

Pathology Clinical Ladder Requirements

MT I or Path Spec I

- Able to perform basic clinical testing procedures with routine workloads and works under the direction of more senior staff for a minimum of 12 months and a maximum of 24 months

- Must complete 6 continuing education hours per fiscal year

MT II or Path Spec II

- Minimum 12 months of clinical experience

- Satisfies requirements of MT/Path Spec I Job Description

- MT ASCP or equivalent certified, or possesses ASCP or equivalent categorical certification

- Must complete 10 continuing education hours per fiscal year

MT III or Path Spec III

- Minimum of 4 years of clinical experience

- Satisfies requirements of MT/Path Spec II

- Participating member beyond membership of a professional organization or of a VCU Department of Pathology committee. For example, contributing to a newsletter, ad hoc member of a committee, attends meetings, actively engaged in some form of administration or holds an office.

- Prepare and present one continuing education annually. Presentation may be given internally (i.e. staff meeting, etc.) or externally (i.e. RSCLS, etc.) and can be either an oral presentation, poster, article or the development a training module with post-test.

- Must complete 18 continuing education hours per fiscal year for two years.

MT IV or Path Spec IV

- Minimum of 5 years clinical experience

- Satisfies requirements of MT/Path Spec III

- Possesses broad technical skills in multiple areas of the laboratory

- Active participation in protocol development, assay validation and/or process improvement projects throughout the laboratory

- Must complete 20 continuing education hours per fiscal year for two years.

Virginia Commonwealth University Health System Pathology Clinical Ladder

The Pathology Clinical Ladder will provide eligible VCU Department of Pathology employees with an opportunity to be recognized and rewarded for professional development and development of technical skills. It is a voluntary process to encourage our staff to assume higher levels of responsibility without transitioning to management positions. It is our hope that this ladder will encourage professional pride, promote a team management concept and result in greater job satisfaction for our staff.

Purpose

Laboratory services at VCUHS are dedicated to excellence in patient care, education and research. In recognition of the sophisticated levels of practice required to fulfill this commitment, a clinical ladder was created to support the professional and clinical development of Pathology employees.

Objectives

The objectives of the clinical ladder are to (1) improve the quality of laboratory service and increase the satisfaction of patients, physicians, nurses and other members of the healthcare team; (2) to encourage professional development of the laboratory staff and provide recognition of accomplishments; (3) to increase the number of technically expert staff who can support complex services; and (4) to implement a strategy that will stabilize the laboratory workforce and reduce the cost associated with high staff turnover rates.

Description

The Clinical Ladder has four levels. Within each level there are four domains with progressively complex behaviors and responsibilities. The four domains are Professional Development/Education, Clinical Operations, Leadership/Problem Solving and Quality.

Advancement for the MT/PS I level is based on self-assessment and a management assessment of technical level of practice. Progression from MT/PS I to MT/PS II does not require a formal challenge and is mandatory within 24 months of employment.

Advancement for all other levels is (1) voluntary and (2) requires the individual staff member to prepare a comprehensive portfolio illustrating how their level of expertise adheres to specific, well-defined elements. Portfolios are submitted to a review board. After being approved to either the MT/PS III or IV level, the employee must maintain compliance with the requirements of the current job description.

Notice of Intent Due	Portfolio Due	Challenge Cycle Month
February 1 st	March 1 st	March-April
July 1 st	August 1 st	August-September
October 1 st	November 1 st	November- December

Guidelines for Eligibility

1. Must be an employee of VCU Health System or MCV Physicians.
2. Must be employed for 24 months as a benefited position for a minimum of 20 hours per week.
3. Must have 80% clinical related experience in their job responsibilities. Medical Technologist and Pathology Specialist supervisors and education coordinator positions are not eligible to challenge the ladder.

Last Updated: 2.2.2021

4. The most recent performance appraisal must have an overall rating of fully meets or above. The performance appraisal must have no individual rating of less than fully meets.
5. Must have no disciplinary action (DAF) within the previous 12 months prior to challenging the Clinical Ladder.
6. A MT/PS who has advanced to the MT/PS II level must complete two years at that level before turning in notice of intent to challenge.
7. A MT II/PS II who has advanced to the MT/PS III level must complete one year at that level before turning in notice of intent to challenge.

