

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

**NUMBER: 11674
VERSION: 2**

SUBJECT/TITLE: CYT - 34 - CYTOTECHNOLOGIST WORKLOAD LIMIT AND PERFORMANCE EVALUATION

PRINCIPLE: To document the protocol for establishing a maximum slide examination workload and evaluation of a cytotechnologist's performance at Olive View Medical Center Department of Pathology.

POLICY:
PURPOSE: The performance evaluation is based on feedback on the cases referred to the pathologist, quarterly QA of 10% interpretation data and performance at interlaboratory comparison programs. The results of the performance evaluation are used by technical supervisor to determine the maximum number of slides a cytotechnologist is authorized to examine in a 24-hour period.

DEPARTMENTS: PATHOLOGY

DEFINITIONS:

RESPONSIBILITIES: Laboratory Director:
Responsible for the overall operation and administration of the laboratory including oversight of the cytotechnologist productivity and performance evaluation

Technical Advisor (pathologist, MD); in conjunction with the direct supervisor.

- Is accessible to provide consultation to resolve technical problems
- Reviews cytotechnologist workload data
- Reviews quality assurance data for a cytotechnologist
- Establishes workload limits, as needed
- Reviews and discusses any discrepancies with the cytotechnologist in response to identified quality assurance issues
- May give additional assignments to the cytotechnologist within scope of the job description, as needed

Cytotechnologist:

- Records slide interpretation results of each case examined

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Policy Number: 11674

Page Number: 2

- Records total number of slides examined for each 24 hour period
- Records the number of hours spent examining slides in each 24 hour period
- See attached job description of a DHS cytotechnologist I

PROCEDURE: Daily workload

- The workload limit is determined by technical supervisor and is reassessed at least every 6 months
- The maximum number of slides should not exceed 80 per 24 hour period
- The maximum number of slides may be examined in no less than an 8-hour screening period

Performance evaluation includes, but is not limited to, the following:

- Comparison of the cytotechnologist's interpretation of non-gynecologic specimens to the final diagnosis. If the case has false negative interpretation, the cytotechnologist is encouraged to review the cases with original sign out pathologist.
- Quarterly review of 10% of random cases with interpretations by a cytotechnologist and comparison with final diagnosis (reviewed by pathologists).
- Participation in interlaboratory comparison programs

Please see the attachment for list of duties of a Cytotechnologist 1 at DHS.

References:	
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