**UW Medicine - Pathology**

400-09-01-01

Director Duties Policy

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| Adopted Date: 09/1991Review Date: 09/2005Revision Date: 02/11/2013 |

PURPOSE

To define the role of the Directors in the Cytogenetics laboratory.

POLICY

1. **Specimen Collection**
	1. Answer inquiries about procedures concerning unusual specimens. Cover all calls after hours and during weekends.
	2. Arrange meetings with local providers to discuss issues of specimen collection and deliveries.

### Clinical Information and Set-Up

1. If insufficient, unclear or apparently inappropriate information is provided on Cytogenetics Request form or following phone inquiry by Program Support Supervisor, Program Assistant or Supervisor, the Director will call referring physician.
2. Review procedure for unusual set-up with technologists.
3. Review and revise, where appropriate, Cytogenetics Request form, worksheets and report format once a year or when needed.

### Sign-Out Of Cases

* + 1. Review karyotypes, monitor banding levels and quality. Discuss improvements with supervisor and technologists.
		2. Review all paperwork in file. Review FISH images. Review gel photographs for PCR analysis.
		3. Verify diagnosis and provide a written interpretation and comments, including literature references and recommendations.
		4. Communicate and discuss abnormal diagnoses to referring physician or genetic counselor by telephone, when necessary.
		5. Recommend genetic counseling if clinically appropriate.

### Quality Assurance / Quality Improvement

1. Monitor quality of banding and adequacy of analysis for each case being signed out daily. Take action as needed by talking to Supervisor and technologists (including laboratory meeting once a month or more frequently if necessary).
2. Monitor boards in lab to determine caseload and turn-around time (see guidelines for turn-around time). If unduly delayed reports are issued, providers should be notified and directors should consider sending cases out. Monitor controls in chromosome breakage, PCR and RT-PCR assays.
3. Monitor laboratory work for errors and troubleshoot causes of errors with supervisor. Recommend changes in procedure, if needed and follow up changes through QA system. Ask technologists frequently about their work (at least once a week). Provide additional information on indication, way to set up unusual cases, etc., if needed.
4. Participate in CAP quality assurance or local exchange programs. Review outcomes.
5. Monitor the causes of no growth or any technical problems in the laboratory and initial and date quarterly.

6. Cases with differences in results between two tests (eg. FISH and Karyotype) from the same sample, will be further investigated by additional studies to resolve any discrepancy provided that further testing is clinically relevant.

7. Monitor and review FISH validations

### Procedure Manual and Records / Quality Improvement

* + 1. Reissue manual once a year or anytime a change in procedure is made.
		2. Verify that records are maintained in good order.

### Goals

* + 1. Establish a list of goals for the laboratory once a year and discuss with Supervisor and others as appropriate.
		2. Establish list of equipment to be purchased for yearly capital equipment budget planning and review with supervisor.

### Training Residents / Students / Fellows

**Residents in Pathology** (at the University of Washington and at Madigan Hospital) and in Medical Genetics are offered a two-week rotation training in cytogenetics. Their obligations are described in the attached.

**Fellows in Medical Genetics** (at the University of Washington) can train in cytogenetics in the laboratory. Their goal is to be certified by the American Board of Medical Genetics for a cytogenetics subspecialty. They undergo extensive training according to guidelines set up by the Medical Genetics Program (2 years).

**Students** (graduate) are offered a Pathology course (Pathology 530, Chair C. Disteche) once every other year. Lectures are supplemented by laboratory training. Technologists in the laboratory participate in the training of the students. The specifics of the training are specified every time the course is offered. This class can be taken by Cytogenetic Technologists who can use it for credits in continuing education.

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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 Cytogenetics Supervisor