

**OLIVE VIEW-UCLA MEDICAL CENTER  
DEPARTMENT OF PATHOLOGY  
POLICY & PROCEDURE**

NUMBER: 11187

VERSION: 1

**SUBJECT/TITLE: PATHOLOGY POLICY/PROCEDURE APPROVED POLICY UPDATES  
FOR CAP-TLC.11185 COMPLIANCE (04-16-2018)**

**POLICY:**

**PURPOSE:** Pathology Department policies and procedure update process for CAP-TLC.11485 Approved Policies.

- 1) Process is designed to review existing 'approved' Pathology policies and procedures resolving any OVMC P/P format requirements:
  - a) **Proper Header**; first page does not state ValleyCare and Health Centers.
  - b) **Summary Footers are complete**, includes;
    - i) Last Review Date(s).
    - ii) Next Review Date.
    - iii) Original Creation Date (coded in Property Set-1)
    - iv) **Add new Keyword: CAP requirement  
TLC.11485 - New Director Procedure Approval-  
04/06/2018**
- 2) **Create New Policy version including the following updates;**
  - a) Update KeyWord: change date to date policy is moved to Approval phase: **CAP requirement TLC.11485 - New  
Director Procedure Approval- 04/06/2018.**
  - b) Update Reviewer(s) as needed. Deleting inactive Users.
  - c) Update Approvers;
    - i) Delete Dr. Nora Ostrzega.
    - ii) Add Dr. Armine Baltayan.
  - d) Insert TLC.11485 Disclaimer in footer summary table (first row) ... Wording should state: *"No changes in procedure content, new version was created to satisfy CAP requirement TLC.11485 - New Director Procedure Approval"*

**DEPARTMENTS: PATHOLOGY & LABORATORY SERVICES**

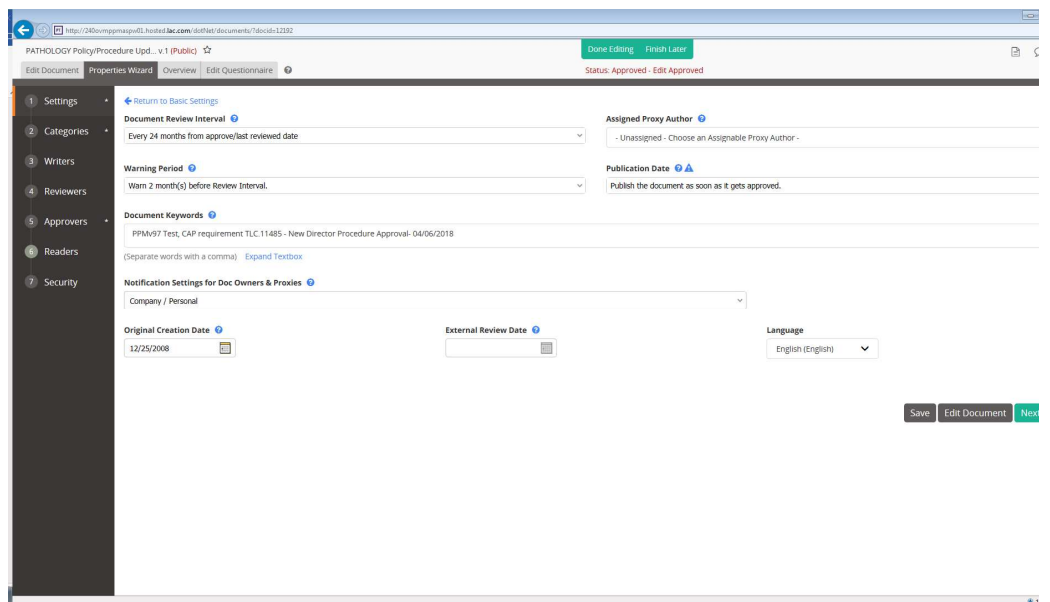
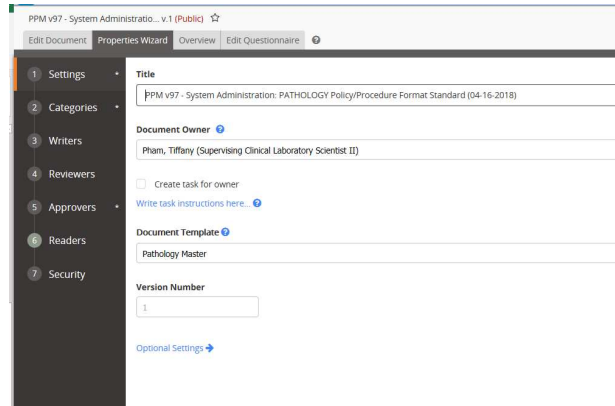
**DEFINITIONS:**

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**PROCEDURE:** 1) Original Creation Date – always code in Property 1 under ‘optional setting’ original creation date.



