Gynecologic Cytology Proficiency Testing Program

PAP PT

Program Information
The College of American Pathologists (CAP) announces its newest product – Gynecologic Cytology Proficiency Testing Program - **PAP PT** - to meet your laboratory’s requirement to fulfill CLIA Regulations.

**PAP PT Program Overview**

**PAP PT** builds on the PAP Program and includes two components:

- A Cytology Proficiency Testing (PT) Program approved by the Centers for Medicare and Medicaid Services (CMS)
- An educational Interlaboratory Comparison Program in Gynecologic Cytopathology (Education Series) that includes up to 12 CME/CE credits/hours for each participant

The PT Program mailing will occur during one of 22 testing sessions based on participant preference and space availability. Successful completion of the **PAP PT** Program satisfies an individual’s 2006 cytology PT requirement per CLIA. For more information about CLIA regulations on cytology proficiency testing requirements, you can visit the CMS Web site at [www.cms.gov/clia](http://www.cms.gov/clia).

While compliance with PT is vital, the CAP also believes in valuable educational opportunities for all participants. For that reason, **PAP PT** includes two educational mailings, each containing both glass slide cases and online virtual microscopy cases, that offer CME/CE credit. For additional information about the educational component of **PAP PT**, please see the section on PAP Education (page 3). The education mailings will be separate from the proficiency test mailing.

Participants in **PAP PT** can select from four different modules to reflect the preparation technology they use in their daily practice:

- **PAPCPT** – conventional slides
- **PAPKPT** – SurePath™ slides
- **PAPMPT** – ThinPrep® slides
- **PAPJPT** – combination of conventional, SurePath™, and ThinPrep® slides

Please review the information included in this packet, and complete the Order Forms and Proctor Information Form at the end of the packet as early as possible to obtain the testing session you prefer.
Before completing the Order Forms and Proctor Information Form included in this packet, please review the following information:

- Cytotechnologists and pathologists engaged in the examination of gynecologic cytology preparations (whether they are full-time, part-time, locum tenens or per diem personnel) can complete their proficiency testing through PAP PT either at their home base institution or at the CAP if they do not have a home base institution.

- The proficiency test must occur within three consecutive days during a scheduled testing session. The CAP offers 22 different testing sessions beginning January 23\textsuperscript{rd} and continuing through November 13\textsuperscript{th}, excluding the holiday week of July 4\textsuperscript{th}, 2006. Please indicate your top three testing session preferences. For the greatest likelihood in securing your preferred testing session, enroll early. The CAP will make every effort to accommodate your requests; however, an alternate testing session may be issued.

- Test materials will ship the Thursday prior to your scheduled testing session via DHL two-day delivery. Your actual testing event will begin after your chosen Proctor “A” has verified the contents of the test kit. If testing begins on Monday, it must be completed by Wednesday evening; if it begins on Tuesday, it must be completed by Thursday evening; if it begins on Wednesday, it must be completed by Friday evening. Smaller laboratories are encouraged to complete their testing in less than three days.

- CAP will provide one slideset for every five participants.

- Each slideset contains 10 slides. The PAPKPT (SurePath\textsuperscript{™}) and PAPMPT (ThinPrep\textsuperscript{®}) slidesets will contain at least seven liquid-based slides (reflective of the module chosen on the enrollment form); up to three conventional slides may be included.

- The slideset(s) must be returned to CAP at the end of the testing session. Once all individuals have completed the test, the slideset(s) must be returned at that time. The slideset(s) must be returned no later than the morning after the third testing day or Friday afternoon, whichever comes first.

- Laboratories enrolling in PAP PT must select at least two proctors to administer the PT on site. Larger laboratories are encouraged to select a proctor for each additional five participants. Please refer to the section on Guidelines for Establishing a Proctor.

Questions about ordering the CAP PAP PT program may be directed to 800-323-4040, option 1#.
PAP Education Information

Enrollment in PAP PT includes the opportunity to participate in two education mailings (the Interlaboratory Comparison Program in Gynecologic Cytopathology or “Education Series”). Each of the two education mailings will include five glass slide cases (10 per year) and instructions on accessing two online virtual microscopy cases (4 per year). Laboratories may choose either Education Series 1 (ship dates January 9-30 and July 10-31) or Education Series 2 (ship dates April 10-May 1 and September 25-October 16).

For the glass slide cases, reference interpretations and laboratory performance profiles are available within 20 minutes by fax, providing rapid education feedback, peer comparison, and time to further review the material before returning the slides to the CAP.

Each education mailing also includes instructions on accessing two online virtual microscopy cases, which use digital image technology to simulate the use of a microscope. Online images will consist of diagnostic challenges and, where appropriate, ancillary information. Participants will be able to manipulate the images by scanning across the slide, moving between planes, and changing the magnification. Participants will receive immediate feedback as they select interpretations and answer case-related questions.

Accreditation
The College of American Pathologists (CAP) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

CME Category 1
The CAP designates this educational activity for a maximum of 12 category 1 credits (10 credits for the glass slide review and 2 credits for the online case review) toward the AMA Physician’s Recognition Award. Each physician should only claim those credits he/she actually spent in the activity.

CE (Continuing Education for non-physicians)
The CAP designates this educational activity for a maximum of 12 credits/hours (10 credits for the glass slide review and 2 credits for the online case review) of continuing education. Each participant should only claim those credits/hours he/she actually spent in the activity.

