

NSH HistoQIP Grader Application Form

Name

Address

City

State/Province

ZIP/Postal code

Telephone

Fax

Email address

NSH members interested in **volunteer** service as a HistoQIP grader should complete and electronically **submit this application annually** (applications submitted after December 31st will not be considered). This **NSH Application and a copy of your current curriculum vitae are required and must be** emailed to the addresses listed on the last page of this application. If you are unsure of your ability to meet the obligations for volunteering, please refrain from applying for service until your professional and personal schedules allows you to fully participate.

Your completed application and CV will be referred to the HistoQIP committee for review and consideration. Applications will **only** be considered for the year that they are received (for example, applications and resumes received by December 31, 2023 will be considered for 2024). Incomplete applications will not be considered. Please note, all materials submitted for consideration become the property of the NSH /CAP and will not be returned to the sender.

Applicants found to not meet the current grader criteria will be notified by the HistoQIP committee chair or an NSH committee representative. Grader applicants accepted and approved by the NSH HistoQIP committee will be submitted to the CAP committee for final approval.

Grader criteria:

- NSH members are welcome to submit a grader application form following completion of at least one (1) year of NSH membership.
- Acceptance as a grader does not guarantee they will be accepted to grade at the current grading session or any specific grading session. Availability for graders is limited by space and the number of microscopes . Invited guest graders will be chosen based on the following criteria:
 - Willingness to grade at both the spring and fall sessions
 - Have written or are in the process of writing an article
 - Ability to work as a team player
 - Overall volume of kits to grade
- Must have knowledge of human tissue identification and histology.
- Must have experience in histochemical and immunohistochemical techniques.
- Must have ability to access histochemical and immunohistochemical stained slides.
- Must have the ability to attend meetings in Chicago, two weekends per year.
- Must be willing to write an educational article, when requested, by the HistoQIP committee. Must meet required submission deadlines and **use the proper template provided.**

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- Must have access to human tissues and technical equipment to produce microscopic images.
- Must have access to current literature, references, standards, and guidelines related to histopathology laboratory processes and quality assurance.
- Must have the ability to learn digital pathology applications, as this technology continues to further merge into the daily workflow of the clinical anatomic pathology laboratory.
- Must have a general working knowledge of molecular pathology theory, general laboratory techniques and assays.
- Must have a broad knowledge of laboratory technical work experiences (can be clinical and/or research based).
- Graders are required to follow the standardized grading process and maintain a continued high level of quality throughout the session. Each grader is sent an informational PowerPoint presentation the week before grading and is required to have reviewed it prior to arriving in Chicago. In addition, each grader is required to attend an educational session based on the previously sent materials to be held before the start of each grading session, regardless of their overall education or experience. Failure to attend this session may result in the participant not being allowed to grade slides. Each grader must also review and grade three standardization slide test sets that will be distributed during the weekend session. These test sets are mandatory and must be completed by all graders prior to departure. Results from these standard sets are charted for all graders, including committee members, and will be subsequently reviewed by the HistoQIP committee to ensure individual grading falls within an acceptable range. Results for any grader (high or low) that fall outside this accepted standard will be notified by the committee chair so they can be provided with suggestions for improvement. Two consecutive scores outside the acceptable range will result in the removal of the grader from the approved grader list.

New Grader's Grading Day Includes:

- All graders are required to have read, studied and indicated their understanding of the orientation PowerPoint presentation content sent prior to arrival in Chicago for the planned grading session. This review and study of these slides will typically require 2-3 hours.
- Saturday morning begins with an additional more detailed presentation of the orientation materials that includes time for discussion and Q&A to confirm graders' understanding. This allows all graders to calibrate their practices to meet the published grading standards.
- Upon completion of the orientation presentation by the HQIP competency trainer, your assigned mentor will sit with you at a microscope and orient you to the grading sheets and overall workflow. Your mentor will oversee and assist you with your work for the entire day's grading session.
- Your mentor will also explain and demonstrate the required grading of the 3 standard slide sets circulated for quality control purposes. All graders **MUST** complete grading of these standard sets before leaving the grading session. The metrics generated are used as part of HistoQIP quality control to verify that all participants are consistently using the standard grading criteria that was taught during the initial orientation session.
- The remainder of the weekend days are spent continuously reviewing slide sets until all kits have been graded.

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- A few months after the conclusion of the grading session, you will receive a written summary of your performance that includes your accuracy (how well you followed the standards) and productivity (did you complete grading your assigned number of slide sets).

