

# **DEPARTMENT OF PATHOLOGY AND LABORATORY MEDICINE**

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## **2023-2024 HANDBOOK on PROGRAM GUIDELINES and POLICIES**

**GRADUATE STUDENTS IN M.CI.Sc – PATHOLOGISTS’  
ASSISTANT PROGRAM**

Department of Pathology and Laboratory Medicine  
Schulich School of Medicine & Dentistry  
Western University

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## Essential Functions to Satisfy Program Requirements

Completion of the Master's Degree in Clinical Sciences – Pathologists' Assistant (PA) Program signifies that the holder has obtained minimum competencies in all areas of the Anatomic Pathology laboratories, and it follows that the graduates must have the knowledge and skills to function in a wide variety of laboratory situations and to perform a wide variety of procedures. The mission of the MCISc PA Program is to graduate allied health professionals, qualified by academic and practical training, to assist in providing service in anatomic pathology under the direction of an Anatomic Pathologist. It is the responsibility of the Department's Admissions Committee to select applicants who are appropriately qualified and prepared to complete the required training to become skilled, competent, and effective Pathologists' Assistants (PA).

Candidates for the M.CI.Sc. PA Program must have sufficient ability to carry out the activities described in the sections that follow. They must be able to consistently, accurately, and efficiently integrate all information received by the applicable sense(s) employed, and they must have the intellectual ability to learn, integrate, analyze, and synthesize data.

A student of this program must have and demonstrate skills of observation, communication, motor, conceptual, integrative, quantitative, behavioral, and social abilities. Many disabilities can be accommodated and with ease in certain 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 Master of Clinical Sciences PA Program. For admission, 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.

**Observation:** A student must be able to observe, identify, and describe anatomical features and appearance of tissue in normal and pathological states. The student must be able to observe demonstrations and participate in examinations, experiments, dissections, and processing of surgical specimens and during post-mortem examinations.

**Communication:** A student must be able to communicate effectively with members of the healthcare team such as physicians, faculty, fellow students, staff, patients, and families. They must be able to describe characteristics and the appearance of tissues in a clinical setting and make appropriate entries into medical records, documents, and reports in a complete and timely manner while working alone or collaborating with others. The student must be able to generate the necessary communication to ensure safety in a clinical or laboratory facility.

**Sensory and Motor Coordination and Function:** A student must be able to adhere to laboratory protocols and procedures, work with standard laboratory materials, and put on and

remove personal protective equipment. The student must be able to complete all procedures and phases of the post-mortem examination and dissection of surgical specimens, as well as utilize a variety of tools, equipment, and chemicals to consistently and accurately prepare and examine specimens. A student must possess the functional ability to operate safely and adeptly within a laboratory and clinical setting.

**Intellectual, Conceptual, Integrative and Quantitative Attributes:** 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 abilities. A student must be able to identify significant findings from autopsy or surgical pathology and retain, 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 and assess the spatial relationships of structures. The student needs to be able to obtain information, process it, and prioritize activities effectively and collaboratively. The student must have the ability to assimilate, learn, and communicate complex, technically-detailed information in a timely manner.

**Behavioural 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. 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 as required. A student must act with integrity and concern for others and maintain respect for the dignity of the profession. They must be able to adapt to dynamic environments, deal with demanding workloads, and effectively prioritize their time and responsibilities. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and educational process.

### **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. 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 compromise 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:

Program Director, MCISc Pathologists' Assistant Program, Department of Pathology and Laboratory Medicine, Dental Sciences Building, Room 4044, Western University, London, Ontario N6A 5C1



## **Master of Clinical Sciences Pathologists' Assistant Program**

### **Essential Functions Signature Page**

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

**Return "Essential Functions and Signature Page" to [pathgrad@uwo.ca](mailto:pathgrad@uwo.ca) Department of Pathology and Laboratory Medicine, Schulich School of Medicine & Dentistry, Dental Sciences Building, Room 4044. Western University, London, Ontario, N6A 5C1**

## **DEPARTMENT OF PATHOLOGY AND LABORATORY MEDICINE GRADUATE PROGRAM**

### **1.1 Introduction**

The Department of Pathology and Laboratory Medicine, Schulich School of Medicine and Dentistry, Western University, 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.

### **1.2 Mission Statement**

The Master 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 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) exam. Graduates are also eligible to write the Canadian Certification Council of Pathologists' Assistants (CCCPA) exam.