This activity is acceptable to meet the continuing education requirements for the ASCP Board of Registry Certification Maintenance Program. Cytotechnologists may also apply credits/hours for the education component of PAP PT toward required educational activities for the American Society of Cytopathology (ASC) Continuing Education Credit Program (CECC), and the International Academy of Cytology (IAC).

California and Florida Statement
This activity is approved for continuing education credit in the states of California and Florida.
In order for the CAP to enroll a laboratory in **PAP PT**, the laboratory must complete a Proctor Information Form.

- The Laboratory Director must select a minimum of two proctors. The laboratory should determine the designation of a primary Proctor A before the actual testing session. Laboratories that employ over 10 cytotechnologists and pathologists are encouraged to select one proctor for each five additional participants. If the laboratory cannot provide two proctors within its institution or from a neighboring institution, the CAP can provide a proctor for an additional fee.

- The primary proctor (Proctor A) cannot be a cytotechnologist or pathologist who is taking the proficiency test onsite at that laboratory during that time. If a cytotechnologist or pathologist is scheduled to take the proficiency test at another location or with another program, it would be acceptable for him/her to be Proctor A.

- A cytotechnologist or pathologist can be a secondary proctor (Proctor B) *only if* the test is administered to them first by the primary proctor. He/she can then support the primary proctor for the remainder of the testing events.

- A proctor should have a high school education and a background in basic laboratory procedures. Experience with microscopy is highly recommended for at least one of the proctors.

- *The proctors must successfully pass a training test administered by the CAP. Proctor certification from another PT program will not be accepted for PAP PT.*

- Possibilities for Primary Proctors include but are not limited to:
  
  Laboratory Manager, Laboratory Supervisors, Section Leaders or Team Leaders from another department, Safety Officer, Quality Assurance personnel, Histotechnologist, Cytology Preparatory Technician or Office Manager

The Laboratory Director is responsible for the selection and verification of all proctors chosen and their ability to perform the proctor tasks. The Laboratory Director must sign the Proctor Information Form.
Proctor Responsibilities

Pre-test Responsibilities

• Review all instructions and test materials prior to conducting the proficiency test as included in the Proctor Training Packet.
• Complete the Proctor Training Test no later than three weeks before the scheduled testing event.
• Receive the Test Kit, ensure all documents are enclosed, and verify the slides are received unbroken. Fax the Test Kit Attestation Form back to the CAP or notify the CAP immediately if there are any problems with slides or documents to arrange for an overnight replacement of slideset(s) and/or result forms.
• Explain the conditions of the testing event to the participants as outlined in the instructions.
• Maintain the confidentiality of the test environment.

Testing Event Responsibilities

• Monitor the time limits for the test, and halt the exam after the allotted time has elapsed.
• Ensure that there is no communication between participants during the testing event.
• Collect each participant’s result form confidentially, fax it to the CAP, and store it in a secure place.
• Collect slides at the end of each cytotechnologist’s exam, and remove dotting marks on the slides prior to giving them to another participant depending on the screening rules described in the instructions.

Post-test Responsibilities

• Collect all result forms and ensure that the participants and the Laboratory Director sign and date the Attestation Statement located on the result form.
• Check that the individual has filled out the result form completely and accurately according to the instructions.
• Fax all completed result forms and the Slideset Verification Log to CAP, and maintain confidentiality of all test materials.
• Retain all forms, both pre- and post-test, for the laboratory’s documentation.
• Pack the slideset(s) in return boxes immediately at the end of the third testing day, and call DHL for package pick-up.
Participant Registration

The laboratory must ensure that all individuals engaged in the examination of gynecologic preparations are enrolled in a proficiency testing program approved by CMS. This includes all pathologists, cytotechnologists and fellows if they perform final review or sign-out of gynecologic slides, whether they are full-time, part-time or per diem.

Federal register §493.945(b)(2) states that a Technical Supervisor “who routinely interprets gynecologic slide preparations only after they have been examined by a cytotechnologist can either be tested using a test set that has been screened by a cytotechnologist in the same laboratory or using a test set that has not been screened.” (Defined as a secondary screener.) “A technical supervisor who screens and interprets slide preparations that have not been previously examined must be tested using a test set that has not been previously screened.” (Defined as a primary screener.)

*Participant registration forms will be sent to your laboratory in your forthcoming Director/Proctor packet.* This packet will be mailed 60 days prior to your testing session, and detailed instructions will be included at that time.

Enrollment Information

To complete enrollment in PAP PT, please observe the following instructions:

- The laboratory must provide the demographic information for the Laboratory Director and the institution where the test will take place.

- All PAP PT materials will be mailed directly to the attention of the Laboratory Director.

- Any changes in the above information must be relayed to the CAP as soon as possible. The laboratory will receive a reminder notice 30 days before the scheduled testing event.

- A form of payment must be provided at the time of enrollment. Orders will not be processed without a form of payment included.

- An enrollment confirmation letter will be sent after the CAP has received and processed the order.

- The following forms must be completed and returned to the CAP for processing:
  1. CAP Order Form including Contact, Shipping and Payment Information
  2. Proctor Information Form (unless you are asking the CAP to provide a proctor)

The CAP looks forward to serving you with the 2006 PAP PT. If you have any ordering questions, please contact us at 800-323-4040 option 1 #.