

# **Policy and Procedure**

## **College of American Pathologists Protocols**

### **Objectives:**

**To ensure 90 percent of pathology reports include all scientifically validated data elements of the appropriate checklists specified by the CAP protocols.**

### **STEPS:**

- A. Physicians in the Pathology Department are in-serviced to include the scientifically validated data elements as outlined in the CAP protocols.
- B. Monthly pathology reports are reviewed by the Pathology Department for the data elements.
- C. Missing data elements are corrected by the pathologists before the reports are printed to the Tumor Registry.
- D. Minimum of 10% of analytic caseload must be reviewed or (up to 300) for the data elements as outlined in the protocol
- E. Oncology Committee meeting reviews a minimum of 25 path reports from different sites for compliance and the findings and the reports are documented in the minutes.

### **FOLLOW-UP STEPS**

- F. The results are discussed in the meeting. The missing data elements are up-dated and reported in the following meeting.