



**National Society for Histotechnology – Histology Quality Improvement Program
Grader (HistoQIP) Application**

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 annually** (due December 31st), this **NSH Application along with your current curriculum vitae** to the email address listed on the last page of this application. If you are unsure of your ability to meet volunteer obligations, please refrain from applying for service until your professional and personal schedules will allow you to fully participate.

Your completed application and CV will be referred to the HistoQIP committee for review and consideration. Applications will be considered in the year that they are received, if the applicant is not accepted as a grader, the application will be held for one year and reconsidered the following year. After this time resubmission is required. Incomplete applications will not be considered. All submitted materials become the property of the NSH /CAP and will not be returned.

Grader applicants found to not meet the criteria will be notified by the HistoQIP committee chair or a NSH committee representative. Grader applicants accepted and approved by NSH HistoQIP committee will be submitted by to the CAP for final approval. At this time a full disclosure form will be required to be completed and submitted to CAP.

Grader criteria:

- Must be and maintain NSH active member in good standing status.
- Must have knowledge of tissue identification and histology.
- Must have experience in both histochemical and immunohistochemical techniques.
- Must have ability to access both histochemical and immunohistochemical stained slides.
- Must have ability to attend meetings in Chicago, two weekends per year.
- Must be willing to write an educational article, when requested by HistoQIP committee. Must meet required submission target dates.
- 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.

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- Must have the ability to learn digital and molecular pathology.
- Must have a variety of laboratory experience (clinical/ research)

1. You are employed at [(√) 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"/> Educator |
| <input type="checkbox"/> Pathology Manager | <input type="checkbox"/> Quality Manager |
| <input type="checkbox"/> Pathology Supervisor | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Section supervisor _____ | |
| <input type="checkbox"/> Histologist | |

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

- | | |
|---|---|
| <input type="checkbox"/> Dermatopathology | <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 | |

4. Does your laboratory participate in the HistoQIP program?

5. Why are you interested in serving on the NSH/CAP HistoQIP grader committee?

6. Are you willing and able to write an original article on any tissue type, histochemical or immunohistochemical stain? The article must contain references to current guidelines and standards as well as textbooks and journals.

7. Are you able to stain slides and capture original images along with annotations to illustrate your article?

8. How often do you review routine, special and immunohistochemistry stained slides for quality control?

9. Are you able to attend two weekend grading sessions per year (April and September) held in Chicago?

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10. Do you understand that this is a voluntary position and you will not receive any honorarium beyond your travel costs, accommodation and a per diem to cover food?

Acceptance as a grader does not guarantee that an approved grader will be accepted to grade at the current grading session. Spaces for graders are limited and acceptance to grade is based on first response of approved graders to the grading session invitation, sent by email from the CAP office.

Graders are required to follow a standardized grading process and maintain a high level of quality during the grading session. Each grader is required to attend an educational session prior to the start of each grading session, regardless of the grader's education or experience. Failure to attend this session can result in the grader not being allowed to grade slides. Each grader must also individually complete three slide test sets. Results from these test sets are compared to the other graders at the session and all graders including committee members must have results that fall within an acceptable range. Results (high or low) that fall outside the acceptable range are reviewed by the HistoQIP committee. The grader will be notified by the committee chair when results fall outside the acceptable range and will be provided with suggestions for improvement. Two consecutive scores outside the acceptable range may result in the removal of the grader from the approved grader list.

Application must be submitted by December 31st of each year to be considered for that year's grading panel.

Please send (via email), your completed application and curriculum vitae to

Sharon Kneebone – NSH Executive Director
email: sharon@nsh.org

and

Jeannette Mitchell
jeannette.mitchell@uvmhealth.org

Name (electronic signature is acceptable)

Date

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

NSH HistoQIP Grader Application Form