New York State Department of Health
Clinical Laboratory Evaluation Program
Wadsworth Center
Empire State Plaza, P.O. Box 509
Albany, New York 12201-0509
Phone number: (518) 485-5378
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FOR DOH USE ONLY

Received_____

Entered_____

NYS Registry No._____

DOCUMENTATION OF INCREASED WORKLOAD LIMIT

The Laboratory Director may increase the slide examination workload limit for a particular Cytotechnologist or a Pathologist who performs primary screening, and whose examinations are limited to gynecologic slides, to a maximum of:

- 96 gynecologic slides examined per 24 hour period, in no less than an 8-hour workday

Please note, for Cytotechnologists or Pathologists who perform primary screening, and who examine both gynecologic and nongynecologic slides the maximum number of slides examined in each 24 hour period is limited to 100 slides, examined in no less than 8-hour workday, provided that the number of gynecologic slides does not exceed 80. No approval for exceeding this workload limit is allowable.

If a Cytotechnologist or a Pathologist who performs primary screening works at more than one laboratory on a given day, slides examined at another laboratory (ies) on a particular day must be included.

For purposes of calculating slide examination workload, laboratories must use calculation guidance as set forth in Cytopathology Sustaining Standard of Practice 10 (CY S10):

Gynecologic slides examined manually

- one conventional smear = 1 slide
- one liquid-based cytology preparation = 1 slide

Gynecologic slides examined using FDA-Approved Semi-Automated Gynecologic Cytology Screening Device

- one Field of View only review (FOV) = may be counted as 0.5 slide
- one Full Manual Review (FMR) = 1 slide
- FOV + FMR = 1.5 slide

Non-gynecologic slides examined manually

- one conventional smear = 1 slide
- one liquid-based cytology preparation* may be counted as 0.5 slide

* This applies only to non-gynecologic slide preparations made using liquid-based slide preparatory techniques that result in cell dispersion over one-half or less of the total available slide.

If a Laboratory Director approves an increased workload limit for a particular Cytotechnologist or a Pathologist who performs primary screening, he or she must complete this form, sign it and submit it to the Department of Health, via email at clep@health.ny.gov or via postal service to New York State Department of Health, Clinical Laboratory Evaluation Program, Wadsworth Center, Empire State Plaza, P.O. Box 509, Albany, NY 12201-0509.

SECTION I – SCREENER INFORMATION

A SLIDE EXAMINATION WORKLOAD LIMIT WAS INCREASED TO [00] FOR THIS SCREENER:

LAST NAME | FIRST NAME | MI

NYS CYTOTECHNOLOGIST REGISTRATION #

NYS PATHOLOGIST MEDICAL LICENSE #

LABORATORY PFI

SECTION II – LABORATORY DIRECTOR ATTESTATION

Prior to submitting the Documentation of Increased Workload Limit form, the Laboratory Director must complete this checklist attesting that:

- ☐ Such an increase in the workload limit is based on the screener's experience and performance using assessment measures specified in Cytopathology Sustaining Standard of Practice 11 (CY S11).
- ☐ Workload limit is based on the actual number of hours spent examining slides.
- ☐ The laboratory maintains records of the total number of slides examined by the screener during each 24-hour period, including screening performed at another laboratory (ies), and the number of hours spent examining slides. Work at all locations is tracked.
- ☐ Workload is assessed at least every six months, and screeners using a semi-automated gynecologic cytology screening device are assessed at least every three months for the first year using the device.
- ☐ The screener successfully participates in an applicable Proficiency Testing program.

ATTESTATION STATEMENT:

I attest that _____ is qualified to exceed the workload limit based on his or her experience and documented accuracy.

Name _____ Title _____

Signature _____ Date _____