DEPARTMENT OF PATHOLOGY AND LABORATORY MEDICINE

2018-2019 GUIDELINES
GRADUATE STUDENTS IN M.CI.Sc – PATHOLOGISTS’ ASSISTANT PROGRAM

Department of Pathology and Laboratory Medicine
Schulich School of Medicine & Dentistry
Western University
Master of Clinical Sciences Pathologists’ Assistant Program

Receipt of

Outline of Criteria for Graduation

This is to confirm that, I understand that in order to graduate from the Masters of Clinical Sciences Pathologists’ Assistant Program.

I have to;

- Pass all courses in year 1(unless exempted) with a minimum average of 70%.
- Complete all rotations with “Meets Expectations” evaluation in year 2
- Pass all oral examinations in year 2 at the end of each rotation
- Satisfactory complete the Research Project and present the data at the Pathology and Laboratory Medicine Research Day
- Abide by all the rules and the regulations as required by the PA - Graduate Education Committee, Department of Pathology and Laboratory Medicine, and Western University.

Student Name
(Print) ________________________________

Student Signature ________________________________ Date: ____________________

Please return your signed form to Tracey Koning, 4044 Dental Sciences Build, by September 28th.
Masters of Clinical Sciences Pathologists’ Assistant Program

Student Handbook/Guidelines Agreement

In signing this document, I acknowledge that the contents of the Student Handbook and Guidelines have been presented to me by the Masters of Clinical Sciences Pathologists' Assistant Program. In addition to the presentation, I have read and reviewed the manual and understand that I am responsible for the contents therein.

Student Name (print)

Student Signature

Date

Please return your signed form to Tracey Koning, 4044 Dental Sciences Build, by September 28th.
Essential Function to Satisfy Program Requirements

Admission to and completion of the M.Cl.Sc. degree in the Masters of Clinical Sciences Pathologists’ Assistant Program signifies that the holder has obtained minimum competencies in specific areas of anatomic pathology (as outlined) laboratories. The student must possess certain abilities and skills to function effectively and meet the safety and technical requirements in a broad variety of classroom, laboratory and clinical settings and that the graduate must have the knowledge and skills to function in a wide variety of laboratory situations and to perform a wide variety of procedures.

Students must have somatic sensation and the functional use of the senses of vision and hearing, the sense of equilibrium, smell, and taste as the candidate’s diagnostic skills will be lessened without such abilities. Additionally they must have sufficient motor function to permit them to carry out the activities described in the specific sections. They must be able to consistently, quickly, and accurately integrate all information received by whatever sense(s) employed, and in addition must have the intellectual ability to learn, integrate, analyze, and synthesize data.

A student of this program must have skills of observation and communication, and motor, conceptual, integrative, quantitative, behavioral, and social abilities. Many handicaps can be accommodated reasonably and without undue hardship in certain of these areas but a student should be able to perform in a reasonably independent manner. The purpose of this document is to act as a guideline for the capabilities and skills needed in a student for this program. The essential requirements presented in this document are pre-requisite for admission, academic advancement, and graduation from the Masters of Clinical Sciences Pathologists’ Assistant Program. For admission, and progression and graduation from this program, the student should have the ability to meet the Program’s Essential Requirement Functions, without accommodation or with reasonable accommodation.

1. Observation:

A student must be able to observe accurately close up and at a distance and describe anatomic features and the appearance of tissues. Visual skills are necessary to observe tissues in normal and in pathological states. The student must be able to observe demonstrations and participate in examinations, dissections and processing of specimens. The student must be able to use a variety of tools, equipment and chemicals in order to consistently and accurately prepare specimens. Observation further requires the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.

2. Communication:

A student should be able to speak, to hear, and to observe people in order to elicit information and perceive nonverbal communications such as facial changes, gesturing and posturing. A
student must be able to communicate effectively and efficiently in oral and written form with physicians, faculty, fellow students, staff, patients, families and other members of the health care team. Communication includes speaking and listening, reading and writing, in English. The student must be able to make accurate and appropriate entries in medical records, documents and reports, and to understand and implement instructions in a complete and timely manner working alone or with others. A student must also be able to describe characteristics or the appearance of tissues and detect and interpret sounds necessary to ensure safety in a clinical or laboratory facility.

3. Sensory and Motor Coordination and Function.

A student must have sufficient sensory and motor function to execute movements required to conduct laboratory procedures in all phases of autopsy performance and dissection of surgical specimens. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision. A student must be able to: lift heavy objects, carry heavy objects, pull, push, reach and bend while performing autopsy and dissection of surgical specimens. A candidate must be able to perform laboratory protocols, work with standard laboratory materials, reach and manipulate equipment and tools, and put on and remove personal protective equipment. This requirement also includes but is not limited to the use of an electronic keyboard. He/she must be able to complete the autopsy protocol including photography, coding of specimens and filing of reports. In association with the pathologist the candidate must possess the skills to dissect surgical specimens and prepare tissues for microscopic examination including the preparation of frozen and permanent sections for light, electron and immunofluorescent microscopy. The candidate must also possess the motor skills necessary to operate specific instruments and perform special techniques as directed by the pathologist. Therefore the student must be able to move freely and safely about a laboratory and reach bench tops or shelves. The student must be able to travel to clinical affiliate sites for their practical experience. Furthermore, the student must perform moderately taxing continuous physical work, often requiring prolonged sitting or standing unassisted, for several hours.


A student must be able to measure, calculate, reason, analyze, integrate and synthesize data in a timely manner. Problem solving, a critical skill of the PAs, requires all of these intellectual abilities. A student must be able to identify significant findings from autopsy or gross pathology and retain and recall and apply the concepts in an accurate and timely manner. In addition, the student must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. He/she must have the mental ability to assimilate, learn and communicate large volumes of complex, technically detailed information in a timely manner.
5. Behavioral and Social Attributes.

A student must possess the emotional maturity and health required for full use of their intellectual abilities, the exercise of good judgment, self control and the awareness of the importance of the responsibilities of a Pathologists' Assistant. They need to promptly complete the specimen assessment and provide accurate documentation of procedures. The candidate is expected to behave and develop relationships in a mature, sensitive and professional manner with patients, families and members of the health care team. A student is expected to accept appropriate suggestions and criticism and to take corrective or remedial measure when appropriate. A student must act with integrity, concern for others and respect for the dignity of the profession. They must be able to adapt to changing environments and deal with physically and mentally taxing workloads. He/she needs to be able to obtain information, process it and prioritize activities effectively and collaboratively. The student must be able to critically evaluate his/her own performance, accept constructive criticism, and investigate avenues to improve. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and educational process.

6. Applicants with Disabilities and Enrolled Students with Disabilities

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) seeks to remove barriers and achieve accessibility for persons with disabilities in a number of key areas. More than 15% of Ontarians have a disability – more than 1 in every 7 people. Under the AODA, the Province of Ontario requires public sector organizations in Ontario to meet certain standards for customer service, information and communications, employment, transportation and the design of public spaces. For Western, the expectations of the AODA are very consistent with Western’s commitment to creating and maintaining a barrier-free community for all who come to Western to learn, work, visit or access services. By law, Western leaders, faculty, staff, contractors and volunteers are required to complete an accessibility learning program. This will help to ensure that our interactions and practices meet the accessibility standards.

More information on the AODA can be found under: AODA & Standards

The Program will provide reasonable accommodation to applicants with disabilities and to enrolled students with disabilities. An effort will be made to work out potential difficulties as long as this does not pose a threat to the well-being of patients, other students, faculty, other health care team members or the candidate themselves. The Program is not required to make, nor will it make, modifications that would fundamentally alter the nature of the admissions process or the educational program or provide auxiliary aids that present an undue burden on the Program. A student must be able to perform all of the Essential Requirements with or without reasonable accommodations to enroll, continue or graduate in the program. Requests for accommodation should be made in writing to:
I have read the attached Pathologists' Assistant Program Essential Functions and I believe that I am able to accomplish these functions as a student in the Department of Pathology and Laboratory Medicine, Western University, Master of Clinical Sciences Pathologists' Assistant Program.

