

Title: Certified Pathologist's Assistants: Responsibilities	
Applicable Campus: Salem Hospital	Department Name: Laboratory
Final Approval: April 2005 Effective: April 2005	Next Review Date: July 2009
List all stakeholder(s) and dates of approval:	
Stakeholder Position(s)/Committee:	Date: Reviewed <input type="checkbox"/> Revised <input type="checkbox"/>
Stakeholder Position(s)/Committee:	Date: Reviewed <input type="checkbox"/> Revised <input type="checkbox"/>
Stakeholder Position(s)/Committee:	Date: Reviewed <input type="checkbox"/> Revised <input type="checkbox"/>
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Stakeholder Position(s)/Committee:	Date: Reviewed <input type="checkbox"/> Revised <input type="checkbox"/>

Describe briefly the most recent revision made to this policy, procedure or protocol & why:

New format.

Purpose/Policy Statement:

The Certified Pathologist's Assistants (CPAs) are highly trained professionals in the Anatomic Pathology Department who perform an invaluable role in the timely provision of quality service to the patients served by the department. The CPAs will perform their duties according to the standards set by the Pathology Department and the accrediting bodies including the JCAHO and CAP.

Definitions:

- n/a

STEPS / KEY POINTS

KEY POINTS OF EMPHASIS:

1. The CPAs will have completed the appropriate training and will have successfully completed the required certification process. Verification of the certification will be kept on file.
2. The CPAs in surgical pathology are responsible for the gross examination, photography, gross description and dissection of surgical pathology specimens received into the department and the preparation of tissue for processing by the histology laboratory. The identity of all specimens is to be maintained at all times during the examination, dissection and processing steps.
3. The CPAs are to perform their duties under the supervision of a pathologist. The pathologist who is assigned to supervise the grossing room and the CPAs is the pathologist who is assigned to cover frozen sections for that designated time frame as delineated by the weekly schedule.
4. The CPAs will be expected to perform their duties generally under indirect supervision of the assigned pathologist for routine specimens received into the department. Routine specimens are designated as those for which there is a standard protocol for examination and dissection. Specimens received into the department, which appear confusing, complicated or require special dissection techniques will be reviewed directly with the assigned pathologist. The case will then be assigned to the pathologist involved in the gross examination process unless otherwise specified.
5. Routine specimens will be examined, dissected and sampled according to the protocols approved by the Pathology Department. These protocols include:
 - a. Ackerman's Surgical Pathology text, Appendix A
 - b. Salem Hospital's accepted Routine Gross Examination policy.
 - c. Specific department defined policies and procedures.
6. Templates will be used for those cases and specimens for which templates are available and specified for use. The templates will be updated as needed to incorporate additional needs for proper evaluation.

7. Specimens received into the department with a request for an immediate review, such as frozen sections or gross examination at the time of surgery, will be handled directly by the assigned pathologist unless otherwise directed. The CPAs may be asked to assist with the review and performance of frozen sections but the resulting slides will be reviewed by the pathologist.
8. The CPAs may be asked to perform post-mortem examinations, including summation of the patient's clinical history, evisceration and dissection of organs, sampling of tissues, photography of specimens, final dictation of gross autopsy findings, and preparation of the preliminary anatomic diagnoses. These duties will be performed under the supervision of the pathologist responsible for the autopsy and its microscopic examination.
9. To ensure timely processing of specimens in the absence of one or both of the CPAs due to illness or vacation, or if the specimen load is extreme, the pathologist assigned to the grossing room will assist and cover the duties of gross description, dissection and preparation of tissue for processing by the histology department.
10. The CPAs are encouraged to attend intradepartmental and interdepartmental conferences and may be asked to present cases for discussion.
11. The CPAs are expected and encouraged to pursue Continuing Medical Education activities either through individual study or attendance of applicable local and national conferences.
12. The CPAs performance will be monitored as delineated in the Anatomic Pathology Performance Improvement Program and the Medical Director of Anatomic Pathology will evaluate the CPAs at least annually.

Equipment/Supplies (If Applicable):

n/a

Form Name & Number or Attachment Name (If Applicable):

n/a

Author Position:

Pathologist

Review/Revision Authority (Position Not Individual Name):

Pathology Services Manager

Expert Consultant Position/s (Not Individual Name/s):

n/a

References (Required for Clinical Documents):

1. CAP COMMISSION ON LABORATORY ACCREDITATION, 2001 Anatomic Pathology Checklist.
2. QUALITY IMPROVEMENT MANUAL IN ANATOMIC PATHOLOGY, College of American Pathologists, 1993.

Is there a Regulatory Requirement? Yes No

If yes, insert requirement information here:

Review History (No Changes):

n/a

Revision History (Note changes in area under header):

06.26.09

Computer Search Words:

Surgpath001.01

Policy, Procedure or Protocol Cross Reference Information:

n/a

PROCEDURE ACCEPTANCE AND REVIEW BY:

<i>CONTENT OWNER:</i>	<i>Date:</i>
<i>LAB ADMINISTRATIVE DIRECTOR: n/a</i>	<i>Date:</i>
<i>VALIDATED BY:</i>	<i>Date:</i>
<i>PATHOLOGIST: Clark E. McDonald, MD</i>	<i>Date: 07.11.03</i>
<i>Reviewed Annually By: Clark E. McDonald, MD</i>	<i>Date: 07.02.08</i>
<i>Reviewed Annually By:</i>	<i>Date:</i>
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	<i>Date:</i>