Sendout Analysis (External to Wales): Information for users

Genetic analyses that are not provided at the All Wales Genetics Laboratory (AWGL), but are supported by the Welsh Health Specialised Services Committee (WHSSC) agreement for genetic testing are currently sent out to specialist laboratories in the UK and Europe for testing.

As the referring laboratory, we require sufficient detail relating to the patient and the clinical team to facilitate the efficient processing of test requests, specifically ensuring that the correct test is performed at the correct laboratory and that the report is then issued to the appropriate clinician. Where information is missing or incomplete it is necessary for laboratory staff to contact the referring clinical team to request this additional information prior to processing the request and releasing this from the laboratory; this information is incomplete for a significant number of cases received and the following up with clinical teams is very time consuming. Due to this additional workload within the sample sendout pathway, we are experiencing a backlog in the processing of this referral group.

In order to manage this backlog, and to ensure that we are able to provide a high quality service, we have introduced a new pro-forma for send-out analyses, that will be issued in place of an email or telephone request for patient / clinician/ testing information, where a test request has insufficient information for it to be processed. This new pro-forma is designed to direct the referring clinician to provide the detailed information required for the AWGL to complete the processing of the initial request and to enable the testing laboratory to perform the correct test and interpret appropriately their results.

It is important that the form includes the most detailed and clear information relating to:

- Patient details
- Clinical details (provisional diagnosis and all relevant symptoms / phenotype)
- Test required (including genes of interest)
- Responsible clinician to whom the report should be issued (including email and telephone no.)
- Details of any additional report copies to (full address details, if different from above)
- Invoicing details (if appropriate e.g. private patient)

Where appropriate we have highlighted the areas where this additional information is required.

This pro-forma can be downloaded from the AWGL website [http://www.wales.nhs.uk/sites3/page.cfm?orgid=525&pid=19419](http://www.wales.nhs.uk/sites3/page.cfm?orgid=525&pid=19419)

If you have any questions or require any additional information please contact the laboratory.

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