______________________________________________  __________________
Signature                                                Date

______________________________________________
Print name
1. DEPARTMENT OF PATHOLOGY AND LABORATORY MEDICINE GRADUATE PROGRAM

1.1 Introduction

The Department of Pathology and Laboratory Medicine, Schulich School of Medicine and Dentistry, WU, offers a full-time course- and practicum-based Graduate Program in Pathology leading to the M.Cl.Sc Degree. This is a 2 year program that will fill a gap in the health care setting by training personnel to function as Pathologists’ Assistants and also may prove attractive to those who wish to gain pathology graduate training in a more clinical setting before going on to professional schools or to a research intensive Doctoral Program in Pathology.

1.2 Mission Statement

The Masters of Clinical Sciences-PA program will provide an outstanding education within a research- and clinical- intensive environment, where tomorrow's pathologists' assistants will learn to be academically excellent and socially responsible.

1.3 What is a Pathologists’ Assistant

Pathologists’ Assistants (PAs) are highly trained health professionals who work under the supervision of a medically-qualified pathologist, providing a broad range of services in anatomic pathology. Many of their duties are those previously performed by pathologists. The extra technical skills brought to the laboratory by the PAs, standardize and enhance the overall quality in the practice of anatomic pathology. The decreased time pathologists spend on more routine tasks enables them to maximize their time spent on more complex problems and increase the technical repertoire of the laboratory. The PAs assume major responsibility for the initial examination and dissection of all surgically removed tissues and to a variable extent, for the dissection of bodies during post-mortem examination.
1.4 Goals

The overall goal of the Pathologists’ Assistant (PA) training program in Pathology is to provide students with high quality training in the areas of pathology as needed by PAs. At the conclusion of the training period, students have fulfilled the requirements of the MCISc-PA Graduate Program, Department of Pathology and Laboratory Medicine, Schulich School of Medicine & Dentistry, Western University. The program has been accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) so that our graduates are eligible to write the American Society for Clinical Pathologists (ASCP).

1.5 Program Overview

This is a continuous program of 22 months duration. The students take various courses at the Western University during Year 1 (September to April). In the first two months of Year 2 (May, June), they will rotate through various laboratories of London Health Sciences Centre and perform several related activities (see below). They will rotate through autopsy and gross surgical pathology for a total of 10 months (July to May, Year 2). During year 2 they also complete a pathology research project. During the last two months of year 2, students complete a community hospital rotation.

1.6 Objectives

The objectives below are organized according to the seven competencies of the CanMEDS roles, derived from the Royal College of Physicians and Surgeons of Canada’s Canadian Medical Education Directions for Specialists 2000 project. These objectives are divided into General and Rotation Specific objectives.
2. General Program Objectives

2.1 Medical Expert
The student must:

- Gain knowledge and skills required to function effectively as Pathologist Assistants’, (e.g., general knowledge of anatomy, histology, general and systemic pathology; be able to read and understand the medical record; have the technical skills required to effectively and efficiently assist in autopsies).

2.2 Communicator
The student must:

- Establish a good working relationship with clinical and non-clinical colleagues, and allied health care workers and patient families (as necessary)
- Prepare written documentation that is accurate and legible.

2.3 Collaborator
The student must:

3.1 Interact effectively with all members of the health care team.
3.2 Consult and delegate appropriately.
3.3 Be able to work effectively with community based care providers when appropriate.

2.4 Manager
The student must:

- Be an effective time manager; prioritize personal and professional time to achieve a healthy balance.
- Understand and use information technology effectively, including the performance of literature searches.
- Understand the rationale for and approach to the ordering of laboratory tests; order tests with due regard to minimizing unnecessary testing.

2.5 Health Advocate
The student must:

- Understand the PA’s role in representing the patient’s best interests with respect to disease prevention, and advocating for socio-economic factors to improve health.
- Understand the PA’s role in community intervention with regard to disease prevention.
2.6 Scholar
The student must:

- Accept responsibility for self-learning and self-evaluation.
- Implement an effective personal learning strategy.
- Be able to appraise the literature critically.

2.7 Professional
The student must:

- Demonstrate integrity and respect when dealing with all peers, supervisors and other staff.
- Demonstrate honesty in dealing with colleagues and others.
- Demonstrate compassion for and employ tactful honesty with individuals and their families.
- Be accountable for his/her personal actions.
- Have a high degree of self-awareness and insight, and be able to evaluate himself/herself realistically and on a regular basis.
- Be aware of personal and professional limitations and be willing to seek appropriate help when faced with these.
- Maintain an appropriate balance between personal and professional roles.
- Deal effectively with interpersonal disagreements and conflicts, working for harmonious outcomes.
- Act as an appropriate role model for students and others.
- Be reliable and conscientious in the discharge of professional responsibilities.
- Be aware of the existence of cultural, ethnic and personality differences in his/her own and other’s behavior and responses to situations.
- Be able to accept and evaluate criticism with equanimity and to take appropriate steps to improve as required.
- Practice medicine in an ethically responsible manner that respects the medical, legal and professional obligations of belonging to a self-regulating body.
- Know and understand the professional, legal and ethical issues in the practice of pathology.
- Recognize, analyze and know how to deal with unprofessional behaviors in the practice of medicine, including but not exclusive to health problems such as dementing illness, psychiatric illness or substance abuse, taking into account local and provincial regulations.

These goals and objective are applied to the Scientific Courses taken during Year 1 at Western University and the professional training/courses received during rotations in Year 2 at LHSC, SJHC, Clinical Affiliates in Toronto and Community Hospitals.
3. COURSE REQUIREMENTS

3.1 Required courses for all M.C.I.Sc. students

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<th>Course Number</th>
<th>Title</th>
<th>Term</th>
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<tr>
<td>PATHPA9535</td>
<td>Human Pathology</td>
<td>September – April</td>
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<tr>
<td>PATHPA 9561</td>
<td>Functional Histology</td>
<td>September – April</td>
</tr>
<tr>
<td>PATHPA 9562</td>
<td>Infectious Diseases &amp; Pathology</td>
<td>September – April</td>
</tr>
<tr>
<td>ANAT 9560</td>
<td>Human Anatomy, Embryology</td>
<td>September – May</td>
</tr>
<tr>
<td>PATHPA 9550B</td>
<td>Intro to Forensic Sciences</td>
<td>January – April</td>
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<tr>
<td><strong>PATHPA 9551B</strong></td>
<td>Intro to Forensic Sciences – Special Topic</td>
<td>January - April</td>
</tr>
<tr>
<td>***PHYSIO 2130</td>
<td>Human Physiology</td>
<td>September</td>
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</table>

3.2 Course descriptions

9535 Human Pathology  
1.0 Credit

This is a survey course for students covering, in the first term, fundamental mechanisms of common disease processes. The second term course includes a lecture based discussion of diseases that affect most of the major organ systems of the human body, knowledge of which is important to the practice of Pathology. The lectures will be delivered conjointly with undergraduate students. The PA graduate students will also have to participate in case studies of disease. Lectures, assessment is by written examinations, quizzes
9561 Functional Histology for Clinical Practice 1.0
A detailed study of the microscopic structure of human tissues and organs with emphasis on structure-to-function relationship as applied to the human disease process. Graduate students attend the lectures and microscopic session on a multi-headed microscope with pathology faculty.

9562 Infectious Diseases & Pathology 1.0 Credit
A detailed study of microbiologic organisms and how they cause disease. The course will be divided into two halves. The first half will cover the basics of microbiology and infectious diseases. It will cover the basic organisms and how they produce disease. This will be followed by a series of lectures dealing with the prevention and treatment of infectious diseases. The second half of the course will build on the material learnt in the first half and on the material presented in pathology 3240a. The second half will be a series of presentations by the course coordinator and the graduate students. Each presentation will be based on a specific infectious disease and will cover the etiologies, clinical presentation, diagnosis, lab investigations, treatment and prevention. Lecture, assessment: written examinations and assignment.

9560 Human Anatomy & Embryology 2.0 Credit
A study of human anatomy, embryology and imaging for graduate students. The course consists of dissection and tutorials in gross anatomy, as well as tutorials in embryology. Students should expect to spend at least 6 hours/week in the lab and 2-4 hours/week in tutorials. Imaging will be covered in tutorials and by guest presentations. Offered through the Department of Anatomy & Cell Biology.

