Hematopathology fellowship Laboratory Management Curriculum

General	Responsibilities	Material/resources	Pertinent milestones	Comments
1. Daily services	a. Consultations, test selection guidance b. Inappropriate test ordering or utilization c. Trouble-shoots patient safety issues d. Attend lab management meetings: Hematology, Coagulation, and flow cytometry		Consultation, test selection guidance (**SBP2**), Intervenes in inappropriate test utilization (**levels 2-4; SBP4**); Trouble-shoots patient safety issues (**level 4; PBLI3**)	
2. Junior medical director	a. Review proficiency testing results b. Review QC plots c. Attend lab management meetings: Hematology, Coagulation, and flow cytometry d. Function as first contact for medical director		Review proficiency testing results (**level 2; SBP1**); able to implement corrective action based on PT results (**level 3; SBP1**); understand the basics of quality assurance (**level 1; SBP1**)	Specific month or block TBD

3. At the beginning of the academic year	a. CAP inspection
	  i. Mock or real
	  ii. Hematology, coagulation, or flow cytometry
	  iii. Tailored to interest or previous experience
		a. Compliance/Regulation lecture with Titi Tieu TBD.
		b. CAP inspection training
		https://learn.cap.org/Activity/6625722/detail.aspx
		c. CAP checklist, which will be provided by the hematology, coagulation, and/or flow manager(s).
			Implement state, federal, and professional organizations standards or elements of checklists in the laboratory (e.g. CAP checklist) (**levels 2-3; SBP1**); Participate as a team member in mock or actual inspection of a laboratory (e.g. CAP inspection) (**level 4; SBP1**); able to lead an inspection of a laboratory (**level 5; SBP1**); Actively participates in, or performs, inspections of a laboratory at an outside facility (**level 5; SBP1**)	Mock inspection schedule Quarter 4 (Q4). Contact person Titi Tieu, Regulatory Compliance Manager.
				Phone: 805-7602
				Email:
				TTieu@wisconsindiagnostic.com

	b. Longitudinal projects
	   i. Test Utilization project
	     1. Identify area of interest early in the year
	     2. Present findings, plan, etc. at CP conference talk
		• Choosing wisely, ASCP. 2018. https://www.choosingwisely.org/wp-content/uploads/2015/02/ASCP-Choosing-Wisely-List.pdf
		• Kim et al. Utilization Analysis in Hematopathology. Utilization Management in the Routine Hematology Laboratory. Utilization Management in the Clinical Laboratory and Other Ancillary Services, 189-202
		• Rudolf et al. Utilization Management in the Routine Hematology Laboratory. Utilization Management in the Clinical Laboratory and Other Ancillary Services, 95-104
		• Reichard, K. K., & Wood, A. J. 2016.Laboratory Test Utilization Management: General Principles and Applications in Hematopathology
		Surg Pathol Clin, 9(1): 1-10
		• Candis A. Kinkus. Test Utilization. Laboratory Management. Quality in Laboratory diagnosis, 91-97
		• Huck, A., & Lewandrowski, K. 2014. Utilization management in the clinical laboratory: an introduction and overview of the literature. Clin Chim Acta, 427: 111-117
			Reviews test utilization literature in hematopathology (**level 2; SBP1**); Independently performs a critical review of the literature addressing evidence-based utilization of laboratory tests and results and designs utilization guidelines (**level 4; PBLI2**); Complete a test utilization review project (**level 5; SBP4**); Implement institutional utilization guidelines for laboratory tests and results (**level 5; PBLI2**)	

	ii. Quality Improvement project
	     1. May be integrated with the lab utilization effort but can be separately done, with faculty guidance
	     2. May be identified with patient safety reports or root cause analysis through WDL
		• Patient safety IHI modules (MCWAH) Access the IHI open School by going to www.ihi.org. Register. Open School Online Courses. Patient Safety: **PS 101, 102, 103, 202**
		• Frankel A, Haraden C, Federico F, Lenoci-Edwards J. A Framework for Safe, Reliable, and Effective Care. White Paper. Cambridge, MA: Institute for Healthcare Improvement and Safe & Reliable Healthcare; 2017
		
		• Quality improvement IHI modules (MCWAH). Access the IHI open School by going to www.ihi.org. Open School Online Courses. Quality Improvement: **QI 101-105**
			Participates in and completes a laboratory quality improvement project (**level 4; PBL13**); Trouble-shoots patient safety issues (including pre-analytic, analytic and post-analytic) (**level 4; PBLI3**); Write and implement policies on patient safety (**level 5: PBLI3**); complete MOC patient safety module (**level 5, PBLI3**)	

		- IHI. QI Essentials Toolkit - Geoffrey Tolzmann and Richard J. Vincent. 2014. Quality Management. Laboratory Clinical Laboratory Management, 421-444		
4. Personnel and finance training	a. Participate in Advanced Curriculum for senior residents and fellows	Geoffrey Tolzmann and Richard J. Vincent. 2014. Costs, Budgeting, and Financial Decision Making. Clinical Laboratory Management, 597-617	Describes the process of personnel management and employment laws (**level 3; SBP3**); Understand the basics of pathology practice finance (**level 3; SBP3**); Participate in employee interviews/performance evaluation (real or simulated experiences) (**level 4; SBP3**); Participate in a budget cycle exercise (draft, defend, and propose logical cuts and/or additions) (**level 4; SBP3**); Develop a budget (**level 5; SBP3**)	Calendar invitation will be sent by Kristine Scheel