

PATHOLOGISTS' ASSISTANTS COMPETENCY ASSESSMENT PROGRAM

POLICY: It is the goal of the Laboratory to provide cost effective, high quality Anatomic Pathology services by utilizing the right combination of physician and non-physician personnel to perform gross Surgical Pathology tissue examinations, frozen sections and post-mortem examinations. This policy serves to establish the means by which the performance of all non-physician personnel utilized in this capacity is maintained at the highest of standards.

PURPOSE: To establish a mechanism by which the competency of all non-physician personnel performing frozen sections, post-mortem examinations and gross Surgical Pathology tissue examinations is evaluated regularly and maintained at a minimally acceptable level. This policy also provides the remedial actions that can be undertaken should an individual fall below the minimally acceptable level.

PROCEDURE:

- 1) All non-physician personnel performing the above mentioned examinations will be evaluated on an annual basis. These evaluations will be performed by the Senior Pathologists' Assistant or his designate. The Senior Pathologists' Assistant will be evaluated by the Chief of Surgical Pathology, Chief of Autopsy Pathology or their designate.
- 2) The evaluations will be performed utilizing the attached worksheets (Appendices A-C). At least seventy-five (75) Surgical Pathology specimens, including no less than ten (10) large resections must be reviewed in each evaluation period. At least ten (10) frozen sections must be reviewed in each evaluation period. The review of a single complete post-mortem examination is required for each evaluation period.

3) EVALUATION METHODS:

- A. **Direct Observation (D)**-The employee was directly observed by the evaluator.
- B. **Verbal Communication (V)**-The employee was evaluated by direct verbal communication with the evaluator.
- C. **Written Evaluation (W)**-The employee was evaluated by a written evaluation.
- D. **Report Review(R)**-The employee was evaluated by a review of final pathology reports.
- E. **Pathologist Interview (P)**-The employee was evaluated following a discussion with the pathologist(s)

4) EVALUATION SCORES:

- A. **Acceptable (A)**-The employee follows standard departmental procedures. The employee understands and applies the principles necessary to perform the given task.
- B. **Acceptable/Deficiencies Present (A/D)**-The employee follows most standard departmental procedures. The employee understands but fails to apply or does not fully understand/apply the principles necessary to perform the given task.
- C. **Unacceptable (U)**-The employee fails to follow standard departmental procedures. The employee fails to understand and/or apply the principles necessary to perform the given task.

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5) REMEDIAL ACTIONS:

- A. An employee who receives an “Unacceptable” score on less than or equal to 10% of the evaluation will be required to undergo remedial education and training in the deficient areas prior to the next evaluation.
- B. An employee who receives an “Unacceptable” score on greater than 10% of the evaluation will be taken off service and given remedial education and training in the deficient areas. Following this, the employee will have direct supervision of their work until the supervisor is satisfied with the quality of the work output. A second recurrence of this level of unacceptable performance will result in disciplinary action as outlined by the hospital’s disciplinary action policy.
- C. An employee receiving a score of less than or equal to 20% of “Acceptable/ Deficiencies Present” will be required to undergo remedial education/training in the deficient areas prior to the next evaluation.
- D. An employee receiving a score of greater than 20% of “Acceptable/ Deficiencies Present” will be taken off service and given remedial education and training in the deficient areas. Following this, the employee will have direct supervision of their work until the supervisor is satisfied with the quality of the work output. A second recurrence of this level of unacceptable performance will result in disciplinary action as outlined by the hospital’s disciplinary action policy.

Senior Pathologists’ Assistant

Chief, Surgical Pathology

Laboratory Director

<u>General Knowledge</u>	<u>Evaluation Method</u>	<u>Evaluation Score</u>	<u>Comment</u>
Knowledge Of Special Techniques			
Knowledge Of Standard Histopathology Practices			
Knowledge Of Dissection And Sectioning Techniques			
Knowledge Of Anatomy And Physiology			
Knowledge Of Pathology			
Knowledge Of Medical Terminology			

<u>General Technique</u>	<u>Evaluation Method</u>	<u>Evaluation Score</u>	<u>Comment</u>
Utilization Of PPE			
Overall Grossing Technique			
Specimen Identification			
Requisition Review			
Organization of Gross Descriptions			
Appropriate Use of Templates			
Overall Knowledge Of Tissues For Gross/Gross & Microscopic Exam			
Appropriate Selection Of Material For Photographs			
Appropriate Identification Of Complex Specimens Needing Pathologist Review			