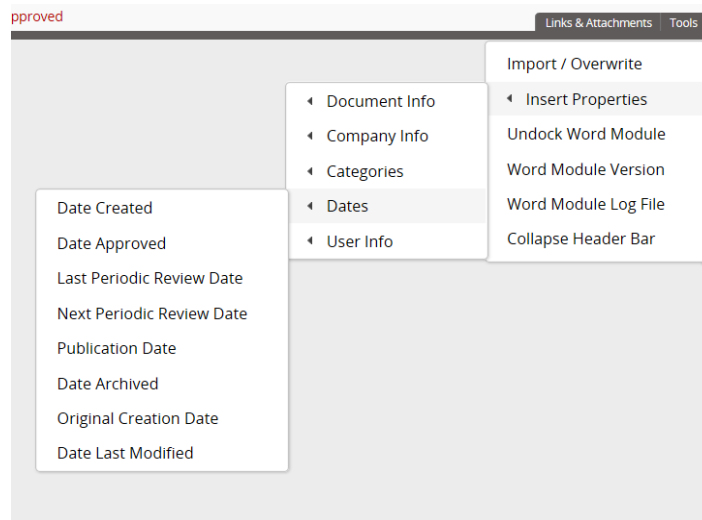
The Original Creation Date is inserted into the Summary Section Original Date field using the TOOLS Utility.

1. Tools
2. Insert Properties
3. Dates
4. **Original Creation Date**

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2) Keyword inserted: "No changes in procedure content, new version was created to satisfy CAP requirement TLC.11485 - New Director Procedure Approval – 04/06/2018."

3) Review Dates: There should always be two review date sets ...

[2a] **Review Date:** the Last Periodic Review Date, including prior Reviews (*if applicable*).

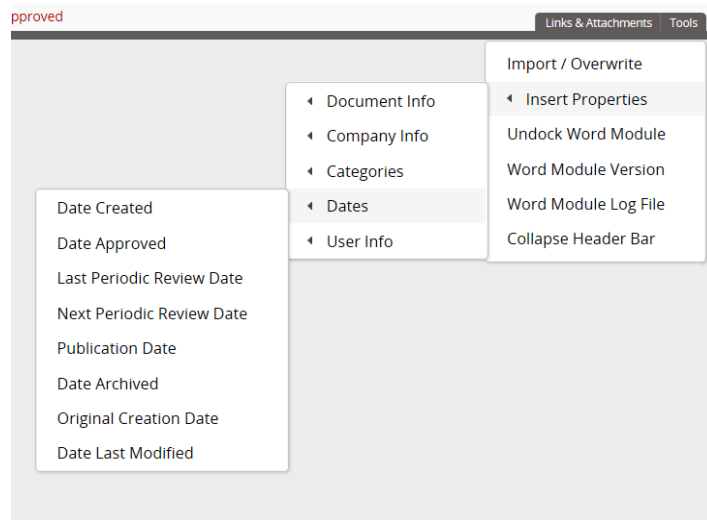
[2b] **Next Review Date:** the Next Period Review Date. This date is maintained by PPM. The date is selected from the TOOLS Utility.

1. Tools
2. Insert Properties
3. Dates
4. **Next Periodic Review Date**

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Document is still being completed ...

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"No changes in procedure content, new version was created to satisfy <b>CAP requirement TLC.11485</b> - New Director Procedure Approval"	
References: test	
Approved by: Anthony Simmons (Information Systems Analyst II), Armine Baltayan (Interim Laboratory Director), Depthi Karunasiri (Co-Director of Clinical Pathology)	<b>System Approved Date:</b> <b>Approved Date:</b> 12/19/2017
<b>System Last Periodic Review Date:</b> <b>Review Date:</b> 12/19/2017	Revision Date:04/18/2018
<b>System Next Periodic Review Date:</b> <b>Next Review Date:</b> 12/19/2019	
Distribution: Pathology & Laboratory Services	
<b>Original Date:</b> 12/25/2008	