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| Author/Reviewer | K. Sira | Authoriser | J. Crawford |
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| BTL User Manual – Foreword | | | |

FOREWORD

Belfast Trust Laboratories (BTL) sits within the Cancer and Specialist Services (C&SS) Directorate of the Belfast Health and Social Care Trust (BHSCT). BTL incorporates clinical laboratories located in the Belfast City Hospital (BCH), the Royal Victoria Hospitals (RVH) and the Mater Infirmorum Hospital (MIH).

In addition to providing routine and emergency diagnostic services to the Belfast Trust, General Practitioners in the Greater Belfast area and independent clinics / hospitals, BTL also provides a range of laboratory services to the South Eastern Health and Social Care Trust (Ards Hospital, Bangor Hospital, Downe Hospital, Lagan Valley Hospital and Ulster Hospital). Certain disciplines within BTL also provide regional laboratory services to other Northern Ireland Trusts. We have strong academic links with local universities and maintain a vigorous commitment to research and development.

This manual provides the laboratory user with a background to the services available in the constituent laboratory departments, lists the services available within each laboratory, provides advice on sample requirements and appropriateness of requests and helps maintain the efficient use of resources for both the laboratory and its users.

We welcome constructive comments from users regarding this manual or the services currently available. (Email: LabFeedback@belfasttrust.hscni.net).

MISSION STATEMENT

Belfast Trust Laboratories provide routine diagnostic, specialist and regional laboratory services for Blood Transfusion and Stem Cell Bank, Haematology, Clinical Chemistry, Cellular Pathology, Molecular Diagnostics, Histocompatibility & Immunogenetics, Immunology, Microbiology and Virology which are underpinned by teaching and research, to the highest quality standards.

Belfast Trust Laboratories are committed to providing services for our clinical users and those who commission our service that puts quality at the core of all our services and represents best value for money.

SERVICE AGREEMENT

Each request accepted by BTL for examination(s) shall be deemed an agreement by the user for BTL, or other laboratories as may be used by BTL, to perform testing outside its repertoire to carry out the necessary reporting function. Submission of a sample on a BTL request form also implies an acceptance of the conditions of preparation and transport as outlined in this manual.

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MULTI-SITE PROVISION OF SERVICES

Belfast Trust Laboratories operates under a single management system (in accordance with GEN1 - General Principles for the Assessment of Conformity Assessment Bodies by the United Kingdom Accreditation Service – see [UKAS website](#))).

How the BHSCT organisation is structured can be viewed on the Belfast Trust website: <https://belfasttrust.hscni.net/about/corporate-info/how-the-trust-is-structured/>

PROTECTING AND USING INFORMATION

BTL adheres to the Belfast Health & Social Care Trust Policy on the Data Protection Act 2018, Good Data Protection Regulations (GDPR) and Protection of Personal Information (Reference TP 026/08). These outline the legal requirement for both the Trust and its staff to treat personal information confidentially and ensure all information is held securely.

Further details, including how we use patient or service user information, can be found on the BHSCT website here: <https://belfasttrust.hscni.net/about/access-to-information/data-protection/>