory Lead – Simon Brown	0121 507 3930	simon.brown8@nhs.net

For further details please see departmental handbook.

Trust staff can access this via the SWBH intranet –

<https://connect2.swbh.nhs.uk/pathology/specialist-clinical-biochemistry/>

For anyone outside the Trust please contact the laboratory directly.

Blood Science – Haematology & Blood Transfusion

We have laboratories at both City and Sandwell Hospitals. There is also a blood transfusion laboratory at both City and Sandwell hospitals. The haematology and blood bank service utilises the latest analytical equipment to have a fast turn round of routine tests. The department offers a comprehensive service for clinical haematology and blood bank. This includes provision for hospital inpatients and outpatients.

We operate a 24- hour emergency service for both the hospital and other users of our service. All samples from acute sites are treated as urgent and other samples when they are clearly indicated as being required urgently. Consultant haematologists are available to offer further advice and testing strategies.

Note: The Blood Transfusion tests are currently awaiting UKAS accreditation.

Contact details

Contact	Number	Email address
Call Centre (results & general enquiries)	0121 507 5162	-
BCPS Haematology Clinical Lead Dr. Shivan Pancham	0121 507 5358	shivan.pancham@nhs.net
BCPS Blood Transfusion Discipline Lead – Joseph Joseph	01902 694645	josephjoseph@nhs.net
Consultant Dr. Christine Wright	0121 507 5358	christinewright1@nhs.net
Consultant Dr. Richard Murrin	0121 507 5358	richard.murrin@nhs.net
Consultant Dr. Yasmin Hasan	0121 507 3095	yasmin.hasan@nhs.net
Consultant Dr. Farooq Wandroo	0121 507 3095	farooq.wandroo@nhs.net
Consultant Dr Syed Altaf	0121 507 3095	syedaltaf1@nhs.net
BCPS Essential Services Laboratory Lead – Simon Brown	0121 507 3930	simon.brown8@nhs.net
Operational Lead Haematology (SWBH Sites): Helen Watson	0121 507 3671 / 0121 507 5361	helen.watson11@nhs.net
Blood Bank Senior BMS Loraine Blackwood	0121 507 4251	loraine.blackwood@nhs.net
Blood Bank City site (results & general enquiries)	0121 507 4251	-
Blood Bank Sandwell site (results & general enquiries)	0121 507 3110	-
SWBHT Transfusion Practitioner Jayne Evans	-	jayne.evans1@nhs.net
SWBHT Transfusion Nurse Specialist – Michelle Reeves	-	michelle.reeves1@nhs.net

For further details please see departmental handbook.

Trust staff can access this via the SWBH intranet –

<https://connect2.swbh.nhs.uk/pathology/blood-science-haematology-blood-transfusion/>

For anyone outside the Trust please contact the laboratory directly.

Blood Science – Immunology

The main laboratory is now located at The hub at Royal Wolverhampton NHS Trust.

Staff are available throughout the working day to offer advice on assay requests and on test results as well as their availability on ICM. A medical member of staff is usually available to provide clinical advice by contacting the secretaries on 01902 695 279.

Contact details

Contact	Number	Email address
Laboratory (results & general enquiries)	01902 695279	-
Consultant Head of Department Dr. Sadia Noorani	0121 507 4250	sadia.noorani@nhs.net
Consultant Dr. Jonathan North	0121 507 4250	jonathan.north@nhs.net
Consultant Dr. Surendra Karanam	0121 507 4250	surendrakaranam@nhs.net
BCPS Immunology Service Lead Helen Sandy	01902 694097	helen.sandy@nhs.net

For further details please see departmental handbook.

Trust staff can access this via the SWBH intranet –

<https://connect2.swbh.nhs.uk/pathology/blood-science-immunology/>

For anyone outside the Trust please contact the laboratory directly.

Specialist Clinical Biochemistry

The specialist clinical biochemistry laboratories are located at both City and Sandwell Hospital. Our specialist services are offered to our own hospital patients and we also act as a referral centre for the rest of the United Kingdom. We offer tests that harness the power of modern clinical science that help with efficient and effective patient care. In particular we have pioneered methods in Toxicology, Trace Elements and appropriate routine testing in Pharmacogenomics.

Contact details

Contact	Number	Email address
Call Centre (results & general enquiries)	0121 507 5162	-
BCPS Specialist Services Clinical Lead – Pervaz Mohammed	0121 507 5353	pervaz.mohammed@nhs.net
BCPS Specialist Service Lead Vanessa Lane	0121 507 6027	vanessalane@nhs.net
Vitamins & Trace Elements Laboratory		
Consultant Clinical Scientist Dr Nicola Barlow	0121 507 2947	nicola.barlow1@nhs.net
TPMT		
Clinical Scientist Rachel Henderson	0121 507 6024	rachel.henderson12@nhs.net
Toxicology Laboratory		
Laboratory	0121 507 4138	
Consultant Clinical Scientist Dr. Loretta Ford	0121 507 6026	loretta.ford@nhs.net

For further details please see departmental handbook.

Trust staff can access this via the SWBH intranet –

<https://connect2.swbh.nhs.uk/pathology/specialist-clinical-biochemistry/>

For anyone outside the Trust please contact the laboratory directly.

Microbiology

The main laboratory is now located at The Hub at Royal Wolverhampton NHS Trust.