### **1.5 Program Overview**

This is a continuous program of 22 months duration. The students take various courses at Western University during Year 1 (September to April). In the first five to six weeks of Year 2 (May to early June), they will rotate through various laboratories of London Health Sciences

Centre and perform several related activities. They will rotate through autopsy and gross surgical pathology for a total of 11 months (June to April of Year 2). During year 2 they also complete a pathology research project. During the last two months of year 2 (May and June), 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.

## General Program Objectives

### 2.1 Medical Expert

*The student must:*

- Gain knowledge and skills required to function effectively as Pathologists' 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:*

- Interact effectively with all members of the health care team.
- Consult and delegate appropriately.
- 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 their personal actions.
- Have a high degree of self-awareness and insight, and be able to evaluate themselves realistically and on a regular basis.
- Be aware of personal and professional limitations and be willing to seek appropriate help and guidance when should these circumstances arise.
- 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 their 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 in an ethically responsible manner that respects the medical, legal and professional obligations.
- 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, 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 objectives 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, clinical affiliates in Toronto and all community hospitals.

## COURSE REQUIREMENTS

### 3.1 Required courses for all M.Cl.Sc. students:

Year 1		
Course Number	Title	Term
PATHPA 9535	Human Pathology	September – April
PATHPA 9561	Functional Histology	September – April
PATHPA 9562	Infectious Diseases & Pathology	September – April
ANAT 9560	Human Anatomy, Embryology	September – May
PATHPA 9550B	Intro to Forensic Sciences	January – April
PATHPA9563Q	Basics of Grossing	May-July
***PHYSIO 2130	Human Physiology	September

### 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 Credit**

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.

*Lectures, assessment: written examinations and assignment.*

**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 9535. 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.

*Lectures, 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.

*Lectures, assessment: written examinations.*

### **9563 Basics of Grossing**

**.25 Credit**

Aim is to cover the general principles of the Pathologists' Assistant job at the Gross Room going from the general (specimen receiving, identification, accessioning, etc.) to the specific (organ system-specific grossing, special procedures, etc.) with the intention of preparing the students for grossing at UH and in their placements. It is also of compulsory attendance for the PGY-1 Pathology Residents to prepare them for grossing upon their arrival to the department in the summer. The course also covers related subjects (personal protective equipment, anatomical orientation and terminology, tissue fixation, specimen photography, etc.). *Pass/fail based on attendance.*

### **\*\*\*2130 Human Physiology**

**1.0 Credit**

A survey course outlining the principles of human/mammalian physiology; general properties of the living cell and internal environment; neural, muscular, cardiovascular, respiratory, gastro-intestinal, renal and endocrine system; metabolism, reproduction and homeostasis. *Lectures, assessment: written examinations.*

## **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.*



## Health and Wellness

With all your other responsibilities in graduate school, it often feels as though there is no time left to look after yourself. With studying, teaching, marking, networking, grant writing, and a dissertation already on your plate, staying well in graduate school may not always make your “To Do” list. Although all your responsibilities as a graduate student are certainly important, the key to your success in graduate school involves making your mental health a priority. Regular mental health “tune ups” will ensure you remain motivated and productive. Please go to this link for a list of resources [https://grad.uwo.ca/life\\_community/self/index.html](https://grad.uwo.ca/life_community/self/index.html)

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 [https://www.uwo.ca/health/student\\_support/index.html](https://www.uwo.ca/health/student_support/index.html)

## YEAR 1 – 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. The specific objectives are listed according to:

### 4.2 Medical Expert

- Successfully complete all first-year courses in the M.Cl.Sc. Program
- Gain foundational knowledge in anatomy, pathology, histology, physiology, infectious disease and forensic sciences
- Begin to apply theoretical knowledge to clinical settings in surgical and autopsy pathology

### 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 their time and resources efficiently.

### 4.6 Scholar

*The student must:*

- Demonstrate the ability to identify gaps of knowledge and seek appropriate consultation to remedy such gaps.
- Acquire knowledge to pass all the courses.
- Incorporate an attitude of scientific enquiry and identify the need for continuous learning.

## YEAR 1 - EVALUATION

### 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 average 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 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.

## **Year 2 – GOALS AND ROTATION-SPECIFIC OBJECTIVES**

### **Goals**

The overall goal of the Pathologists' Assistant (PA) training program in Pathology and Laboratory Medicine is to provide students with high quality training in the areas of pathology as performed by PAs. At the conclusion of the training period, students will fulfill all of the requirements of M.Cl.Sc. in Pathology and Laboratory Medicine, School of Graduate and Postdoctoral Studies, Western University and have the skills necessary to pass both the ASCP Board of Certification examination and CCCPA examination for PAs.