9550 (550b) Introduction to Forensic Sciences 0.5 Credit
Examination of the medicolegal framework investigating the nature and circumstance of certain deaths. These forensic investigations involve experts in different disciplines assisting the coroner and police in resolving cases. Forensic pathology examines the effects of disease.
9551 Special Topic Forensic Sciences  0.5 Credit

Students who have taken Pathol 4500B (For Path) within the last two years of study will be exempt from taking Path 9550, but will be required to conduct a literature or systematic review or case study on a selected topic in Forensic Sciences. This will be submitted as a written report and assessed by a Pathology faculty member.

2130 Human Physiology  0.5 Credit

A survey course outlining: the principles of human/mammalian physiology; general properties of the living cell and its internal environment; neural, muscular, cardiovascular, respiratory, gastrointestinal, renal and endocrine systems; metabolism, reproduction and homeostasis.

Lectures, tutorials or equivalent on-line material. Final marks in the course are based on 3 mini-tests (20% each) given throughout the year and a final exam.

Most students at Western University have taken this course as an undergraduate. If a student has not taken this course or an equivalent course in Human Physiology, they will be required to take it as part of their degree.
3.3 Exemption from required courses

A student may submit a request, in writing to the PA-Graduate Education Committee, for exemption from taking any of the Department’s required courses. The request form is on the Western Pathology website. The request must be accompanied by documentation that details the equivalent course. The course documentation may include the course outline or course notes/exams/evaluation scheme. The equivalent course must have been taken within the last 5 years and the student must have received a mark of 80% or above.

Graduate Course Health and Wellness Insert for Graduate Course Outlines

As part of a successful graduate student experience at Western, we encourage students to make their health and wellness a priority. Western provides several on campus health-related services to help you achieve optimum health and engage in healthy living while pursuing your graduate degree. For example, to support physical activity, all students, as part of their registration, receive membership in Western’s Campus Recreation Centre. Numerous cultural events are offered throughout the year. For example, please check out the Faculty of Music web page http://www.music.uwo.ca/, and our own McIntosh Gallery http://www.mcintoshgallery.ca/. Information regarding health- and wellness-related services available to students may be found at http://www.health.uwo.ca/. Students seeking help regarding mental health concerns are advised to speak to someone they feel comfortable confiding in, such as their faculty supervisor, their program director (graduate chair), or other relevant administrators in their unit. Campus mental health resources may be found at http://www.health.uwo.ca/mental_health/resources.html.
4. YEAR1 – SPECIFIC OBJECTIVES

4.1 General
The objective of year 1 is to gain appropriate theoretical knowledge to function as a Pathologists’ Assistant by taking various university courses at Western University.

4.2 Medical Expert
The specific objectives are listed according to:

4.3 Communicator
The student must be able to:

- Communicate effectively (both verbally and in writing) with teachers, other students and academic support staff.
- Demonstrate effective oral and written presentation skills in course assignments.

4.4 Collaborator
The student must be able to:

Work effectively with other students and teachers to solve specific learning objectives.

4.5 Manager
The student must be able to:

Manage his/her time and resources efficiently.

4.6. Scholar
The student must acquire knowledge to pass all the courses.

- The student must demonstrate ability to identify gaps of knowledge and seek appropriate consultation to remedy such gaps.
- The student must incorporate an attitude of scientific enquiry and identify the need for continuous learning.

5. EVALUATION-YEAR 1

5.1 Components of the Evaluation Process Year 1:

The evaluation process will include evaluation of students (by assignments, in-class tests, or examinations), evaluation of individual courses and instructors, and evaluation of the program.

- Evaluation of the student
The student will have to successfully pass course examinations (with a minimum final grade of 70%). The examination process for individual courses is different and may contain multiple choice questions, short answers, essays, assignments, etc.

The students will be made aware of examination and evaluation processes for individual courses at the beginning of each course. These will also be listed in the course outline.

- **Evaluation of the faculty and the Course**
  The student will evaluate each course and faculty instructor(s) using specific forms provided by the department and/or university.

- **Evaluation of the program**
  At the end of each course, students are asked to evaluate the course using Course evaluations which once compiled will be reviewed by the PA-GEC.

*Students will receive a more detailed schedule in with your Clinical Handbook.*

6. **SPECIFIC OBJECTIVES – YEAR 2**

6.1 **GENERAL**
Year 2 objectives have been listed as Rotation Specific Objectives. Such objectives for all rotations in autopsy pathology have been listed together. Rotation specific objectives in gross surgical pathology are arranged according to specific rotations. The objectives build upon each other, i.e., objectives listed for an initial rotation are not re-listed for subsequent rotations, but are presumed to have been completed.

6.2 **Medical Expert**

6.3 **General Lab Rotation (May – June, Year 2)**
*The student must:*

- Be familiar with hospital policies as they are applied to Pathologist’s Assistants
- Be familiar with the use of the hospital information system
- Complete WHMIS, Fire and Safety, and Privacy Training
- Be familiar with the coroner’s office, funeral home, identity units, and the London Court House
- Learn how to cut and stain frozen sections
- Be familiar with various pathology satellite offices and laboratories
- Be familiar with workflow and work processes as they are applied to the autopsy suite and gross pathology laboratory
- Be familiar with ethical issues in pathology
• Be familiar with various educational methodologies

The student will observe the operation of laboratories in Pathology and Laboratory Medicine which includes biochemistry, hematopathology, molecular pathology, microbiology, flow cytometry. They will learn how to cut frozen sections. Arrangements will able be made for the student to visit the London Police Identity Unit, the London Court House and a Funeral Home.

Before initiating their full rotation they will also receive training in WHMIS, medical education methodology, medical ethics, privacy issues and hospital information.

6.4 Autopsy Pathology (July-April)

9570 Autopsy Complete/Incomplete

The students will be taught by hands-on instruction the duties and responsibilities of the Pathologists’ Assistant, including organ examination techniques, tissue selection for microscopy, and autopsy reporting.

The students will also attend Autopsy Rounds. During these rotations, the students are expected to maintain a log in the One45 Web Evaluation System. The students will be assessed on an ongoing basis by the Clinical Preceptor(s). At the end of these rotations they will be examined in an oral examination. They will be given a pass/fail grade.

Each student is expected to actively assist in at least 50 autopsies in the 10 month period.

The student must be able to:
• Extract relevant information from the clinical chart
• Summarize this information orally.
• Use this information appropriately to plan the autopsy
• Assess the validity of consent for autopsy
• Apply appropriate precautions for cases with infectious etiologies
• Cut and block samples appropriately
• Describe orally the gross findings of specimens
• Photograph gross specimens
• Correlate autopsy findings with the clinical, radiologic, laboratory and other data
• Perform the autopsy in a systematic manner
• Collect samples for toxicological, microbiological, cytogenetic, molecular genetic and flow cytometric analysis
• Understand criteria for notification of the coroner
- Perform other autopsy related activities in the autopsy suite

6.5 Gross Surgical Pathology (July – April)

9575 Surgical Gross Anatomical Pathology Complete/Incomplete

Students will be taught by hands-on instruction as to how to perform analysis, descriptions, and dissections of all surgical specimens. This rotation will be supplemented by pathology rounds or small group discussions, as appropriate, to provide students with a complete understanding of the protocols for specimen examination and dissection.

During these rotations, the students are expected to maintain a log in the One45 Web Evaluation System. The students will be assessed on an ongoing basis by the Clinical Preceptor(s). At the end of these rotations they will be examined in viva. They will be given a complete/incomplete grade.

