



**Hong Kong Institute of Medical Laboratory Sciences
Quality Assurance Programme**

Cytopathology Microscopy Module

May Survey (2024)

Date of Dispatch: 7 May 2024

HONG KONG INSTITUTE OF MEDICAL LABORATORY SCIENCES
QUALITY ASSURANCE PROGRAMME
Cytopathology Microscopy Module

INSTRUCTIONS

1. All tests should be performed as soon as possible after the receipt of the specimens.
2. The survey material should be treated, as far as possible, like a patient specimen.
3. The survey material should be treated as potentially hazardous and standard laboratory safety precautions should be taken as usual in your laboratory.
4. **Please send the result by facsimile to 2124 2798 on or before 16 May 2024.**
5. Do NOT forward any particulars of your laboratory except your assigned confidential Laboratory Code.
6. Participant returning result timely will be informed of preliminary result through email before the date for returning survey materials.
7. To complete the survey, you should send back the smears and the survey return form.
8. Return the slide set in the **ORIGINAL slide mailer and secondary container.**
9. Pack all the returned material properly inside the provided foamed-padded envelope.
10. Contact courier service provider according to the attached instruction before **23 May 2024** to ensure the QAP materials are returned to HKIMLSQAP on time.
11. **No return or late return will be counted as not done and will be marked as “ND” in the report.**
12. **Fax the CME/CPD Program Attendance Record for Quality Assurance and Audits (QA) to 2124 2798 before 23 May 2024.**

For further enquiry, please contact HKIMLSQAP Ltd.
Phone: (852) 2499 0015 Fax: (852) 2124 2798 E-mail: info@hkimlsqap.org

CONFIDENTIALITY

HKIMLSQAP is committed to keep all details of participants confidential. Please refer to <http://www.hkimlsqap.org>