### **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.

### **General Objectives**

#### **1. Medical Expert**

*The student must:*

- Successfully complete all mandatory courses in M. Cl. Sc.
- Gain adequate knowledge in anatomy, pathology, and other applicable fields (physiology, histology).
- Apply theoretical knowledge to clinical settings in surgical and autopsy pathology.
- Understand gross morphology and anatomy of surgical specimens.
- Develop technical and dexterity skills to complete all dissections, evisceration techniques and other associated tasks in pathology.
- Acquire the ability to perform a thorough, detailed gross examination of a vast majority of surgical specimens.
- Acquire the ability to perform a complete post-mortem examination for both medicolegal and hospital cases.

## **2. Communicator**

*The student must:*

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

## **3. Collaborator**

*The student must:*

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

## **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.

## **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.

## **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.

## 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 their own personal actions.
- Have a high degree of self awareness and insight, and be able to evaluate themselves 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 their own and other's behavior/responses to situations.
- Be able to accept and evaluate criticism with equanimity and to take appropriate steps to improve as required.
- Practice in an ethically responsible manner that respects the medical, legal and professional obligations.
- Know and understand the professional, legal and ethical issues in the practice of pathology.
- Recognize, analyze and know how to deal with unprofessional behaviours in the practice, including but not exclusive to health problems such as dementing illness, psychiatric illness or substance abuse, taking into account local and provincial regulations.

## Rotation Specific Objectives

Rotation specific objectives for all rotations in autopsy pathology have been listed together. Rotation specific objectives in surgical pathology are arranged according to specific rotations. The objectives build upon each other (i.e. objectives listed for an initial rotation is not re-listed for subsequent rotations but are presumed to have been completed).

### 1. Medical Expert

#### General rotations: (May–June)

- Be familiar with hospital policies as they are applied to Pathologists' Assistants.
- Be familiar with hospital information system.
- Complete WHMIS, fire, safety and privacy training.
- Be familiar with funeral home, identity units, court.
- Learn how to cut and stain frozen sections.
- Be familiar with various pathology and other 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 the Pathology Department and hospital-wide.

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. Opportunities for students to visit the London Police Identity Unit, the London Court House and a Funeral Home may also be arranged.

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

#### PATHPA – 9570 Autopsy Pathology (July-April)

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 (scholar role). 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:

- Assess the numbers and types of cases on the duty roster each day of the rotation
- 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
- Discuss the above with the pathologist in charge and go over the pathologist's expectations from the student for the case at hand
- 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 genetics and flow cytometric analysis
- Understand criteria for notification of the coroner
- Perform other autopsy related activities in the autopsy suite

To facilitate the above objectives, holding a brief case discussion prior to starting the autopsy will ensure pathologists, pathologists' assistants, and students are on the same page regarding the expectations and requirements for each case (collaborator role).

Students are expected to take note of the expected start time for each case and be present, prepared, aware of any special circumstances, and ready to go before the case starts (professional role).

With time and accumulating experience students will be expected to perform with increasing efficiency, speed, and accuracy (manager role) to prepare for the expectations in the work setting.

### **PATHPA 9575 Surgical Pathology (mid-June - April)**

Students will be taught by hands-on instruction 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.



At this level, students are expected to be able to describe, dissect and block virtually all specimen types and understand which features of the gross examination influence staging, treatment, etc.

The student must be able to:

- Demonstrate the ability to assess/examine a surgical specimen and communicate the gross findings in a succinct, clear and accurate gross description
- 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

### **Community hospital rotation (May-June of Year 2)**

- Apply the knowledge gained in surgical and autopsy rotations from mid-June to April (Year 2) in an independent manner under the supervision/guidance of a PA or Pathologist at a community hospital placement.
- Continue fulfilling the objectives outlined above as appropriate.

### **Knowledge Base**

The student should continue reading a standard textbook of Pathology such as “Robbins Basic Pathology” 10<sup>th</sup> 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.

## **2. Communicator**

The student must be able to:

- 2.1 Communicate effectively with technical and other support staff in the laboratory.
- 2.2 Communicate effectively both verbally and in writing with clinical colleagues.
- 2.3 Present autopsy findings at and participate effectively in rounds.
- 2.4 Present surgical pathology at and participate effectively in rounds.

### **3. Collaborator**

The student must be able to:

- 3.1 Consult with clinicians to obtain clinical data.
- 3.2 Recognize the expertise, roles and opinions of other members of the health care team, and work effectively with them.
- 3.3 Consult with other students, PAs, residents and with pathologists when needed.
- 3.4 Perform other administrative and clerical duties as carried out by PAs.

