MOHS LABORATORY - AUSTRALIAN STANDARDS

All Mohs laboratories must have their own operating procedure manuals and laboratory quality program. Below is a list of the minimum standards to adhere to:

1 Procedures and Protocols

This standard is in place to develop and ensure that the laboratory always has an up to date working procedures manual. The Procedures are a set of guidelines to assist all technicians with the frozen processing of skin specimens.

The Mohs laboratory must endeavour to enhance its service delivery of high-quality frozen section slides through continual review of the laboratories quality management system.

The Mohs laboratory should fulfil the following standards:

Standard	Essential Criteria
1A	Develop a detailed manual for procedures and protocols
1B	Create cutting, mounting and staining guidelines
1C	Have a specific policy for tracking of patient specimens
1D	Maintain regular records of staining reagents, cryostat temperature and cutting quality

2 Equipment and Facilities

All equipment in the Mohs laboratory must be kept to a high standard.

In the event of equipment failure or a power outage the laboratory must have a backup protocol in place that would enable the laboratory to still perform its tasks to prevent clinic cancellations.

Standard	Essential Criteria
2A	The Mohs laboratory should have appropriate facilities including, sink with running water, bench space, lighting, ventilation and electrical outlets.
2B	Regular maintenances checks on equipment
2C	Regular cleaning of all equipment
2D	Maintain records of cryostat temperature
2E	Have a planned maintenance schedule for equipment, with recording of faults and servicing
2F	Have an appropriate protocol in place in the event of power outage or machine malfunction
2G	Have adequate and appropriate storage

3 Chemical Handling and Storage

Where a risk assessment specifies that controls, such as isolation, engineering control, safe working procedures or PPE is recommended, they must be used, and must be used properly.

Chemical reagents used within the Mohs laboratory should always be kept to a minimum and stored in the correct locations according to the category of dangerous goods they fall into.

Standard	Essential Criteria
3A	Risk assessments should be performed on the more toxic chemicals used within the Mohs lab

3B	All flammable chemicals must be stored within a flammable cabinet and out of direct sunlight
3C	The laboratory must maintain an up to date material safety data sheet (MSDS) folder of all chemical reagents used within the facility
3D	All chemical reagents within a Mohs Laboratory should be entered into a "Register of Hazardous Substances - Chemical Register and/or Primary Register".
3E	All containers used for dilutions or for storing reagents must be labeled correctly.
3F	Storage of chemicals, including wastes, shall be based on the properties and mutual reactivity's of the chemicals. Incompatible chemicals shall be kept segregated from one another, e.g. by fire isolation in a chemical storage cabinet or segregation in space.
3G	All hazardous substances purchased, used and stored within the facility will be used and managed as specified in legislation and in accordance with manufacturer's specifications to optimise a safe working environment for staff

4 Documented Control Measures and Audits

The laboratory should adopt a policy to audit all technical aspects of the Mohs laboratory procedure to ensure all methods and procedures within the laboratory are effective, productive and ensure technician safety

All facilities must also ensure they have up-to-date document control folders.

Standard	Essential Criteria
4A	Slides should be submitted to the RCPA-QAP Mohs frozen section module on an annual basis
4B	Workplace risk assessment documentation should be developed, and reviewed on an annual basis
4C	Regular audit of key equipment should be documented on a monthly basis
4D	All documented procedures, policies, protocols and standard control check forms should be reviewed on a a regular basis.

6 Safety and Compliance

The laboratory should have an optimal safe working environment for staff and a safe environment for all visitors to the facility.

They should develop and implement programs and procedures to ensure compliance with the relevant health and safety legislation and standards.

Standard	Essential Criteria
6A	There should be adequate space and organisation of the laboratory
6B	Measures must be taken to ensure good housekeeping (general tidiness, cleanliness, hygiene, freedom from rodents and insects), and all work areas well maintained.
6C	Documented protocols for incident reporting should be developed, in conjunction with the facility
6D	Potentially hazardous activities must be carried out with the correct PPE and ventilation to reduce the potential safety risks to all staff and visitors Eg. handling and examination of high-risk samples. PPE storage areas are easily accessible.

6E	A written infection control policy should be developed, in conjunction with that of the facility
6F	A safety policy for the use of liquid nitrogen should be documented, if applicable

7 Staffing – Minimum Qualifications, Professional Development and Staff Performance Reviews

The importance of education and training is paramount to a safe work practice. It is essential that staff have the opportunity to update their skills on a regular basis and/or at least yearly. Staff competency is essential for effective risk management, along with ensuring that technicians are becoming more proficient members of the Mohs surgical procedure team.

Mohs clinics should be committed to developing their employees through education and training, performance reviews and development.

Standard	Essential Criteria
7A	Academic minimum requirement; Laboratory technician course - TAFE level or the equivalent in work experience.
7B	Competency reviews should be performed on every technician working within the laboratory annually and more regularly with training technicians
7C	An annual performance appraisal on staff should be completed to determine their abilities in all key areas of the Mohs process