

PAP PT PROGRAM
GENERAL INFORMATION



PAP PT Program Overview

The PAP PT program includes two components:

- The Cytology Proficiency Testing (PT) Program approved by the Centers for Medicare and Medicaid Services (CMS)
- The Educational Interlaboratory Comparison Program in Gynecologic Cytopathology - Education Series (PAP Ed). PAP Ed includes up to 8 CME/CE credits/hours for each participant.

The PT Program mailing will occur during one of 22 testing sessions. Testing dates are determined by participant preference **and** slideset inventory. Successful completion of the PAP PT Program satisfies an individual's cytology PT requirement per CLIA, as well as the CAP Laboratory Accreditation Program (LAP) requirements. For more information about CLIA regulations on cytology proficiency testing requirements, you can visit the CMS Web site at www.cms.gov/clia.

While compliance with PT is mandatory for CLIA regulated laboratories, the CAP also believes in providing valuable educational opportunities for all participants. For that reason, PAP PT includes two educational mailings. Each mailing consists of glass slide cases that qualify for CME/CE credit. The education mailings are separate from the PT mailing, satisfying the LAP requirements.

Laboratories in PAP PT can select from four different modules to reflect their daily practice:

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

Please note: Laboratories enrolled in gynecologic cytology PT administered by another provider and laboratories not bound by CLIA may still participate in PAP Education (ie, these laboratories can purchase PAP Ed separately, without PAP PT).

PAP PT Information

- The proficiency test must occur within three consecutive days during a scheduled testing session. The CAP offers 22 different testing sessions beginning in February and ending in November. You must indicate your top three testing session preferences on the order form. *The CAP will make every effort to accommodate your first three preferences; however, an alternate testing session may be issued based on slideset inventory.*
- Test materials will ship the Wednesday prior to your scheduled testing session via two-day delivery to your designated contact person. If testing begins on a Monday, it must be completed by Wednesday evening; if Tuesday, by Thursday evening and if Wednesday, by Friday evening. If there are any problems with slides or documents, or if you have any questions regarding PT, call the College immediately.
- CAP will provide one slideset for every five participants. Each slideset contains 10 slides. Slidesets are sent to laboratories via random computer selection.

- The slideset(s) must be returned to CAP at the end of the testing session. The slideset(s) must be returned no later than the morning after the third testing day or Friday evening, whichever comes first. A prepaid address label is provided for your convenience.
- Laboratories enrolling in PAP PT must select at least two proctors to administer the PT on site. Larger laboratories are encouraged to select another proctor if needed. Please refer to the section on Guidelines for Establishing a Proctor.
- Cytotechnologists and pathologists engaged in the examination of gynecologic cytology preparations (full-time, part-time, locum tenens or per diem personnel) can complete their proficiency testing at the CAP if they do not have a home base institution.
- Information about PAP PT rules, grading/scoring, and the appeals process can be found in the kit instructions.
- PAP PT evaluations along with a laboratory transcript are sent to the Laboratory Director by 15 days of the end the testing event. If there is a problem with an examinee registration, there will be a delay in the processing of the evaluations.

PAP Education Information

Enrollment in PAP PT includes participation in two education mailings of the Interlaboratory Comparison Program in Gynecologic Cytopathology (Education Series 1 or 2). Each of the two education mailings will include five glass slide cases (10 per year) and instructions on accessing the online virtual microscopy cases (5 per year). Laboratories may choose either Education Series 1, ship dates in February (A mailing) and August (B mailing); or Education Series 2, ship dates in May (A mailing) and November (B mailing). [Note: Late orders may not receive all educational shipments.]

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 further review time before returning the slides to the CAP.

Guidelines for Establishing a Proctor

Proctors must successfully complete an *annual Proctor Training Exam* that is delivered 60 days prior to the testing event. Proctor certification from another PT program or previous year will not be accepted for PAP PT.

For recurring customers, proctors assigned the previous year will remain the same unless the laboratory indicates a change on their order renewal form. Laboratories ordering PAP PT for the first time must complete a Proctor Information Form which is included in the Gynecologic Cytology Proficiency Testing Order Form.

- The Laboratory Director must select a minimum of two proctors. The laboratory should determine the designation of a primary proctor (Proctor A) before the actual testing session. Laboratories that employ more than 20 cytotechnologists and pathologists are encouraged to select additional proctors if needed. If the laboratory cannot provide two proctors within its institution, the CAP can provide a proctor for an additional fee.

- The primary proctor should not be a cytotechnologist or pathologist who is taking the proficiency test. If a cytotechnologist or pathologist is scheduled to take the proficiency test at another location or with another program, it is 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 cannot proctor his/herself taking PAP PT. (ie, a proctor who needs to take PAP PT must have the alternate or secondary proctor administer the test to him/her.)
- 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.
- Suggestions for persons who may serve as 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 (or designee) must sign the Proctor Information Form.

Proctor Responsibilities

Pre-test Responsibilities

- Complete the Proctor Exam *no later than three weeks before the scheduled testing event*.
- Review all instructions and test materials prior to conducting the proficiency test as included in the *condensed* Proctor Training Packet.
- Ensure that the Laboratory Director or Site Administrator has opted in to *e-Lab Solutions* and granted you access to this site prior to the testing event. For assistance regarding the *e-Lab Solutions* Opt In process or requesting access, please contact the College.
- Receive the Test Kit; ensure all documents are enclosed and that the slides are unbroken.
- Call the College immediately to arrange for an overnight replacement of slideset(s) and/or result forms, if needed. **Do not make copies of the blank result forms.**

Testing Event Responsibilities

- Distribute the slideset, the individual result form and the kit instructions to each participant.
- 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.
- Verify that the individual have filled out his/her PTR number accurately.
- Collect each participant's result form confidentially and ensure that each participant signs the Attestation Statement.
- **Fax the result form to the CAP immediately upon completion of each participant's exam** and store it in a secure place.
- Record each participant's kit number, PTR number, and date tested on the Slideset Verification and Attestation Log.
- 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

- Log onto www.cap.org *e-Lab Solutions* and verify that the CAP has received each individual result form.
- Fax the Slideset Verification and Attestation Form 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 arrange 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.