<u>Tissue Type</u>	<u>Evaluation Method</u>	<u>Evaluation Score</u>	<u>Comment</u>
Abscess			
Adrenal Resection			
Aneurysm-Arterial/Ventricular			
Appendix			
Artery, Atheromatous Plaque			
Artery, Biopsy			
Bone, Biopsy/Currettings			
Bone Fragments, NOS			
Bone Marrow, Biopsy			
Bone Resection			
Brain, Biopsy			
Brain/Meninges, Other Than For Tumor Resection			
Brain/Meninges, Tumor Resection			
Breast, Biopsy			
Breast, Mastectomy - Partial/Simple			
Breast, Mastectomy - With Regional Lymph Nodes			
Breast, Reduction Mammoplasty			

<u>Tissue Type</u>	<u>Evaluation Method</u>	<u>Evaluation Score</u>	<u>Comment</u>
Bursa/Synovial Cyst			

Calculi			
Carpal Tunnel Tissue			
Cervix, Conization			
Cholesteatoma			
Colon, Colostomy Stoma			
Colon, Segmental Resection For Tumor			
Colon, Segmental Resection, Other Than For Tumor			
Colon, Total Resection			
Cornea			
Diverticulum - Esophagus/Small Bowel/Urinary Bladder			
Dupuytren's Contracture Tissue			
Endocervix, Currettings/Biopsy			
Endometrium, Currettings/Biopsy			
Esophagus, Partial/Total Resection			
Extremity, Amputation, Non-Traumatic			
Extremity, Amputation, Traumatic			
Extremity, Disarticulation			
Eye, Enucleation			
Fallopian Tube, Biopsy			
Fallopian Tube, Ectopic Pregnancy			
Fallopian Tube, Sterilization			
Femoral Head, Fracture			
Femoral Head, Other Than Fracture			
Fetus, With Dissection			
Fingers/Toes, Amputation, Non-Traumatic			
Finger/Toes, Amputation, Traumatic			
Fissure/Fistula			
Foreign Body			
Foreskin			
Gall Bladder			
Ganglion Cyst			
Heart Valve			
Hematoma			
Hemorrhoids			
Hernia Sac, Any Location			
Hydrocele Sac			
Intervertebral Disc			
Joint, Loose Body			

<u>Tissue Type</u>	<u>Evaluation Method</u>	<u>Evaluation Score</u>	<u>Comment</u>
Joint, Resection			
Kidney, Biopsy			

Kidney, Partial/Total Nephrectomy			
Larynx, Partial/Total Resection			
Leiomyoma, Uterine Myomectomy-Without Uterus			
Lip, Biopsy/Wedge Resection			
Liver, Biopsy-Needle/Wedge			
Liver, Partial Resection			
Lung-Total/Lobe/Segment Resection			
Lung, Wedge Biopsy			
Lymph Node, Biopsy			
Lymph Nodes, Regional Resection			
Mediastinum, Mass			
Meniscus			
Mucocele, Salivary			
Mucosal, Biopsy			
Muscle, Biopsy			
Myocardium, Biopsy			
Nerve, Biopsy			
Neuroma-Morton's/Traumatic			
Odontogenic Tumor			
Odontogenic/Dental Cyst			
Omentum, Biopsy			
Ovary, W/WO Tube, Neoplastic			
Ovary, W/WO Tube, Non-Neoplastic			
Ovary, Biopsy/Wedge Resection			
Pancreas, Biopsy			
Pancreas-Total/Subtotal Resection			
Parathyroid Gland			
Pleural/Pericardial/Peritoneal, Biopsy			
Pilonidal Cyst/Sinus			
Pituitary Tumor			
Placenta			
Polyp, Cervical/Endometrial			
Polyp, Intestinal			
Polyp, Nasal/Sinusoidal			
Products Of Conception			
Prostate, Suprapubic Resection			
Prostate, Needle Biopsy			
Prostate, Radical Resection			
Prostate, TUR			

<u>Tissue Type</u>	<u>Evaluation Method</u>	<u>Evaluation Score</u>	<u>Comment</u>
Radical Neck Dissection			
Salivary Gland			
Salivary Gland, Biopsy			