1. You are employed at/in [(√) check all that apply]

- | | |
|--|--|
| <input type="checkbox"/> Commercial Laboratory | <input type="checkbox"/> Private Laboratory |
| <input type="checkbox"/> Forensic Lab/Autopsy Center | <input type="checkbox"/> Research Laboratory |
| <input type="checkbox"/> Hospital/Medical Center | <input type="checkbox"/> College/University/School |
| <input type="checkbox"/> Industry | <input type="checkbox"/> Vendor |
| <input type="checkbox"/> Military/Government Agency | <input type="checkbox"/> Other _____ |

2. What is your primary position? [(√) check all that apply]

- | | |
|---|--|
| <input type="checkbox"/> Laboratory Director | <input type="checkbox"/> Histologist |
| <input type="checkbox"/> Pathology Manager | <input type="checkbox"/> Educator |
| <input type="checkbox"/> Pathology Supervisor | <input type="checkbox"/> Quality Manager |
| <input type="checkbox"/> Section supervisor _____ | <input type="checkbox"/> Other _____ |

3. From the following list, please check (√) any subspecialty areas that you have experience in.

- | | |
|---|---|
| <input type="checkbox"/> Dermatopathology | <input type="checkbox"/> Pediatric Pathology |
| <input type="checkbox"/> Digital Pathology | <input type="checkbox"/> Quality assurance |
| <input type="checkbox"/> Gastrointestinal Pathology | <input type="checkbox"/> Information technology |
| <input type="checkbox"/> Genitourinary Pathology | <input type="checkbox"/> Continuous quality improvement |
| <input type="checkbox"/> General Surgical Pathology | <input type="checkbox"/> Education |
| <input type="checkbox"/> Immunohistochemistry | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Electron microscopy | |

PLEASE ANSWER ALL QUESTIONS COMPLETELY!!!!

4. Does your laboratory currently participate in the HistoQIP program? If not, has it participated in the past? If so, please describe how the program has contributed to changes in your lab's work processes, policies and procedures or quality assurance practices.

5. What HQIP programs are you familiar with or have been enrolled in previously?

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6. Have you served on any state or national histology or laboratory organizations? If so, please list dates and any offices, appointments or committees.

7. Have you presented a workshop or lectured at the state or national level? If so, please list.

8. Have you previously written articles for publications? If so, please list.

9. Why are you interested in serving as a NSH/CAP HistoQIP grader? Are you interested in joining the NSH/CAP committee once qualified? Please be specific in your response.

10. Are you willing and able to write an original article with original images on human tissue types, histochemical or immunohistochemical stains that references current practices and standards?

11. Do you have experience staining slides and capturing original digital images along with annotations? Are you able to do this to help illustrate your article?

12. Do you routinely perform special stains and IHC? If so, how frequently? How often do you review H&Es, special stains and Immunohistochemically (IHC) stained slides for quality control purposes?

13. Are you responsible for troubleshooting routine H&E, IHC and special stains in your lab? If so, please give examples.

14. Are you familiar with In Situ Hybridization (ISH)? If so, please list your overall experience, and how often you perform/have performed these assays.

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15. Are you familiar with digital pathology? If so, please list your experience with the specific scanners and applications you have used. What case types has your institution implemented for scanning (primary diagnosis, secondary diagnosis, frozen section, image analysis, etc.)?

16. How do you stay current with new technical and quality control-related processes that are emerging in the histology field?

17. Are you able to attend two weekend grading sessions per year (April and September) to be held in Chicago? Are you willing to read and study all orientation materials sent to you prior to your arrival for the grading session?

18. Do you understand that this is a volunteer appointment, and you will not receive any honorarium beyond coverage of your travel costs, accommodations, and a per diem to cover food? Please be prepared to grade slides all weekend. Plan flights accordingly as some grading might be needed on Sunday.

Applications and resumes must both be submitted by December 31st of each year to be considered for that year's grading session. Late submissions or incomplete applications/resumes will not be considered. You must be a NSH member for at least one year prior to applying to become a grader. Please review the general grader criteria listed on the first page to ensure you are qualified to participate.

Please send (via email), your completed application and curriculum vitae to all individuals listed below.

Aubrey Wanner, NSH Chief Executive Officer
aubrey@nsh.org

Michael LaFriniere, HT(ASCP), NSH/CAP HistoQIP Committee
Michael.lafriniere@ccplab.com

Jeannette Mitchell, HTL(ASCP), QIHC, NSH/CAP HistoQIP Committee
Jeannette.mitchell@yahoo.com

Name (electronic signature is acceptable)

Date

Thank you for your interest in serving as an NSH HistoQIP grader.