**Each student is expected to become proficient in the gross examination of the following specimens during rotations 1 and 2, Year 2**

**Biopsies**
- Needle (liver, breast, soft tissue, kidney, prostate, heart)
- Endometrial curetting and ablations
- Prostate curetting
- Products of conception
- Skin – punch, shave, curetting, ellipse
- Miscellaneous – GI, cervical, vulval, bladder mucosal
- Lymph node

**Gastrointestinal (GI) System**
- Appendix
- Small bowel resection – benign
- Colonic/rectal resection – benign

**Pancreaticobiliary**
- Gallbladder

**Gynecological (GYN) System**
- Cervical cone biopsy
- Simple hysterectomy – benign
- Salpingo-oophorectomy – benign
Breast
- Lumpectomy

Head and Neck
- Salivary gland resection
- Thyroidectomy
- Parathyroidectomy

Lung
- Lung wedge resection

Bone and Soft Tissue
- Joint resections for degenerative disease

Other
- Amputations for vascular disease
- Splenectomy

Each student is expected to become proficient in the gross examination of the following specimens during rotation 3 and 4, Year 2

GI
- Small bowel resection – malignant
- Colonic/rectal resection – malignant
- Abdominoperineal resection

Liver
- Segmental hepatic resection

Pancreaticobiliary
- Partial pancreatectomy

Gyn
- Hysterectomy – malignant
- Salpingo-oophorectomy – malignant
- Placenta

Breast
- Mastectomy + axillary dissection

Head and Neck
- Radical neck dissection
Lung
- Pneumonectomy
- Pulmonary lobectomy
- Deep soft tissue resection specimen

Other
- Adrenalectomy

Each student is expected to become proficient in the gross examination of the following specimens during rotation 5, Year 2

At this level, students are expected to be able to describe, dissect and block virtually all gross specimens without supervision, but consulting appropriately when necessary. Remaining specimens in which, grossing proficiency needs to be acquired are as follows:

GI
- Esophageal resection
- Gastric resection – benign
- Gastric resection – malignant

Liver
- Liver explant

Pancreaticobiliary
- Whipple’s resection

Gyn
- Vulvectomy
- Radical hysterectomy

Breast
- Needle localization specimen

Head and Neck
- Maxillectomy/mandibulectomy
- Laryngectomy

Bone
- Amputation for malignancy
Genitourinary
- Cystectomy
- Radical prostatectomy
- Suprapubic prostatectomy

Heart
- Valves

Other
- Thymic resection

The student must be able to:
- Describe gross findings orally
- Describe the gross findings in writing
- Appropriately cut and sample surgical specimens
- Apply appropriate precautions for dealing with surgical specimens with established or suspected infectious etiologies
- Handle instruments including sharps safely
- Demonstrate knowledge of the commonly used routine and special histochemical stains
- Use word-processing, database, graphics and presentation programs
- Demonstrate familiarity with the applications of computers to laboratory medicine in general, and anatomical pathology in particular
- Perform other gross pathology related activities

6.6 Community Hospital Rotation (May-June of year 2)
- Apply the knowledge gained in 1.0-1.3 in a community hospital setting under the supervision of a Pathologist or Pathologists’ Assistant
- Continue fulfilling the objectives outlined in 1.0-1.3 as appropriate

6.7 Research Project

9585 Pathology Research Project Complete/Incomplete

Objective
Gain appropriate knowledge and skill to answer the questions proposed in the identified research project.

The course will allow students to conduct an independent research project under the supervision of a faculty member. Potential projects may involve an extensive literature review, a series of case reports, a small clinical or basic research project, investigation of quality
improvement indicators or development of a pathology learning module. Projects will be determined in consultation with a Pathology faculty member.

Independent study and systematic review and analysis of the medical literature, experimental design and analysis, and effective communication skills will be emphasized. Within the pathology laboratories students will be exposed to a number of techniques that are used in modern pathology research (e.g. immunochemistry, FACS, molecular pathology, image analysis, gross and microscopic examination of tissues). Students will be expected to do an Oral/poster presentation at the department's annual research day and are encouraged to present at other meetings as advised by their supervisor(s). Students are also required to submit their written work to their supervisor(s) in journal article format. Students will conduct this activity throughout year 1 and 2.

During the research project students will:

- Develop a familiarity with a variety of methodologies in common use in pathology research laboratories.
- Develop skills in the formulation of a hypothesis and the design and execution of a research project.
- Develop the analytical skills required to conduct research in pathology, perform the associated data presentation and analysis, and derive appropriate conclusions.
- Develop skills in critical evaluation of medical and scientific information.
- Develop skills in oral and written communication.
7.0 Course requirements Table – YEAR 2

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<td>PATHOL 9575</td>
<td>Gross Surgical Rotation</td>
<td>June – June (~12 months)</td>
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<tr>
<td>PATHOL 9570</td>
<td>Autopsy Rotation</td>
<td>June – June (~12 months)</td>
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<tr>
<td>PATHOL 9585</td>
<td>Research Project</td>
<td>January – June (~17 months)</td>
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YEAR 2 – ROTATION SCHEDULE

THIS IS JUST A SAMPLE SCHEDULE ONLY- DETAILS MAY CHANGE

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<th>Student</th>
<th>Orientation May/June LHSC</th>
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<th>Aug</th>
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LONDON:
A: Surgicals, London Health Sciences Centre
B: Autopsy, LHSC

TORONTO:
C: Surgicals, Mt. Sinai – need 6 months total training time (3 pairs of students would each visit for 2 months)
D: Autopsy, Toronto Forensic Unit- need 6 months total training time (3 pairs of students would each visit for 2 months)
E: Sick Kids, Toronto – need 3 months total training time (3 pairs of students would each visit for 1 month)
7.1 Knowledge Base

The student should continue reading a standard textbook of Pathology such as “Robbins Basic Pathology” 10th edition, by Kumar, Abbas & Aster, Saunders-Elsevier, 2017

The student should also read around current autopsy and surgical cases in a book such as Robbins, in addition, to a standard surgical pathology textbook such “Diagnostic Surgical Pathology” Vol. 1, 2 and 3 by Sternberg, SS.

7.2 Communicator
The student must:

- Communicate effectively with technical and other support staff in the laboratory
- Communicate effectively both verbally and in writing with clinical colleagues
- Present autopsy findings at and participate effectively in rounds
- Present surgical pathology at and participate effectively in rounds
- The student must be able to communicate research findings in an oral presentation
  The student must be able to communicate research findings in the form of a research report of manuscript

7.3 Collaborator
The student must:

- Consult with clinicians to obtain clinical data
- Recognize the expertise, roles and opinions of other members of the health care team, and work effectively with them
- Consult with other students, PAs, residents and with pathologists when needed
- Perform other administrative and infrastructure maintenance duties as carried out by PAs
- The student must interact effectively with all members and support staff of the research team
7.4 Manager
_The student must:_

- Effectively utilize information technology such as the Pathology LIS for self-learning activities
- The student must be able to effectively utilize learning and incorporate an attitude of scientific inquiry to answer specific research questions.

7.5 Scholar
_The student must:_

- Understand and commit to the need for continuous learning; implement an on-going and effective personal learning strategy. Demonstrate the ability to identify gaps in knowledge and expertise
- Incorporate an attitude of scientific inquiry and the use of evidence into the process of making pathologic diagnosis
- The student must be committed to continuous learning and incorporate an attitude of scientific enquiry to answer specific research questions

8.0 EVALUATION PROCESS – YEAR 2

8.1 Components of the Evaluation Process

- Evaluation of the students – to ensure that students’ goals are being met and educational progress is being made, and to prepare students to fulfill one of the requirements of MCISc degree in Pathology and Laboratory Medicine.
- Evaluation of the program – to ensure that the program remains relevant and provides the best possible learning environment for its students.
- Evaluation of the teachers – to ensure that the teachers receive appropriate feedback and opportunities to improve teaching methods where applicable.

8.2 Outline of Principles

1. The objectives or expected outcomes of the rotations and other educational experiences have been defined. _See Rotation Specific Objectives_
2. A logical program that blends a variety of assessment tools to evaluate the components of competency including knowledge, skills, attitudes, and overall competence in real and simulated situations are in place.

3. The timing of assessments must be appropriate to the trainee’s expected abilities; students are expected to pass the assessments, unless the assessments are designed to identify areas of weakness to direct further study.

4. The consequences of poor performance are outlined in advance.

5. A system of collecting and reviewing evaluation information is in place.

6. The responsibility for regularly collecting and interpreting the assessment information rests with the Graduate Education Coordinator, Program Director and the PA-Graduate Education Committee.

7. Timely judgments of student progress, based on these evaluation procedures, are made. A system is in place that permits prompt communication of these judgments to the trainees.