Skin-Cyst/Tag/Debridement			
Skin, Other Than Cyst/Tag/Debridement			
Skin, Plastic Repair			
Small Intestine, Resection For Tumor			
Small Intestine, Resection, Other Than For Tumor			
Soft Tissue Mass-Biopsy/Simple Excision			
Soft Tissue Mass, Extensive Resection			
Soft Tissue, Debridement			
Spermatocele			
Spleen			
Stomach-Subtotal/Total Resection, Other Than For Tumor			
Stomach-Subtotal/Total Resection, Tumor			
Synovium			
Tendon/Tendon Sheath			
Testis, Biopsy			
Testis, Castration			
Testis, Other Than For Tumor/Biopsy/Castration			
Testis, Tumor			
Testicular Appendage			
Thrombus Or Embolus			
Thymus, Tumor			
Thyroglossal Duct/Branchial Cleft Cyst			
Thyroid, Total/Lobe			
Tongue/Tonsil-Resection For Tumor			
Tonsil and/or Adenoids			
Ureter, Resection			
Urinary Bladder, Partial/Total Resection			
Urinary Bladder, TUR			
Uterus, W/WO Tubes And Ovaries, For Prolapse			
Uterus, W/WO Tubes And Ovaries, Neoplastic			
Uterus, W/WO Tubes And Ovaries, Other Than Neoplastic/Prolapse			
Vaginal Mucosa, Incidental			
Varicocele			
Vas Deferens-Biopsy/Sterilization			
Vein, Varicosity			
Vulva-Total/Subtotal Resection			

Overall Evaluation Scores:

_____ **A** _____ **U** _____ **A / D**
 _____ **% U** _____ **% A / D**

APPENDIX B-AUTOPSY

General Knowledge	<u>Evaluation Method</u>	<u>Evaluation Score</u>	<u>Comments</u>
Knowledge Of Routine Postmortem Techniques			

Knowledge Of Special Postmortem Techniques			
Knowledge Of Specific Organ System Dissections			
Knowledge Of Anatomy And Physiology			
Knowledge Of Pathology			
Knowledge Of Medical Terminology			

<u>General Procedures</u>	<u>Evaluation Method</u>	<u>Evaluation Score</u>	<u>Comments</u>
Permission Review			
Chart Review			
Pathologist Conference			
PAD Preparation			
Clinical Summary Preparation			
Gross Description Preparation			
Tissue Block Selection			
Ability To Make Clinicopathologic Correlation			
Appropriate Selection Of Material For Photographs			
Appropriate Identification Of Complex Issues Requiring Pathologist Intervention			

<u>Post Mortem Examination</u>	<u>Evaluation Method</u>	<u>Evaluation Score</u>	<u>Comments</u>
Utilization Of PPE			
Identification Of Deceased			
External Examination			
Internal Examination			
Organ Dissection			
Heart			
Larynx/Trachea			
Lungs			
Gastrointestinal Tract			
Pancreas			
Liver/ Extrahepatic Biliary Tract			
Kidneys/Ureters			
Urinary Bladder/Prostate			
Uterus/Tubes/Ovaries			
Spleen			
<u>Post Mortem Examination</u>	<u>Evaluation Method</u>	<u>Evaluation Score</u>	<u>Comments</u>
Adrenals			
Thyroid			
Brain			
Organ Review with Pathologist			

Tissue Selection			
Overall Postmortem Technique			

Overall Evaluation Scores:

_____ **A** _____ **U** _____ **A / D**
 _____ **% U** _____ **% A / D**

APPENDIX C-FROZEN SECTIONS

<u>General Knowledge / Technique</u>	<u>Evaluation Method</u>	<u>Evaluation Score</u>	<u>Comments</u>
Utilization Of PPE			
Knowledge Of Special Techniques			
Knowledge of Freezing Bath			

Knowledge of Cryostat			
Knowledge of Rapid H&E Stain			

<u>Specific Technique</u>	<u>Evaluation Method</u>	<u>Evaluation Score</u>	<u>Comments</u>
Identification Of Specimen			
Preparation Of Block			
Trimming Of Block			
Preparation Of Section			
Preparation Of Slide			
Slide Staining			
Coverslipping			
Block Labeling			
Block Processing			
Interaction With Pathologist			
Overall Procedure Technique			

Overall Evaluation Scores:

_____ A _____ A / D _____ U
 _____ % A / D _____ % U

PATHOLOGISTS' ASSISTANT COMPETENCY ASSESSMENT SUMMARY

Overall Evaluation Scores (Surgical Pathology):

_____ A _____ A / D _____ U

_____ % A / D _____ % U

Overall Evaluation Scores (Autopsy Pathology):

_____ A _____ A / D _____ U
_____ % A / D _____ % U

Overall Evaluation Scores (Frozen Sections):

_____ A _____ A / D _____ U
_____ % A / D _____ % U

Evaluator Comments / Recommendations:

Employee Comments:

Evaluator

Date

Employee

Date