The Microbiology Department is a consultant led service staffed by specialist Biomedical Scientists and support staff all providing a quality diagnostic microbiology service. We provide comprehensive services to hospital inpatients, outpatients and referral samples from general practice. The service comprises bacteriology (including mycobacteriology), mycology, parasitology, molecular biology, chlamydia, serology and virology, including rapid assays for the diagnosis of viral and bacterial infection.

Contact details

Contact	Number	Email address
Results & General Enquiries: Microbiology Laboratory	0121 507 4261 0121 507 4262	-
BCPS Microbiology Service Susan Lovegrove	01902 307999 ext 8254	susan.lovegrove@nhs.net
Consultant Head of Department Dr Jonathan Swindells	0121 507 5402	jonathan.swindells1@nhs.net
Consultant Dr. Tranprit Saluja	0121 507 5742	tsaluja@nhs.net
Consultant Dr Abhinav Kumar	0121 507 6486	abhinavkumar@nhs.net
Consultant Dr Mark Li	0121 507 5402	mark.li@nhs.net

For further details please see departmental handbook.

Trust staff can access this via the SWBH intranet –
<https://connect2.swbh.nhs.uk/pathology/microbiology/>

For anyone outside the Trust please contact the laboratory directly.

Histopathology

The histology and Cytology laboratories are both located at The Hub at Royal Wolverhampton NHS Trust. Mortuaries are present on both City and Sandwell Hospital sites.

The Histopathology Department is a consultant led service staffed by specialist Biomedical Scientists and support staff, providing a comprehensive high quality diagnostic histopathology service.

Contact details

Contact	Number	Email address
Histology laboratory	01902 307999 ext 88277	-
Cytology laboratory	01902 307999 ext 88271	-
Mortuary City site	0121 507 4259	-
Mortuary Sandwell site	0121 507 3280	-
Consultant Dr. Madhavi Maheshwari	-	madhavi.maheshwari@nhs.net
Consultant Dr. Suhail Muzaffar	-	suhail.muzaffar@nhs.net
Consultant Dr. Parveen Abdullah	-	parveen.abdullah@nhs.net
Consultant Dr. Ulises Zanetto	-	ulises.zanetto@nhs.net
Consultant Dr Shakhee Garai	-	shakhee.garia@nhs.net
Consultant Dr Mirza Sharjil Baig	-	mirza.baig1@nhs.nst
Consultant Dr Monica Ahluwalia	-	monica.ahluwalia@nhs.net
BCPS Cellular Pathology Service Lead – Rita Mistry	01902 695289	rita.mistry@nhs.net
Mortuary Senior MTO Lawson Davis	0121 507 3280	lawson.davis@nhs.net

For further details please see departmental handbook.

Trust staff can access this via the SWBH intranet –

<https://connect2.swbh.nhs.uk/pathology/histopathology/>

For anyone outside the Trust please contact the laboratory directly.

Phlebotomy Outpatients

Phlebotomy works closely with BCPS – SWBH Pathology but is directly managed by the SWBH Communities & Therapies Group.

The Phlebotomy Department at City site is located in the Birmingham Treatment Centre, ground floor at City Hospital.

The Phlebotomy Department at Sandwell is situated in the Outpatients Department on the ground floor at Sandwell Hospital.

The Rowley Regis Phlebotomy Department is situated on the ground floor in the Outpatients Department.

Contact details

Contact	Number	Email address
Phlebotomy Manager Sandra Evans	0121 507 5589	sandra.evans10@nhs.net
Deputy Phlebotomy Manager Dana Tatar	0121 507 5151	danagroza@nhs.net
Phlebotomy Supervisor Sharon Campbell	0121 507 3650 / 0121 507 3657	sharon.campbell5@nhs.net

A routine phlebotomy service is provided seven days a week from 7am till 10.30am.

Sandwell site phlebotomy cover

Floor	Wards
1st Floor	AMUB, AMUA & OPAU
2nd Floor	P2, L2, N2
4th Floor	P4, L4, N4
5th Floor	P5, L5, N5

City site phlebotomy cover

Floor	Wards
Ground Floor	AMU1, D5, D7
1st Floor	AMU2, D11, D15, D16 & Female Surgical Ward
2nd Floor	D21, 25, D26, D27

For further phlebotomy details please see pages 4-6.

POCT

The Point of Care Testing (POCT) Committee is run from the Pathology Department. We support POCT when it offers effective and efficient treatment pathways across the pathology disciplines. This includes established procedures such as urinalysis, glucose testing, blood gas and electrolyte analysis. We also look at new innovations as they arise in to see if they have a role for our patients.

POCT contact details

Contact	Number	Email address
POCT Office	0121 507 5352	swb-tr-swbh-poct@nhs.net

Pathology IT

Pathology IT provides dedicated digital services to the laboratory and its clients. Working in liaison with Trust IT and external suppliers, the service maintains local hardware and software to enable a wide range of electronic requesting and reporting. In addition Pathology IT supplies data and information in support of various administrative requirements.

Pathology IT contact details

Contact	Number	Email address
General Pathology IT related queries	0121 507 6600	bcps.pathologyit@nhs.net
BCPS Pathology IT Manager Tobi Alabi	01902 695292	o.alabi@nhs.net



NHS Pathology Serving the Black Country

General Enquiries: info@bcpathology.org.uk | 0121 507 5348 | www.bcpathology.org.uk

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