



Hong Kong Institute of Medical Laboratory Sciences
Quality Assurance Programme
Cytopathology

Non-gynaecological Slide
Preparation Module

November Survey (2025)

Date of Return: 27 November 2025

HONG KONG INSTITUTE OF MEDICAL LABORATORY SCIENCES
QUALITY ASSURANCE PROGRAMME
CYTOPATHOLOGY

Non-gyneacological Slide Preparation Module

INSTRUCTIONS

1. Participant laboratory should prepare non-gynaecology cytology smears from leftover clinical cytology materials received in the laboratory.
2. Participant laboratory should prepare cytology smears according to the SOP of the laboratory.
3. Participant should return Haematoxylin & Eosin (HE) and / or Papanicolaou (PAP) stained cytology smears **from any or all of** the following three types of non-gynaecology cytology materials : Sputum (S); Urine (U) and Body Fluid (F) either pleural fluid or peritoneal fluid.
4. Participant should label cytology smears with the 4- digit laboratory confidential code, test code, type of preparation and staining methods with code as shown in the questionnaire.
5. Besides the required information, do not mark any information that may reveal the identity of your laboratory.
6. **Pack the slide sets after the mountant is thoroughly dried.** Put the slide sets inside the provided foamed-padded envelope and return together with the completed questionnaire to HKIMLSQAP.
7. Arrange return of survey material with the courier service provider according to the instruction as per attached on / before **27 November 2025**
8. No return or late return will be counted as not done and will be marked as “ND” in the report.
9. **Participant will be requested to submit slides again within two weeks’ time if broken slides are received.**
10. The quality of staining and preparation will be evaluated by the Cytopathology Panel with reference to the staining intensity, revelation of nuclear/cytoplasmic details, contrast, consistency, cell distributions, tidiness and labelling. Unlabelled and improperly labelled slides will not be evaluated by the panel and no mark will be given to those slides.
10. Submitted slides will be returned to the participant together with the survey report.

For further enquiry, please contact HKIMLSQAP Ltd.

Phone: (852) 2499 0015 Fax: (852) 2124 2798 E-mail: info@hkimlsgap.org

CONFIDENTIALITY

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

HONG KONG INSTITUTE OF MEDICAL LABORATORY SCIENCES

QUALITY ASSURANCE PROGRAMME

CYTOPATHOLOGY

NON- GYNAECOLOGICAL SLIDE PREPARATION MODULE

RETURN FORM



Laboratory Code:

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Date of Return: on or before 27 NOV 2025

QUESTIONNAIRE

CP2502S	CP2502U	CP2502F
Type of Preparation Techniques <input type="checkbox"/> Direct Smears (D) <input type="checkbox"/> Cytospin smears (C) <input type="checkbox"/> Liquid based smears (L)	Type of Preparation Techniques <input type="checkbox"/> Direct Smears (D) <input type="checkbox"/> Cytospin smears (C) <input type="checkbox"/> Liquid based smears (L)	Type of Preparation Techniques <input type="checkbox"/> Direct Smears (D) <input type="checkbox"/> Cytospin smears (C) <input type="checkbox"/> Liquid based smears (L)
Staining of Cytology <input type="checkbox"/> HE <input type="checkbox"/> PAP	Staining of Cytology <input type="checkbox"/> HE <input type="checkbox"/> PAP	Staining of Cytology <input type="checkbox"/> HE <input type="checkbox"/> PAP
Sex	Sex	Sex
Age	Age	Age
Clinical history	Clinical history	Clinical history
Cytological Diagnosis	Cytological Diagnosis	Cytological Diagnosis

END