Exception:

- Anatomic pathologists who receive their American Board of Pathology (ABP), including additional qualification in Cytopathology, the year in which they become board certified.
- Cytotechnologists who take their American Society for Clinical Pathology (ASCP) Board of Registry (BOR) and receive a passing score the year in which they pass their examination.

Each participant must complete an Examinee Information Form accurately, which is included in the Proctor Packet. If there are changes to one or more of the fields listed below, contact the CollegeRegistration Instructions:

- Proficiency Testing Registration (PTR) number: the unique identification number assigned by CMS to those who have taken (or will take) cytology PT. Examinees must provide his/her PTR number. Registration and evaluation will be delayed if a PTR number is not provided.
 - If you do not know your PTR number, review your previous documents to retrieve the number **or** contact your previous proficiency test provider.
 - If you have not taken the test previously and do not have a PTR number, please select "First time doing Cytology PT, I do not have a PTR Number."
- Florida License Number, if applicable.
- Examinee Information: First name, middle initial and last name must be printed legibly.

Both the Examinee Type and professional credentials must be selected. Examinee types are Cytotechnologist, Primary Screening Pathologist, and Secondary Screening Pathologist, as defined in the Federal register §493.945(b)(2):

Examinee Type for Pathologists:

A Pathologist, Primary Screener is "a technical supervisor who screens and interprets slide preparations that have not been previously examined... (he/she) must be tested using a test set that has not been previously screened."

A Pathologist, Secondary Screener is a technical supervisor "who routinely interprets gynecologic slide preparations only after they have been examined by a cytotechnologist... (he/she) 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."

- Contact Information: An email address is optional, but encouraged. A business or home telephone number is required.
- Additional Laboratory Employment: **This information is required if the participant screens gynecologic slides or has gynecologic sign-out privileges at any other institution** including contract work done for hospitals and private institutions. The CAP Number (if any) and CLIA Number must be provided for each additional institution of employment. This includes satellite laboratories that hold a CLIA license to perform gynecologic cytology associated with a main laboratory. CAP will provide your score to additional institutions that you list on your form. Changes to these institutions may be made at any time by contacting the College.
 - Termination of Employment: CMS requires the CAP to report PAP PT scores to all institutions that the examinee indicates on his/her Examinee Information Form. **Either the individual or the laboratory must notify the CAP that the employment relationship no longer exists in order to eliminate the copy of the PAP PT score to the laboratory director(s) of those institutions.** CAP is not responsible for PAP PT results that are sent to former laboratory directors when not notified in advance.
- Signature: The signature of the Examinee and Laboratory Director or designee is required.

Enrollment Information

Per CLIA'88 regulations, all laboratories must be enrolled in an approved cytology proficiency testing program and all individuals who perform gynecologic cytology must be tested by an approved program. CLIA laboratories have two options for enrollment: the PAP PT Program (testing occurs) and Laboratory Enrollment Only – PPTENR (no testing occurs, site enrollment only).

PAP PT Program (Laboratories requiring personnel tested)

- A current Laboratory Improvement Programs Order Form and a Gynecologic Cytology Proficiency Testing Order Form must be completed.
- The Proctor/Director Packet and the Test Kit will be sent to the person listed as the Shipping Contact. To create a unique account for your PAP PT products only, please contact the College.
- The PAP PT Enrollment Verification Letter, the Proctor Evaluations, and all of the PAP PT Evaluations will be sent to the Laboratory Director. A copy of the Enrollment Verification will be sent to the shipping contact as well.
- Laboratories must select their top three testing sessions in order of preference from the testing dates listed in the current Surveys Catalog. PAP PT Scheduling is based on inventory and early enrollment is encouraged.
- Laboratories must select their slideset module and choice of Educational shipments by product code. For example, an order for PAKPT1 results in one SurePath PAP PT examination (shipped in one of 22 test sessions) and two SurePath Educational Series 1 slidesets that ship in February (A mailing) and August (B mailing). PAKPT2 results in one PAP PT examination (shipped in one of 22 test sessions) and two SurePath Educational Series 2 slidesets that ship in May (A mailing) and November (B mailing). Enroll early to ensure shipment of all educational slidesets.

- A CAP Order Confirmation report will be sent to the shipping contact person along with a copy of the Enrollment Verification Letter.

Laboratory Enrollment Only – PPTENR (Individuals testing at alternate site).

- The product code PPTENR (PAP PT Lab Enroll Only) is for laboratories that possess a CLIA license to perform gynecologic cytology but have personnel that are testing at another location. A current Laboratory Improvement Programs Order Form must be completed. Note: this code will not generate a test date and laboratories will not receive PAP PT or Educational slidesets. A separate order for Educational slidesets may be placed.
- An Order Confirmation report will be sent to the shipping contact person after the CAP has received and processed the order. Keep this report for documentation purposes.
- Separate registration for personnel is not necessary. All personnel who are affiliated with this laboratory should document this on their Examinee Information Forms. A copy of PAP PT evaluations will be sent to the Laboratory Director where indicated.