

**Stamford Hospital  
Department of Pathology  
Department Rules and Regulations**

**Purpose:**

In accordance with Medical Staff Guidelines, the following departmental rules and regulations are established for the physicians/pathologists in the Department of Pathology. In accordance with medical staff bylaws, these rules and regulations are developed by the Department Chair.

**Membership:**

All pathologists will be Board Certified in Pathology (Anatomic Pathology and/or Clinical Pathology). Primary and subspecialty board certification will be maintained as required (re-certification as required by American Board of Pathology).

**Continued Medical Education (CME):**

Members of the department are required to pursue appropriate CME. This is defined as documenting at least 25 credit hours from sources outside Stamford Hospital related activities (such as Tumor Board attendance and Stamford Hospital sponsored educational activities). Extra institutional CME credit tracking will be the responsibility of the Department Chair.

**Performance Improvement Activities:**

Members of the department are required to participate in College of American Pathologists' sponsored Proficiency Testing and Performance Improvement Programs including: Cytopathology, Surgical Pathology, Immunohistochemistry. Performance and participation will be monitored by the Department Chair.

**Federal and State Accreditation:**

All members will seek to maintain appropriate laboratory practice standards in accordance with those set forth by the Clinical Laboratory Improvement Act, JCAHO, CAP accreditation and other appropriate accrediting agencies.

**Participation in Hospital Related Activities:**

Department members will actively participate in Tumor Boards as assigned by Department Chair. Department members are expected to develop areas of expertise in subspecialty areas of anatomic pathology. Members are expected to actively participate in assigned medical staff

committees. These assignments will be made by the Department Chair. All members will maintain medical staff privileges and attend the required Medical Staff meetings.

### **On-Call Schedule and Hospital Coverage:**

All members will adhere to the on-call schedule and will provide institutional coverage as needed. A pathologist will be available for frozen sections at all times. The pathologist on-call or another member if necessary, is required to be physically in the hospital within 30 minutes of notification by the operating room (365/7/24). The Department Chair will be available on-call for all critical laboratory related issues at all times. The Director of Clinical Pathology will be available on-call for all issues pertaining to laboratory operations in all clinical laboratory sections (Hematology, Blood Bank, Clinical Chemistry, Microbiology). A pathologist will be present at Tully for frozen sections as defined by the monthly schedule.

### **Service Level Standards:**

All Surgical Pathology biopsy material will be signed out within 24 hours. All complex surgical pathology specimens will be signed out within 48 hours from receipt of slides. Non-GYN Cytology specimens will be signed out within 24 hours from receipt of slides. GYN Cytology specimens will be signed out within 24 hours of receipt of slides from PLS (MD reviews of abnormal paps). All post mortem examinations will be completed within 30 days. All frozen sections will be performed within 15 minutes of specimen receipt from OR. All extra-departmental consultations and reviews will be incorporated into pathology reports. All relevant testing done outside the institution (such as Genzyme, Mayo, Columbia) will be reported as addenda and integrated into the patient record. The results of special studies (such as immunochemistry, ISH, special stains) will be reported in either primary report or addendum.

### **Intradepartmental Consultations:**

It is expected that all members of the department will adhere to the intradepartmental consultation guidelines set forth in the departmental operations policy manual.