Selection Process and Review Board

The Review Board will evaluate clinical ladder challenge candidates. The Review Board is an open board, with a minimum of 5 voting members and additional non-voting members. The voting members consist of available managers and supervisors from different lab areas, and an additional AD HOC member, if needed to allow representation by any area with a challenge candidate. The non-voting members consist of the Board Chair (Director of Laboratory Operations) and Board Administrator (Pathology Personnel Manager). The Lab manager and/or the Director of the challenger will also be non-voting members of the board. Human Resources Classification and Compensation will be fully appraised of all challenges. In cases where all board members cannot participate, there will be a minimum of five board members for each portfolio review.

The Board will first review the candidate's portfolios to identify the elements are met in each domain. All of the elements in each domain require a minimum average score of three (3 - proficient). The second step is a personal interview that will also be conducted by the Board. The Board will then decide whether or not to recommend the applicant for advancement based on the portfolio and interview scores. Each candidate will receive specific feedback regarding his/her technical strengths and weaknesses. Candidates who are not recommended for advancement should utilize this feedback and guidance from a mentor (manager or supervisor) to further prepare them for a future challenge cycle.

Application Process

Eligible employees who are applying for advancement to the MT/PS III or IV should complete the following steps and submit the necessary documentation listed below.

1. Notice of Intent:
 - Discuss your intention to apply for advancement with your manager or supervisor.
 - Submit the letter of intent to your section manager. No late submissions will be accepted.
2. General Instructions
 - Gather self-evaluation checklists, MT/PS III and IV job descriptions and other items needed
3. Portfolio Submission
 - Submit seven (7) copies of your portfolio to the Board Administrator by the due date.
 - The portfolio will not be accepted if it is late or not complete. The portfolio will be returned within 1 week and will not be further reviewed during that challenge cycle.
 - All handwritten original documents must be included. All sections of the portfolio should be legible. Typed renditions of handwritten documents are encouraged.

Review Cycle

- The clinical ladder process is confidential. The board, as well as the applicant, is expected to maintain confidentiality throughout the review cycle.
- Each board member will carefully review portfolios submitted. The board members will not discuss individual portfolios with each other.

- The applicant will be interviewed by the board to answer any questions the board members may have regarding information in the portfolio.
- Final scoring will be completed after the interview and will be based on the portfolio and the interview.
- The Board Chair will review the scores submitted at the board review meeting, determine if the applicant successfully challenged, and if applicable, forward required paperwork to Human Resources.
- *Upon completion, if successful, you will be required to sign a new job description and maintain tasks and technical skills.*

Notice of Intent

To challenge the VCUHS MT/PS Clinical Ladder:

- I would like to be reviewed for advancement to the level of _____ in the VCUHS MT/PS Specialist Clinical Ladder.
- I certify that I am currently actively employed by VCUHS as a benefited employee in the Department of Pathology and that I currently work 20 or more hours per week.
- I certify that I have reviewed the entire Clinical Ladder document and the corresponding job descriptions. I understand the requirements for submitting a portfolio to challenge the next level of the ladder including the expectation of utilizing personal time and work time is not guaranteed for preparation of my portfolio.
- I understand that it is my responsibility to ensure that my portfolio including all documentation necessary for the panel review is completed and turned in to the Board Administrator by the appropriate deadline for portfolio submission and that no late submissions will be accepted.
- I authorize the VCUHS Pathology Clinical Ladder Review Board to request any additional information, including review of my personnel file, which is relevant to their evaluation and decision about my application to advance.
- I certify that all of the information is accurate and is my work only. I will give credit to any individual who has contributed to this portfolio.
- I understand that this entire process is to remain confidential.
- I authorize the VCUHS Pathology Clinical Ladder Review Board to publish any portion of my portfolio, for educational purposes, provided confidentiality is maintained.

Signature

Date

Name (Print)

Employee #

Authorize, Acknowledge and Approve Intent to Challenge Pathology Clinical Ladder

Manager Signature

Manager Name (Print)

Date

Laboratory Director Signature

Laboratory Director Name (Print)

Date

Portfolio Components

Your portfolio must demonstrate an ongoing level of practice consistent with the level of challenge. You may use other evidence from the two years prior to the challenge date as appropriate. The evidence supplied to the board should demonstrate that you meet all behaviors outlined for the appropriate challenge level. Falsification of any documentation will disqualify you from the Pathology Clinical Ladder challenge process and may result in disciplinary action.

