Document Title: SlideMate Printer

Document Number: TB SOP110

Staff involved in development:	Senior R&D Manager, Tissue Bank Team Leader, Tissue Bank Coordinators, Clinical Project Managers.
Document author/owner:	Tissue Bank Team/Senior R&D Manager
Directorate:	Research and Development
Department:	Research and Development
For use by:	Tissue Bank Staff
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Summary of Amendments

Version Number	Modification:
V1	**Reviewed and updated SOP PRO/TE/TBR/009**
V2	**Removed reference to RAC/RD/TBR/020** **Added reference to RAC/RD/TBR/009**

Key related documents:	DN361 Biological Materials for Research Use Policy Trust Policy DN001 Document Control Procedures Activity Location Guide **Risk Assessments** RAC/RD/TBR/009 – SlideMate AS Printer RAC/RD/TBR/008 – Loss of Traceability RAC/RD/TBR/005 – Labelling (Datix 2400)

Key Points of this Document

1 Purpose and Contents

a. This document defines the Trust's procedure for using the SlideMate Printer.

b. The document details the requirements for using the SlideMate Printer.

2 Roles & Responsibilities

a. Staff involved in using the Slide Mate Printer must comply with the requirements set out in Section 4.

b. Training in this procedure will be by a competent member of the RPH research team.

c. Following a period of supervision (depending on the individual needs of the trainee) there will be an informal assessment.

3 Policy

a. This SOP is mandatory and, as per the Trust's Information Governance and Records Management framework, non-compliance with it may result in disciplinary procedures.

4 Procedure

4.1 The Thermo Scientific SlideMate AS is a standalone piece of equipment and has a built-in software enabling the following aspects to be performed:

- Printing individual slides
- Create and print sequences of slides
- Edit slide data
- Change the template used to print slides
- Design your own template using different fonts and barcode types
- Set fields to automatically increment
- Setup templates to accept data from scanned barcodes or LIS input
- Edit and delete slides within a sequence of slides

- Print individual slides within a sequence of slides
- Save a sequence of slides as a protocol to be used again

4.2 All staff must comply with RPH research/tissue bank laboratory standards. For safety information please refer to the operating manual, stored as a PDF in Tissue Bank files. Ensure the SlideMate AS is disconnected from the power before performing any maintenance. The following is a recommended maintenance schedule for the slide printer:

Daily Maintenance

Brush any glass fragments from the slide delivery system, output chute and from around the unit.

Weekly Maintenance

Clean touch-screen (with power off, wipe with soft cloth and glass cleaner).

Annual Maintenance

Check the print media volume remaining, replace if necessary.

4.3 Changing the Thermal Transfer Ribbon

a. Slide open the door.
b. Unhook the remaining ribbon from around each spool.
c. Wipe clean the printer head with the SlideMate AS cleaning kit (avoid touching the printer head surface with bare skin). The printer head should also be cleaned when the following occur:
    - The print on the slide is showing signs of smudging.
    - The print ribbon burns through or when the ribbon is loaded upside down.
    - The quality is not the same as previously observed most print quality issues are caused by the slide print surface. Check Print Quality Trouble shooting for possible causes first.
d. Place both spools into the slots inside on the instrument using the clear lead attached on the roll.
e. Feed the ribbon through the instrument.
f. Refer to the to the operating manual for more information, stored as a PDF in Tissue Bank files.

4.4 Slides

a. The SlideMate AS is designed to be loaded both automated and manually with compatible slides. Depending on the slide face surface will depend on the printing quality. The printer uses thermal print technology.
b. For loading slides refer to the operating manual, stored in the lab near the slide printer.

4.5 Programme Guide

Some programmes give you the ability to scan a barcode and the slide writer will populate the fields. If there is not a barcode to scan then you manually enter the required information into the fields.

Tissue bank programmes

There are four tissue bank programmes. Two of the programmes allow you to scan the barcode on the block:

•The TB template allows you to scan the barcoded cassette and all fields will automatically be populated.

•The TB Manual template allows you to manually input the required information into the fields.

	TB	**TB Manual**
Items	Prefix	Prefix
	Case number	Case number
	Suffix 1	Suffix 1
		Diagnosis
		Project number
		HE

•The manual template should be used when cutting tissue bank blocks after processing.

•The manual GM template should be used when cutting sections for a specific tissue bank project.

	Manual	Manual GM
Items	TB number	TB number
	Tissue	Tissue
	Diagnosis	Diagnosis
		Project number
		HE

4.6 Quick guide to adding a new template

RPH research/tissue bank may need to setup a new template for a specific study following all study requirements.

- To create a new template firstly click on the setting cog in the bottom left corner, then click on data and lastly click on templates.

- This will open the template page (below in diagram 1).

Diagram 1

- Press the + button second from the bottom right to add a new template (circled in red in diagram 1). Give the template the appropriate name that links back to the specific study or group of studies.

- You will be presented with a message box 'Use Translator'.

(a) Translator is used to populate the data items on the template.

(b) Translator is also used to populate the data items into the barcode printed on the template.

- Click on the button second from the bottom right to add template items (circled in red in diagram 2). This is where you will be able to add all of the specifics needed for the slide template.

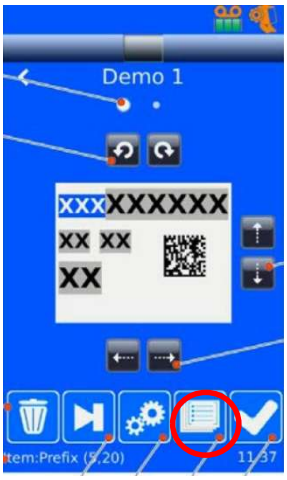

Diagram 2

Refer to the to the operating manual for more information, stored as a PDF in Tissue Bank files.

5 Risk Management / Liability / Monitoring & Audit

a. The R&D SOP Committee will ensure that this SOP and any future changes to this document are adequately disseminated.

b. The R&D Department will monitor adherence to this SOP via the routine audit and monitoring of individual clinical trials and the Trust's auditors will monitor this SOP as part of their audit of Research Governance. From time to time, the SOP may also be inspected

by external regulatory agencies (e.g. Care Quality Commission, Medicines and Healthcare Regulatory Agency).

c. In exceptional circumstances it might be necessary to deviate from this SOP for which written approval of the Senior R&D Manager should be gained before any action is taken. SOP deviations should be recorded including details of alternative procedures followed and filed in the Investigator and Sponsor Master File.

d. The Research and Development Directorate is responsible for the ratification of this procedure.

Further Document Information

Approved by: *Management/Clinical Directorate Group*	Research and Development Directorate
Approval date: *(this version)*	Current approved version date
Ratified by Board of Directors/ Committee of the Board of Directors:	STET
Date:	N/A
This document supports: *Standards and legislation*	Medicines for Human Use (Clinical Trials) Regulations 2004 and all associated amendments. UK Policy Framework for Health and Social Care Research (2023) Human Tissue Act 2004

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Groups	Disability	Race	Gender	Age	Sexual orientation	Religious & belief	Other
Yes/No	NO	NO	NO	NO	NO	NO	NO
Positive/Negative							

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