

Standards of Accreditation for Areas of Focused Competence Programs in Cytopathology

Publication date: November 1, 2019



INTRODUCTION

The *Specific Standards of Accreditation for Areas of Focused Competence (AFC) Programs in Cytopathology* are a national set of standards maintained by the Royal College of Physicians and Surgeons of Canada for the evaluation and accreditation of Cytopathology AFC programs. The standards aim to provide an interpretation of the *General Standards of Accreditation for Areas of Focused Competence Programs* as they relate to the accreditation of AFC programs in Cytopathology, and to ensure these programs adequately prepare trainees to meet the health care needs of their patient population(s) upon completion of training.

The standards include requirements applicable to AFC programs and learning sites and have been written in alignment with the standards organization framework used in the general standards that aims to provide clarity of expectations, while maintaining flexibility for innovation.

These standards are intended to be read in conjunction with the *General Standards of Accreditation for Areas of Focused Competence Programs*, as well as the discipline-specific documents for Cytopathology. In instances where the indicators reflected in the *General Standards of Accreditation for Areas of Focused Competence Programs* have been modified within this document to reflect a discipline-specific expectation, the indicator as reflected in this document takes precedence.

STANDARDS

DOMAIN: PROGRAM ORGANIZATION

The *Program Organization* domain includes standards focused on the structural and functional aspects of the AFC program, which support and provide structure to meet the general and discipline-specific standards of accreditation for AFC programs.

STANDARD 1: There is an appropriate organizational structure, leadership and administrative personnel to effectively support the AFC program, teachers and trainees.

Refer to Standard 1 and its various components within the *General Standards of Accreditation for Areas of Focused Competence Programs*.

DOMAIN: EDUCATION PROGRAM

The *Education Program* domain includes standards focused on the planning, design, and delivery of the AFC program, with the overarching outcome to ensure that the AFC program prepares trainees to be competent for practice in the discipline.

STANDARD 2: Trainees are prepared for independent practice in the AFC discipline.

Refer to Standard 2 and its various components within the *General Standards of Accreditation for Areas of Focused Competence Programs* in addition to the indicators detailed below.

Element 2.1: The AFC program is designed to facilitate trainees' attainment of the required competencies.

Requirement(s)	Indicator(s)
2.1.1: The AFC program's design and delivery is based on the standards of training for the AFC discipline.	2.1.1.6: The educational experiences include a formal teaching program in Cytopathology that draws on expertise from Anatomical Pathology or General Pathology. 2.1.1.7: Cytopathology faculty have an active role in curriculum development.

STANDARDS OF ACCREDITATION FOR AREAS OF FOCUSED COMPETENCE
PROGRAMS IN CYTOPATHOLOGY
NOVEMBER 2019

Element 2.2: There is an effective, organized system of trainee assessment.

Requirement(s)	Indicator(s)
2.2.1: The AFC program has a planned, defined and implemented system of assessment.	<p>2.2.1.3 (modified): The system of assessment includes identification and use of appropriate assessment tools tailored to the experiences and competencies being assessed. The methods include:</p> <ul style="list-style-type: none">• a Royal College Cytopathology logbook;• de-identified consultation reports or Royal College Cytopathology laboratory encounter cards;• oral and in-training exams;• <i>In-training Evaluation Reports (ITERs)</i>;• Royal College Cytopathology multisource feedback assessments;• teaching assessments; and• written assessments. <p>2.2.1.4: Trainees complete a <i>Competency Portfolio for the Diploma in Cytopathology</i>.</p>

DOMAIN: RESOURCES

The *Resources* domain includes standards focused on ensuring that the AFC program's clinical, physical, technical, financial, and human resources are sufficient for the delivery of the education program and, ultimately, to prepare trainees for practice in the discipline.

STANDARD 3: The delivery and administration of the AFC program is supported by appropriate resources.

Refer to Standard 3 and its various components within the *General Standards of Accreditation for Areas of Focused Competence Programs* in addition to the indicators detailed below.

STANDARDS OF ACCREDITATION FOR AREAS OF FOCUSED COMPETENCE
PROGRAMS IN CYTOPATHOLOGY
NOVEMBER 2019

Element 3.1: The AFC program has the clinical, physical, technical, and financial resources to provide all trainees with the educational experiences needed to acquire all competencies.