8.3 In-Training Evaluation Reports (ITERs)

Students will be evaluated at the start and end of each rotation. Evaluations will be objective based and collected on specific forms. The Program/Medical Directors will then discuss the evaluation with the student, and the student will be asked to sign the report to acknowledge that it was reviewed with the student. A space will be provided on the form for any comments that the student may wish to make. The evaluation report will then be sent to the Program Director who will review it, and in certain cases, will bring it to the next PA - graduate education committee meeting for discussion. At the meeting, the student representatives will be asked to leave the room during these discussions. After this meeting, the report will be placed in the student’s file, and the Program Director may or may not follow-up with the student.

8.4 Comprehensive In-Training Evaluation

At the end of each month rotation in gross surgical pathology, each student will be asked to gross two to four specimens, in which s/he has been already trained, in the presence of a PA mentor. The students will be evaluated as to the handling of the specimens, taking of sections
and description. S/he may also be asked oral questions related to the specimens by the Clinical Preceptor. Based on the performance, a pass/fail grade will be submitted to the Program Director for review and inclusion in the student’s file, and will be discussed at a subsequent PA –Graduate Education Committee meeting.

Similarly, based on their level of training, each student will be asked to perform dissection on a specific organ or a complete cadaver dissection in the presence of a PA mentor. The students will be evaluated as to the handling of the specimens, taking of sections and description. S/he may also be asked oral questions related to the specimens by the Clinical Preceptor. Based on the performance, a pass/fail grade will be submitted to the Program Director for review and inclusion in the student’s file, and will be discussed at a subsequent PA –Graduate Education Committee meeting.

At the end of community hospital rotation an evaluation report will be obtained from the Clinical Preceptor of the specific site.

### 8.5 Oral Examinations

Oral examinations will be held at the end of each 1 or 2 month rotation. The examination consists of an assessment of student’s ability to formulate an appropriate approach to a hypothetical case. Questions testing knowledge regarding the entities may be expected. There will be two examiners (Pathologists and Clinical Preceptor) for each oral, and an evaluation form will be completed. The evaluation includes suggestions for improvement by the student. The oral evaluation form is signed by the examiners and student. A copy of the evaluation is provided to the student, and the original sent to the Program Director for review and inclusion in the student’s file.

### 8.6 Evaluation of Research Presentation

During their second year the students are required to undertake and satisfactory complete a pathology research project under the supervision of a pathology faculty member. Each student will present their research in a department-wide forum (Pathology and Laboratory Medicine Research Day) and will be asked questions (roughly a 15 minute presentation with
10 minutes Q&A). They will be evaluated by two examiners (a pathologist and a PA) with respect to the quality of research, knowledge, presentation skills and ability to answer questions. Based on the performance, a pass/fail grade will be submitted to the Program Director for review and inclusion in the student’s file, and will be discussed at a subsequent program graduate education meeting.

Two PA students who excel in their research presentations are awarded the M.Cl.Sc. Pathologists’ Assistant Program Research Day Prizes and are chosen as the delegates from our program to the American Association of Pathologists’ Assistants (AAPA) Annual Continuing Education Conference. The AAPA student delegates are announced at the Pathology and Laboratory Annual Research Day.

8.7 Evaluation of Research Project

The final research report should be prepared in consultation with the research supervisor. Each student is required to prepare a summary of their research project in a peer-reviewed article format in order to receive a passing grade. It could be written as a case report, as case series, a literature review, a methodological or technical report, or other format which is suitable for the nature of the research project. The research report is to be marked by the supervisor and a pass/fail grade submitted to the Program Director. Feedback is given to the student in the form of written comments.
9.0 SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES: STUDENT ROLE AND RESPONSIBILITIES

1- The student should make and maintain a strong commitment to devote the required time and energy needed to engage successfully in graduate work and research, write a thesis, and contribute fully to the scholarly and intellectual life of the University. The student should show dedicated efforts to gain the background knowledge and skills needed to pursue graduate work successfully, and adhere to the highest standards of ethical behaviour to assure academic integrity and professionalism.

2- The student should discuss with the supervisor, very early on, any expectations concerning authorship on publications, and issues surrounding ownership of intellectual property (this may include patents/licenses). This may result in written agreements or contracts between the student and supervisor covering these issues. In this regard, the student should become familiar with relevant policies in these domains.

3- The student should become aware of, very early on, all program requirements and deadlines, information about various sources of funding, and university policies covering the proper conduct of research, race relations, sexual harassment, AIDS, appeals, and any other relevant safety and/or workplace policies and regulations.

4- The student should, very early on, discuss and formulate with their supervisor a plan of study for completion of degree requirements and thesis work, with clear milestones denoting progress. This would include, for example, setting a viable time schedule and adhering to it for all graduate work, including thesis progress and completion. Any variations to this schedule, including prolonged absences by the student, should be discussed. More generally, the student should maintain open communication and feedback with the supervisor on all issues, including supervisory practices.

5- The student and supervisor should discuss and agree on an appropriate schedule for supervision meetings. This discussion should also include agreement regarding appropriate time frames for the submission of student materials to be reviewed by the supervisor, and the supervisor providing feedback to the student.

6- The student should be reasonably available to meet with the supervisor and supervisory committee when requested, and be able to report fully and regularly on thesis progress and results.

7- The student should give serious consideration and response to comments and advice from the supervisor and committee members.
8- The student should maintain registration throughout the program and ensure, that where required, visas and employment authorization documents are kept up to date. The student should be aware of and conform to program, The School of Graduate and Postdoctoral Studies, and University requirements relating to deadlines, thesis style, award applications, and other graduate requirements, etc.

9- The student should pay due attention to the need to maintain a workplace which is safe, tidy, and healthy. The student should respect the work and equipment of others, and show tolerance and respect for others sharing the same facilities. This would include, for example, cleaning up work space when finished, and complying with all safety and work regulations of the program/university.

10- The student should be thoughtful and reasonably frugal in using resources, and assist in obtaining resources for the research of other group members, when applicable.

11- Where applicable, the student should comply with all ethical policies and procedures governing human or animal research.

12- The student should meet agreed performance standards and deadlines of funding organizations, to the extent possible, when financing has been provided under a contract or grant. This would include adherence to any contractual terms under which the thesis research is conducted.

13- The student should meet the terms and conditions of any financial contractual agreements, such as RA or TA positions.

14- The student should inform the program (i.e., graduate chair or chair), in a timely fashion, of any serious difficulties which may arise in supervision. These might include major professional academic disagreements, interpersonal conflicts, or potential conflict of interest situations.

NOTE: This document is also available on the School of Graduate and Postdoctoral Studies Web Site at: http://grad.uwo.ca/. This website also contains information on further topics of interest, such as: admission requirements, registration and progression requirements, funding sources and eligibility criteria, the appeals process, general program requirements, and thesis examination and submission regulations.
10. MCIsSc – Pathologists’ Assistant Graduate Program - Community Hospital Placement Policy

OVERVIEW
An essential component of our program is students experiencing hands on training and leadership, through a community hospital placement after rotating through London and Toronto Hospitals. The community placement is two months in length and usually runs from May 1st to June 30th. Placements are initiated and scheduled by the Graduate Education Coordinator.

INSTRUCTIONS
The MCIsSc-Pathologists’ Assistant Graduate Students will rank ALL the community hospitals from 1-10 with 1 being your first choice and so on. When you have submitted your ranking the MCIsSc-PA Graduate Education Committee will review. The Graduate Education Coordinator will confirm your final placement site and will also contact the Community placement site to have you registered.

DEADLINE
Please submit your rankings to Tracey Koning (tkoning@uwo.ca) by February 1st.

CONFLICTS
If two or more students select the same site as their first choice, the PA Graduate Education Committee will use a random selection method such as the flip of a coin or drawing names to determine the placement.

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The form and instructions will be emailed to you in early January.
11. GUIDE TO NORMAL PROCEDURES FOR MASTERS OF CLINICAL SCIENCES, PATHOLOGISTS’ ASSISTANT PROGRAM

1. A prospective graduate student applies to the Department of Pathology and Laboratory Medicine, M.Cl.Sc-PA Graduate Program.

