Focused Practice Evaluation Plan for New Junior Cytology Faculty

The following protocol will be followed for evaluating newly hired junior faculty:

1. Review of all cytology reports for the first 4 weeks by the medical director or her delegate to ensure the following:
   a. Proper report format in compliance with department policies
   b. Proper language and spelling
   c. Proper usage of synoptic and billing codes
2. All HGSIL and above as well as all malignant non-gynecologic diagnosis will be routinely presented in our positive review conference (consensus). These cases will be closely monitored by the director in the first 4 weeks of service. The laboratory director of cytopathology will determine whether a more comprehensive review is warranted.
3. All onsite performance and evaluations for FNA cases performed on the first 4 weeks of FNA service will be monitored for:
   a. Proper adequacy assessment
   b. Proper preliminary evaluation
   c. Proper sample triage
   d. Correlation between preliminary and final assessments
4. Upon completion of the evaluation, information will be summarized by the cytopathology director and submitted to the director of anatomic pathology.