Presentation Summary Forms are available for you to record the professional presentations you have given. The Presentation form is used to describe the format (department in-services, department grand rounds, poster presentation, etc.) of the presentation, the target audience (department, peers, students, residents, regional, state or national conference, etc.) and the material presented.

Speaker Evaluation forms, letters from course organizers, posters, handouts, an abstract form, course brochures and/or other supporting evidence describing the quality of your presentation are to be included in your portfolio. Alternative forms may also be used if desired but should contain similar information to the forms provided on the following pages.

Please place the documents in the following order in separate binders for each board member:

1. **Table of contents**
2. **Notice of intent**
3. **Challenger Checklist**
4. **Performance Evaluation**

Please submit a copy of your most recent performance evaluation from Talent Compass.

5. **Curriculum Vitae Format**

▪ Name
▪ Address
▪ Education
▪ Work/Professional Experience
▪ Professional Associations/Certifications
▪ Lectures and Presentations
▪ Honors and Awards
▪ Publications
▪ Research

6. **Recommendation Letters**

1. **Section Director and Manager Letter (within last 6 months):**

1 Lab Section Director Letter

1 Manager Letter

2. **Peer Evaluation Letters:**

2 peers at an equal or higher level (job title)

7. **Evidence of Professional Advancement**

This section is used to demonstrate you have fulfilled requirements to challenge Pathology Clinical Ladder. Requirements for each level is listed on page 1 of the Pathology Clinical Ladder.

8. **Continuing Education**

Documentation of attendance hours (depending upon level challenged) of continuing education experiences for the past two fiscal years are required. These experiences should be related to your area of clinical testing. Document with a printout of your ASCP transcript or certificates of completion

MT/PS III Challenger Checklist

Evidence of Professional Advancement

- Minimum of 4 years of Clinical experience AND 2 years' experience at the MT/PS II
- Participating member beyond membership of a professional organization or of a VCU department of Pathology committee
- Prepare and Present one CE annually
- Completed 18 hours of CEs per fiscal year

Application Process

- Letter of Intent submitted and discussed with Manager
- Review job description of the level being challenged
- Portfolio Assembled in a binder according to Guidelines and table of contents
- Submittal of 7 copies of Portfolio

MT/PS IV Challenger Checklist

Evidence of Professional Advancement

- Minimum of 5 years of Clinical experience AND 1 year experience at the MT/PS III
- Participating member beyond membership of a professional organization or of a VCU department of Pathology committee
- Prepare and Present one CE annually
- Completed 20 hours of CEs per fiscal year
- Active participation in protocol development, assay validation and/or process improvement projects throughout the laboratory

Application Process

- Letter of Intent submitted and discussed with Manager
- Review job description of the level being challenged
- Portfolio Assembled in a binder according to Guidelines and table of contents
- Submittal of 7 copies of Portfolio

Employee Signature _____ Date _____

Manager Signature _____ Date _____

Presentation Summary Form	
Date:	
Speaker Name:	
Topic/Title:	
Location:	
Number of Attendees	
Audience Demographic (Techs, Residents, Supervisors, etc.)	
Purpose of Presentation (Circle one)	<ol style="list-style-type: none"> 1. Presenting/Sharing course information 2. Researching a "new" area to gain knowledge 3. Asked to present in-service in area of expertise 4. Other-Please specify
Brief Summary of Presentation	

SPEAKER EVALUATION

Presenter's Name _____ Date: _____

Topic/Title _____

1. Style of Delivery – Did the speaker communicate the material effectively, offer clear and concise explanations, and use an appropriate delivery style?

Excellent	Good	Fair	Poor
4	3	2	1

2. Use of Teaching Aids? – Were the aids appropriate and were they clearly labeled so that their content was immediately obvious?

4	3	2	1
---	---	---	---

3. Organization – Did the presenter organize the material in the coherent manner?

4	3	2	1
---	---	---	---

4. Research and Preparation – Did the presentation show adequate research and preparation of the subject?

4	3	2	1
---	---	---	---

5. What did the presenter do well? _____

6. In what area do you feel the presenter needs the most improvement, if any? _____

7. Do you consider yourself experienced in the area the speaker presented?

Excellent	Moderately Experienced	Limited Experienced	No Experience
4	3	2	1

8. Will the speaker's information impact on your clinical practice? ____Yes ____No

9. Did the in-service provide you with additional knowledge in the subject presented?

____ Yes ____ No ____ Helpful Review

10. Any additional comments?