2. The application is assessed by departmental members of the PA –Selection Committee. If the application is rejected, the applicant is notified.

3. If acceptable, the student may/may not be invited for an interview with interested PA-Selection Committee. Following the interview and consideration of the application. The committee recommends admission.

4. The student is notified of acceptance.

5. Following admission the students are aware of the full details of the program.

6. The Program Director and the PA- Graduate Education Committee monitors the progress of the student, and reports to the Graduate Education Committee.

7. At least once a year, the student will be informed as to his/her general progress through the program.

8. The PA- Graduate Education Committee considers the results of examinations in courses designated and developments - recommending changes if necessary.

9. Close to the end of the first year of the M.Cl.Sc-PA program, the Program Director of the PA- Graduate Education Committee reviews the process and procedures of second year rotations student students.

10. The PA-Graduate Education Committee, in consultation with the student, define topics for research at the beginning of their 2nd year and identifies a supervisor for such project. The committee continue to monitor the students through the second year.

11. Following receipt of all evaluations from all rotation and research presentations the PA-Graduate Education Committee supervise to ensure that the student fulfills all the criteria for the granting of their Maser of Clinical Science-Pathologists’ Assistant Degree.

12. In exceptional cases a transfer from M.Cl.Sc to Ph.D. will be considered. This will be performed on a case by case basis. The PA- Graduate Education Committee will send a request to the Research Based Graduate Education Committee for such consideration. For such conversion, the student has to fulfil the UWO criteria for converting from M.Sc. to Ph.D. (see the research based guidelines)
13. Appeal/Petition mechanisms should follow as specified by the School of Graduate and Postdoctoral Studies and departmental guidelines.
12. GUIDELINES FOR THE CLINICAL SUPERVISION OF STUDENTS OF M.CI.Sc-PATHOLOGISTS’ASSISTANT AND MEDICAL LABORATORY SCIENCE PROGRAMS

These practice guidelines outline the general expectations and accountabilities for pathologist assistants who are supervising students that are enrolled in pathologist assistant programs. These practice guidelines also extend to Medical laboratory technologists and Medical laboratory assistants who are supervising students enrolled in medical laboratory science programs.

As a teaching hospital, London Health Sciences Centre (LHSC) strives to be a place where students can learn, discover and acquire skills to achieve their goals for the future. LHSC is committed to student placements and provide them with a safe and enjoyable learning environment that is mutually beneficial to the student and to the hospital, as articulated in the LHSC Mission Statement.

Both CAP-ACP and CMLTO state that pathologist assistants and MLTs shall share their knowledge with colleagues. Involvement in teaching in the clinical practice setting fulfills this duty while enhancing the personal and professional growth of the educator.

Educational institutions placing students in clinical settings have expectations for the supervision of students. The guidelines of these educational institutions will be used in conjunction with any professional association guidelines (ie: CAP-ACP, CMLTO). LHSC believes that our staff possess a unique body of knowledge and therefore, have the opportunity to share and enable others to develop expertise and confidence.

Completion of a clinical placement is a requirement of the educational institutions. This placement allows an opportunity for students to build their theoretical and practical skills. Students are exposed to the realistic requirement and expectations of the profession in a busy work environment.

LHSC staff who supervise students for any period of time are responsible for all patient/client services provided by the students and are expected to adhere to these guidelines and the expectations of the educational institutions.
Responsibilities of LHSC staff who supervise students:

LHSC staff who participate in the supervision of students should:

1. Have a minimum of one year of clinical practice or when approved by their supervisor to participate in supervising students;
2. Identify any personal conflicts of interests with students;
3. Be comfortable assessing their own knowledge, skills and judgment, as well as evaluating the knowledge, skills and judgment of others;
4. Accept and maintain responsibility for all services provided by students and be present while supervising students;
5. Keep in mind that the needs of the patient are paramount and must be considered in all decisions made relating to the responsibilities assigned to students;
6. Be familiar with the students learning objectives and the clinical competencies;
7. Be familiar with the student’s educational curriculum and program expectations;
8. Ensure the student follows safe work practices;
9. Accept responsibility for judging the knowledge, skills and abilities of a student, prior to assigning responsibilities to the student;
10. Ensure that duties assigned are commensurate with the student’s level of education, ability, comfort and experience while taking into account the complexity of the laboratory environment;
11. Provide constructive feedback to the student during training;
12. Provide accurate, timely, and on-going verbal and/or written feedback to students regarding performance. Feedback should be based on the required knowledge, skills, conditions and standards;
13. Provide feedback to the student coordinator/clinical instructor/clinical preceptor regarding the student’s progress;
14. Endeavor to provide an environment that will facilitate learning and clinical growth while encouraging lifelong learning.
15. Conduct themselves in an honourable and professional manner at all times and follow LHSC’s code of conduct

LHSC Code of Conduct
CLINICAL COORDINATOR/PRECEPTOR RESPONSIBILITIES

Clinical Coordinator is responsible for:

- Responsible for organizing and overseeing the administrative aspects of pathologist assistants’ training program
- Ensure teaching/supervising staff and trainee compliance with legal and hospital accreditation standards, oversees staff training and career development
- Ensure compliance with professional standards and hospital regulatory requirements
- Ensure adherence to departmental procedures and protocols for grossing and autopsy services
- Oversight of PA students teaching schedule
- Oversight of teaching strategies and review of individual teacher’s and perceptor’s performance
- Ensuring safe teaching and working environment, free of workplace harassment
- Monitoring timeliness of ongoing evaluations on preceptors, teaching pathologists assistants and students
- Reviewing performance evaluation forms when completed and serving as an adviser if student success is in jeopardy
- Responsible for overseeing student progress
- Meeting with preceptors on ongoing bases to discuss individual student progress and emerging issues
- Liaise with program director to review conflict resolution strategies and systemic issues, and to establish areas of strength and improvement

Preceptor’s Responsibilities Include:

- Assessing the learning needs of the student and collaborating with him/her to determine attainable goals and learning outcomes
- Assist in assignment of daily student activities based on the individual student’s skill level and rotation specific learning objectives (e.g. monitoring daily specimen selection for grossing) to ensure the largest number and greatest diversity of specimens and procedures that is possible at the site, to enhance the learning experience
- Assessing the student’s ability to manage specific assignments and providing direct supervision on new or more complex tasks, as needed
- Ensuring adequate supervision of the students involved in hands-on activities
- The preceptor is responsible for the overall supervision of the PA student’s educational experience at the clinical. It is preceptor’s responsibility to ensure that the assigned teaching staff is available at all times while the student is performing tasks
• It is expected that the preceptor will model, expose students to and teach in accordance with current practice guidelines and the accepted standards of care
• Ongoing assessment of the student’s progress and the overall experience
• The preceptor, or his/her designee, must observe and assess the student performing clinical tasks, including dictated reports, on a regular basis and provide constructive verbal feedback to the student periodically over the course of the rotation
• The preceptor may also be asked to give feedback on student performance to the members of graduate committee
• Providing the students with timely, honest and respectful feedback, whether positive or negative
• Providing opportunities for feedback
• Reporting to the clinical coordinator, program director or designate any concerns on student’s progress
• Validating the student’s ability to meet rotation outcomes by the end of clinical rotation
• Serving as an examiner at the end of rotation exam

**PA Teacher’s Duties – Gross Room**

• Assist PA student in selection of cases for grossing that day, using list of objectives for grossing rotation
• Review each case with PA student prior to grossing. Include: discussion of clinical history, orientation of specimen, inking if required, protocol for grossing, review what sections to take and how to take them, discuss need for any extra procedures (photography, faxitron, diagrams etc.)
• Review gross description and blocks taken by student upon completion of the case
• Be available to answer all questions
• Provide constructive feedback at the end of each specimen or end of each day
• Complete competency evaluation sheets throughout rotation
• In addition, on Wednesday mornings, PA Teacher participated in PA student gross rounds
13. **M.CI.Sc- PATHOLOGISTS’ ASSISTANT PROGRAM GRADUATE EDUCATION COMMITTEE-TERMS OF REFERENCE**

1. Review regularly the objectives and progress of the departmental M.CI.Sc. Graduate training program and make recommendations to the department for future modifications or developments.