Requirement(s)	Indicator(s)
<p>3.1.1: The patient population is adequate to ensure that trainees attain required competencies.</p>	<p>3.1.1.1 (modified): The AFC program consistently provides access to the volume and diversity of patients and laboratory specimens appropriate to the AFC discipline for all trainees.</p> <p>3.1.1.2: The volume and diversity of patients available to the AFC program are sufficient to support trainee acquisition of knowledge, skills, and attitudes relating to population aspects of age, gender, culture, and ethnicity, appropriate to Cytopathology.</p> <p>3.1.1.3: The AFC program provides access to adequate numbers of gynecological specimens from screening populations and colposcopy programs as well as non-gynecological specimens, including exfoliative samples, urine samples, and other fluids.</p> <p>3.1.1.4: The AFC program provides access to adequate numbers of fine needle aspirations (FNAs) from superficial and deep sites to provide the trainee with experience in the interpretation of the samples and performance of FNAs of superficial body sites.</p>
<p>3.1.2: Clinical and consultative services and facilities are effectively organized and adequate to ensure that trainees attain the required competencies.</p>	<p>3.1.2.5: The AFC program has access to a cytopathology laboratory that participates in competency assessment programs.</p> <p>3.1.2.6: The cytopathology laboratory provides consultative services for cytopathology specimens.</p> <p>3.1.2.7: The AFC program has access to an outpatient clinic where superficial fine needle aspirations are performed.</p> <p>3.1.2.8 (Exemplary): <i>The cytopathology laboratory has access to preparatory facilities.</i></p> <p>3.1.2.9 (Exemplary): <i>The AFC program has access to a laboratory offering ancillary studies which include flow cytometry, molecular techniques, and immunocytochemistry.</i></p>
<p>3.1.3: The AFC program has the necessary financial, physical, and technical resources.</p>	<p>3.1.3.2 (modified): Trainees have appropriate access to adequate facilities and services to conduct their work, including on-call rooms, workspaces, internet, a computer with access to email, a laboratory information system, and patient records.</p> <p>3.1.3.5: The AFC program has access to scientists and researchers at the institution for collaborative research opportunities.</p> <p>3.1.3.6: Trainees have access to a microscope.</p>
<p>3.1.4: There is appropriate liaison with other programs and teaching services to ensure that trainees experience the breadth of the discipline.</p>	<p>3.1.4.2: The university sponsors an accredited program in Anatomical Pathology or General Pathology.</p> <p>3.1.4.3 [Exemplary] <i>The cytopathology service liaises with departments of anatomical pathology or general pathology, diagnostic imaging, medical and surgical services, including but not limited to: oncology, obstetrics and gynecology, pediatrics, and endocrinology.</i></p>

STANDARDS OF ACCREDITATION FOR AREAS OF FOCUSED COMPETENCE
PROGRAMS IN CYTOPATHOLOGY
NOVEMBER 2019

3.1.4.4: There are regular departmental or interprofessional conferences where cytopathology findings are discussed with referring services.

Element 3.2: The AFC program has the appropriate human resources to provide all trainees with the required educational experiences.

Requirement(s)	Indicator(s)
3.2.1: Teachers appropriately implement the curriculum, supervise and assess trainees, contribute to the program, and role model effective practice.	3.2.1.1 (modified): The number, credentials, competencies, and scope of practice of the teachers are adequate to provide the breadth and depth of the discipline, including required clinical teaching, academic teaching, appropriate research, and assessment and feedback to trainees; at least two of the faculty pathologists have completed formal training in cytopathology, or have at least two years' experience in cytopathology. 3.2.1.4: The AFC director has demonstrated specialty expertise in cytopathology and a minimum of two years in clinical cytopathology practice. 3.2.1.5: Cytopathology faculty have a university appointment or affiliation.

DOMAIN: LEARNERS, TEACHERS, AND ADMINISTRATIVE PERSONNEL

The *Learners, Teachers, and Administrative Personnel* domain includes standards focused on safety, wellness, and support for learners and teachers.

STANDARD 4: Safety and wellness are promoted throughout the learning environment.

Refer to Standard 4 and its various components within the *General Standards of Accreditation for Areas of Focused Competence Programs*.

STANDARD 5: Trainees are treated fairly throughout their progression through the AFC program.

Refer to Standard 5 and its various components within the *General Standards of Accreditation for Areas of Focused Competence Programs*.

STANDARD 6: Teachers effectively deliver and support all aspects of the AFC program.

Refer to Standard 6 and its various components within the *General Standards of Accreditation for Areas of Focused Competence Programs*.

DOMAIN: CONTINUOUS IMPROVEMENT

The *Continuous Improvement* domain includes standards focused on ensuring a systematic approach to the evaluation and improvement of the AFC program.

STANDARD 7: There is continuous improvement of the educational experiences to improve the AFC program and ensure trainees are prepared for independent practice in the discipline.

Refer to Standard 7 and its various components within the *General Standards of Accreditation for Areas of Focused Competence Programs*.

Drafted – Area of Focused Competence discipline committee and Office of Specialty Education
October 2019

Approved – based on the version approved by the Office of Specialty Education in February 2019