CYTOLOGY WORKLOAD

Inspector Instructions:

	• Workload reporting policies and procedures • Policy for setting individual workload limits • Sampling of workload recording records for all individuals (cytotechnologists and pathologists) performing primary screening and for automated screening instruments • Sampling of personnel assessments for the setting of workload limits
	• Workload recording practices in screening area, including computerized and manual recording systems
	• What criteria does your laboratory use when evaluating individual cytology workload limits? • Describe your workload recording process • How often are workload recording limits exceeded? • If employees screen slides at other laboratories on days when screening is performed, how is it captured in the laboratory's workload recording? • What type of action is taken when there is a workload violation?
	Select random examples of workload recording logs for each primary screener (pathologists and cytotechnologists) over the previous two-year period • Determine if the records include the number of slides screened and the amount of time spent screening, including slides screened at other laboratories • Confirm that daily workload is counted and calculated correctly • Identify if workload is within the established workload limits for each screener (not to exceed 100 slides/day • For cytotechnologists, confirm that gynecologic (including 10% rescreen, p16/Ki67 dual stain, and five year look-back cases) and non-gynecologic slides are included If problems are identified with workload violations, further evaluate the laboratory's records to determine if actions taken were effective and consistent with laboratory policy. Select a sampling of automated screening records over the previous two-year period and follow examples requiring a full manual review to evaluate the workload recording.

CYP.08400 Screening Workload - Laboratories Subject to US Regulations **Phase II**

There are sufficient qualified personnel available to handle the volume and variety of cytopathology cases submitted to the laboratory.

NOTE: While federal and state regulations on slide workload limits must never be exceeded, the CAP does not rely solely upon those specific workload limits because: a) the type of case material varies among laboratories; b) the number of cases that may be accurately reviewed by individual screening personnel differs; and c) such personnel may perform other duties. The Inspector should carefully evaluate these factors together with applicable quality control and quality management data when judging the adequacy of cytopathology laboratory staffing.