2. Meet on a regular basis, and furnish reports of deliberations to the Graduate Education Committee.

3. Consider the applications for M.CI.Sc. Graduate training and make recommendations for acceptance or rejection. Scrutinize proposed programs of the students and approve, disapprove or suggest modifications.

4. Review standards for acceptance into graduate programs from time to time as considered desirable.

5. Set rules and standards for content and format of rotation examinations, and review these as needed.

6. Review examination and rotation performances and make recommendations on their progress to the chair.

7. Make recommendations concerning awards and scholarships to M.CI.Sc. graduate students where needed.

8. Ensure proper liaison between the Graduate Education Committee and the student.


10. The Committee Structure consists of;
   a. Departmental Chair/Chief
   b. Program Director of Masters of Clinical Sciences, Pathologists’ Assistant Program (M.CI.Sc.)
   c. Medical Director of Masters of Clinical Sciences, Pathologists’ Assistant Program (M.CI.Sc.)
   d. Community Member
   e. Chair of the Research Based Graduate Education Committee
   f. Education Director or his/her delegate
   g. Three graduate faculty members
h. Clinical Coordinator - from Autopsy and Gross Service.
i. Clinical Preceptor(s) – from Autopsy and Gross Service
j. A graduate student Representative

12. Committee membership and length of tenure. The committee will consist of the chair of the Graduate Education Committee: three department members elected by department members. The tenure of office for faculty members and teaching staff will be three years.

13. Committee members concluding term of elected office will not be eligible for re-election for a period of one year.

14. Committee members who miss four consecutive meetings may be removed from the committee and a new member elected.

15. One of the members elected by this committee will represent this committee in the Departmental Graduate Education Committee.

16. Members who go on sabbatical are to be replaced and a new member elected.
14. APPEALS PROCEDURES

Within the department, there are resources available to you in the form of your PA Clinical Preceptor/mentor, Clinical Coordinator, Program Director, Medical Director and, the Graduate Chair and the Graduate Education Committee. Please feel free to use them for help and advice.

Full documentation on graduate programs, regulations, appeals and thesis preparation is available on the School of Graduate and Postdoctoral Studies website at http://grad.uwo.ca/current_students/regulations/index.html

The procedures to be followed in cases of conflict in this department are outlined below:

If a conflict or difference of opinion arises between a student and an instructor which cannot be resolved:

1- You may ask your Clinical Preceptor or Coordinator to convene a meeting. A compromise or mutually agreeable settlement may be reached at that meeting.

2- If this agreement is not reached or is unsatisfactory, you may appeal to the Program Director. You should put in writing your appeal and specify what you would like to see happen. At this step, the Program Director may act alone to resolve the issue or depending on the nature of the case, bring the matter before the PA-Graduate Education Committee. The Chair of the Graduate Education Committee will inform you and your in writing of its decision.

3- If you are unsatisfied with the final decision of the PA-Graduate Education Committee, you may appeal its decision to the Chair of the Department. Upon review, the Chair will either uphold or overturn the decision.

4- If the problem cannot be resolved at the departmental level, you are entitled to appeal to the Dean of the School of Graduate and Postdoctoral Studies. At that level, the Dean may settle the issue or establish an ad hoc appeals committee (See the School of Graduate and Postdoctoral Studies website for more details).

5- Your final appeal of the School of Graduate and Postdoctoral Studies ruling is to the Senate Review Board Academic.

14.1 Appeal of Grades

Grades in courses given through the Department of Pathology and Laboratory Medicine should be appealed in the first instance to the course manager/coordinator. If the issue cannot be resolved at that level, an appeal may be made to the Program Director and the PA-Graduate Education Committee (steps 2 to 5 above).
15. GUIDELINES FOR VOLUNTARY WITHDRAWAL FROM GRADUATE STUDIES

In the case where a student voluntarily chooses to withdraw from a program he/she must complete the following steps:

1- Review the current information on withdrawal procedures provided on: http://grad.uwo.ca/current_students/graduate_regulations/section_4.htm

2- The student must formally notify his/her program.

3- The student must go to the secure Graduate Student Web Services Portal (https://grad.uwo.ca/student/index.cfm) to withdraw from the program.

4- The request will be forwarded to the School of Graduate and Postdoctoral Studies (SGPS) for processing.

5- The request will be forwarded to the Program for final approval.

6- The Change of Status will be entered into PeopleSoft and the student will be officially withdrawn. After the change of status, he/she will no longer be a student and may not attend classes, receive supervision, or have access to any resources of the University.

7- An annual meeting will take place between the Coordinator of Graduate Student Recruitment and Retention (CGSRR) and the Associate Dean of SGPS to review reasons for withdrawal across programs and possible modifications to curricular structure/milestones.
16. **CAUSES FOR REMEDIATION OR DISMISSAL**

The program specifies milestones for satisfactory progress towards the degree and ensures that students are aware of these in a timely fashion. Graduate faculty will provide students with timely feedback on courses, examinations, practicum rotations, and other requirements. Remediation will be offered for students who do not meet program specific milestones and standards. The remediation process will be student and rotation specific and at the discretion of the Pathologists’ Assistant Graduate Education Committee.

The program may require students to withdraw from the program under the following circumstances:

- Failure to maintain a cumulative average of at least 70% calculated each term overall all courses taken for credit, with no grade less than 60%. Note that in the case of failing grades given for Scholastic Offences, only the Vice-Provost (Graduate and Postdoctoral Studies) can withdraw a student; see [http://www.grad.uwo.ca/current_students/regulations/3.html](http://www.grad.uwo.ca/current_students/regulations/3.html)

- Failure to meet program specific milestones and standards, and subsequently unsuccessful in remediation.

- Failure to maintain professional behavior in accordance with university and hospital regulations.
17. POLICIES AND PROCEDURES WHEN APPLIED EXPERIENCE CANNOT BE GUARANTEED

If a student cannot continue their training at an affiliated site (ex: clinical site cancels their agreement with our program and no longer trains students), Western University’s program at London Health Sciences Centre will make appropriate arrangements for the student to complete their practicum objectives and meet their competencies. This may require that the student complete the training at London Health Sciences or at another affiliated, accredited site, at the discretion of the Pathologists’ Assistant Graduate Education Committee.
## 18. GRADUATE STUDENT AWARDS / DEPARTMENTAL AWARDS

**Department of Pathology and Laboratory Medicine**  
**MCISc Pathologists’ Assistant**  
**Travel Reimbursement Fund**

MCISc Pathologists’ Assistant Students in the Department of Pathology and Laboratory Medicine are encouraged to present their research at scientific meetings, and to attend educational courses. The Department of Pathology and Laboratory Medicine and the MCISc Pathologists’ Assistant Graduate Program have made funds available for this purpose. This Policy governs release of these funds, as follows: **Maximum Travel Fund Award per Year**

<table>
<thead>
<tr>
<th>Award</th>
<th>Description</th>
<th>Maximum Amount</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Ontario Association of Pathologists (OAP) Meeting with presentation</td>
<td>$500.00 per year and student (max. 2 students)</td>
<td>To qualify to receive awards A, C, and D the graduate student must have an abstract accepted for presentation at the associated meeting.</td>
</tr>
<tr>
<td>B</td>
<td>Ontario Association of Pathologists (OAP) Meeting without presentation</td>
<td>Up to $200.00 per year and student (max 6 students)</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Canadian Association of Pathologists (CAP) Meeting with presentation</td>
<td>$1000.00 per year and student (max 1 student)</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Educational Courses – registration only</td>
<td>Up to $200.00 per year and student (max 6 students)</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>American Association of Pathologists’ Assistants (AAPA) Student Delegate</td>
<td>Up to $1,500 per year and student (max 2 students)</td>
<td></td>
</tr>
</tbody>
</table>

To qualify for award E the graduate student must be selected as a student delegate for the Annual American Association of Pathologists’ Assistants (AAPA Meeting) and has to submit both their abstract and article to the AAPA.

3. To be eligible for reimbursement, travel expenses must fall within **Western University travel guidelines**

- Airfare: Economy or discount rate.
- Mileage Rates: treasury board rate + receipts for other incidentals related to travel, e.g. parking, tolls (gasoline is included in the per kilometer rate)
- Hotel Rates: Economy or discount rate
- Meal Guidelines: Original itemized receipts for meals must be submitted, and will be reimbursed in accordance with treasury board rates.

4. **Mileage reimbursement limitations:** Based on the treasury board mileage rates, it is expensive to use a private vehicle for long distance travel to places like Toronto, Ottawa, or
Detroit. Carpooling or other alternative forms of transportation, such as car rental, or train fare, are often more economical and are encouraged whenever possible.

5. **Shared transportation and accommodation:** Graduate students are encouraged to share transportation and/or accommodations whenever feasible. The program will not reimburse for one person in a car.

6. **Original itemized receipts are required** for reimbursements of all forms of transportation, accommodation and meals, registration and course fees. Electronic receipts, such as those provided by airlines, are acceptable receipts. Where possible, please provide **boarding passes**. Credit card statements are not acceptable. Please note that **Alcohol will not be reimbursed**.

7. **Travel awards:** M.Cl.Sc Pathologists’ Assistant Graduate Students are encouraged to apply for travel awards, such as SOGS - Society of Graduate Students, the Dutkevich Travel Award and the Dr. Frederick Winnet Luney Graduate Research Award. Travel awards will be applied first to any travel expense claim, and any balance owing will be reimbursed in accordance with this travel policy.

8. **Presentation at meeting:** If an abstract is accepted for presentation at a meeting, a copy of the letter of acceptance and the abstract must be included with the travel claim.

9. **Value of awards:** The value of the awards can change without notice.
Department of Pathology and Laboratory Medicine

MCICSc Pathologists’ Assistant Travel Reimbursement Fund
Budget Approval

This form must be signed by the supervisor prior to registration.

Student Name: __________________________________________________________

Maximum Approved Funding

☐ Ontario Association of Pathologists (OAP) Meeting with presentation - $500.00
☐ Ontario Association of Pathologists (OAP) Meeting without presentation - $200.00
☐ Canadian Association of Pathologists (CAP) Meeting or other with presentation - $1000.00
☐ Educational Courses – registration only - $200.00
☐ American Association of Pathologists’ Assistants (AAPA) Student Delegate - $1500.00

Travel Begin Date: _________________________ Travel End Date: _________________________

Proposed Expenses:

Registration (Name of Meeting): _______________________________________________________

Cost of Registration: ___________________ # of Meals included in Registration: ________________

Method of Transportation: _____________________________________________________________

Estimated Cost of Transportation: ______________________________________________________

Accommodations: ____________________________________________________________________

# of Nights: _________ Cost / Night: __________

Any room service charges must be accompanied by the original itemized bill showing food purchased.

Estimated # of Meals to be reimbursed subject to Treasury Board Rates: __________________________

NOTE

Original itemized receipts are required for reimbursements of all forms of transportation, accommodation and meals, registration and course fees. Electronic receipts, such as those provided by airlines, are acceptable receipts. Where possible, please provide boarding passes. Credit card statements are not acceptable. Please note that Alcohol is not eligible and will not be reimbursed.

Signature of Student: ___________________________ Date: ______________

Signature of Supervisor: ___________________________ Date: ______________
Frederick Winnet Luney Graduate Research Awards

Introduction:
Awarded to a graduate student who is in a MSc/MCISc or PhD Pathology and Laboratory Medicine program. These scholarships are aimed at enhancing graduate training and to promote students to present their graduate research work at scientific meetings and to pursue research-related activities. Students may use award funds to attend training workshops, attend and present at scientific conferences, and cover costs associated with their research projects.

Eligibility:
1- A graduate student who is currently enrolled as a full-time or part-time student in the Pathology and Laboratory Medicine programs.
2- A student can receive this award only once.

Application Deadline:
Deadline for the application is February 15th. If the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.

Application:
Students must complete an application accompanied by detailed description of the research-related activity, and an explanation of the benefit of such activity to graduate training. For conference travel, the application must include a copy of the abstract as will be submitted, an explanation of the meeting (association, place, date etc.) and a letter from their supervisor (sent directly to Graduate Education Committees), indicating the importance and benefit for the student to be able to attend the meeting. The letter of support from the supervisor should indicate the need for travel support.

Selection of Award:
The Graduate Education Committee of the research-based or MCISc Program in the Department of Pathology and Laboratory Medicine will select the recipient. Preference will be given to applicants that pursue a collaborative research approach between basic science and clinical science. A student can receive this award only once during their graduate program training in the Department of Pathology and Laboratory Medicine.

Amount and Number of Award(s):
The value is $1,600.00 per award (maximum 4 per year). This award value is based on 2017-2018 funding year and is subject to change.
Dr. Frederick Winnet Luney Graduate Scholarship

Introduction:
Awarded annually to a graduate student in a research-based MSc/MClSc or PhD Pathology and Laboratory Medicine program to encourage and promote excellence in graduate studies. Selection of the awardee will be based on academic achievement and research aptitude/contributions.

Eligibility:
1- A graduate student who is currently enrolled as a full-time or part-time student in the Pathology and Laboratory Medicine programs.
2- A student can receive this award only once.

Application Deadline:
Deadline for the application is February 15th. Notes: If the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.

Application:
Applications must be submitted to the Graduate Chair. The application form is available on the Western Pathology and Laboratory Medicine website. In brief, the application should consist of: a) personal statement, b) description of the research project and progress, c) details of marks in graduate-level courses, and d) updated CV. Applications will be evaluated by the Graduate Education Committee.

Selection of Award:
The Graduate Education Committee of the research-based or MCISc Program in the Department of Pathology and Laboratory Medicine will select the recipient. Preference will be given to applicants that pursue a collaborative research approach between basic science and clinical science. A student can receive this award only once during their graduate program training in the Department of Pathology and Laboratory Medicine. The student’s total financial package (stipend) will be adjusted accordingly.

Amount and Number of Award(s):
Value: 4 at $5,000.00 per award (maximum one award for the research-based and one for MCISc Program per year). This award value is based on 2017-2018 funding year and is subject to change.
Department of Pathology and Laboratory Medicine
Annual M.Cl.Sc. PA Student Award of Excellence

Aim of award: To recognize an M.Cl.Sc (PA) program graduate student who has excelled in their role as a graduate student-member of the pathology team.

Eligibility: PA program graduate student, second year.

Criteria for award: One award will be given per year to a student who has shown a particularly high level of collegiality extending across multiple personnel levels, and/or who has demonstrated excellence in patient-centred care as reflected by the daily practice of pathology, and/or has helped develop a new initiative which has benefited the department at multiple levels, and/or who has made exceptional contributions to student or PA staff education.

Selection procedure: Selection will be made by the PA program graduate education committee based on the students' performances during their first and second year (combined) of the PA program. Evaluations and feedback from preceptors and teaching staff in and outside of LHSC will be considered.

Presentation of the award: The award will be made annually in June.

Nature of the award: $1000 + student’s name printed on an award plaque.

Details of the award: The amount and availability of this award is subject to change without notice at the discretion of the PA program graduate education committee.
20. **FORMS**

Revised and up-to-date forms are found on the UWO Department of Pathology and Laboratory Medicine website (http://www.schulich.uwo.ca/pathol/gps/mclsc_pathologists_assistant/pa_program_forms.html)

These include:

1. **Course Exemption Request**
   To be completed by the student, signed by the supervisor(s). Additional documents must be provided to support the request. Please return the form to Tracey Koning (4044 Dental Sciences Building).

2. **Dr. Frederick Winnett Luney Graduate Research Awards**
   To be completed by the student. Additional documents (listed on the application form) are also required to support the application. Please return to Tracey Koning (4044 Dental Sciences Building).

3. **Dr. Frederick Winnett Luney Graduate Scholarship**
   To be completed by the student. Additional documents (listed on the application form) are also required to support the application. Please return to Tracey Koning (4044 Dental Sciences Building).

4. **Graduate Student Exit Survey via One45 Web Evaluation System**
   Will be sent to students via One45 Web Evaluation System. To be completed by all graduating students.

*For all other forms or templates, please contact Ms. Tracey Koning, 4044 Dental Sciences Building (Tracey.Koning@schulich.uwo.ca).*