### **4. Manager**

The student must be able to:

- 4.1 Effectively utilize information technology such as the Pathology LIS.

### **5. Scholar**

The student must be able to:

- 5.1 Understand and commit to the need for continuous learning; implement an on-going and effective personal learning strategy.
- 5.2 Demonstrate the ability to identify gaps in knowledge/expertise and respond appropriately to constructive criticism.
- 5.3 Incorporate an attitude of scientific inquiry and the use of evidence into the process of making pathologic diagnoses.

## **PATHPA 9585 Pathology Research Project**

### **Objectives**

Gain appropriate knowledge and skills 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 Years 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 and enhance presentation skills and the ability to convey information and findings.

## **1. Medical Expert**

The student shall gain the appropriate knowledge and skill to answer the hypothesis proposed in the identified research project.

## **2. Communicator**

The student must be able to communicate and present the scientific research findings at the end of their study.

## **3. Collaborator**

The student must interact effectively with all members and support staff of the research team.

## **4. Manager**

The student must be able to effectively utilize the resources to carry out the research and is expected to maintain a balanced approach in time management to effectively carry out both research and clinical duties.

## **5. Scholar**

The student must be able to:

- 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

## 7.0 Course requirements Table – YEAR 2

Year 2 - Milestones															
Course Number		Title										Term			
PATHOL 9575		Surgical Pathology Rotation										June – June (~12 months)			
PATHOL 9570		Autopsy Pathology Rotation										June – June (~12 months)			
PATHOL 9585		Research Project										January – June (~17 months)			
YEAR 2 – ROTATION SCHEDULE															
THIS IS JUST A SAMPLE SCHEDULE ONLY- DETAILS MAY CHANGE															
Student	Orientation May LHSC	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April			
1	LHSC	C	C	E	D	D	A	A	A	A	B	B	A	A	A
2	LHSC	B	B	E	D	D	A	A	A	A	C	C	A	A	A
3	LHSC	A	A	C	C	E	E	D	D	A	A	A	A	B	B
4	LHSC	A	A	B	B	E	E	D	D	A	A	A	C	C	
5	LHSC	A	A	A	C	C	B	B	A	D	D	E	E	A	A
6	LHSC	A	A	A	A	B	B	C	C	D	D	E	E	A	A

### LONDON:

A: Surgical & Autopsy, London Health Sciences Centre

B: GPATH Flex refers to a “flexible” rotation where we will prioritize grossing time if space/resources are available; however, these weeks can also be used for additional autopsy exposure if required to further build skills and work on areas of improvement, and/or to provide time for the student to work on their research project and/or case studies.

### TORONTO AND KITCHENER:

**C: Surgical, Grand River (Kitchener/Waterloo)** – Each student will complete an individual, 7 week rotation

**D: Autopsy, Toronto Forensic Unit** – 3 pairs of students would each visit for 5 weeks each

**E: Sick Kids, Toronto** – 3 pairs of students would each visit for 4 weeks each

Year 2		
COMMUNITY HOSPITAL PLACEMENT		
Month	Community hospitals	Student
MAY	Guelph, Windsor, Barrie, Grey Bruce, Peterborough, Sault Ste. Marie, St. Thomas, Mississauga (Trillium)	Students will be given their placement information in early March.
JUNE		

**Note:** If a core rotation site or community site should be unable to accept students for clinical training, or the training is disrupted at one of the sites, then an equivalent training experience will be provided at London Health Sciences Centre.

## (PA) M.Cl.Sc. Program Year 2 - Evaluation Process:

### 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 ensure students are on a path to fulfill all of the requirements of M.Cl.Sc in Pathology, School of Graduate & Postdoctoral Studies, Western University.
  - To ensure students gain the skills necessary to pass ASCP and CAP certification examinations for a PA.
- 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.

### 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 clinical preceptors, clinical coordinator, Program Director and the PA Program Graduate Education Committee.
7. Timely judgements of student progress based on these evaluation procedures are made. A system is in place that permits prompt communication of these judgements to the trainees.



## **In-Training Evaluation Reports (ITERS)**

Students will be evaluated every 5 to 9 weeks, One45 evaluations will be sent out (4 per total per student at LHSC; 1 for Grand River at the end of the 7 weeks; 1 for OFPS; 1 for SickKids). Students will be evaluated on their overall progress in both grossing and autopsy. Evaluators/supervisors can comment on any aspect of their performance/skill/knowledge that has been observed over the course of the 5- to 9-week period. The Program and Medical Director 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 Graduate Education Committee meeting for discussion. The student representatives will not be present in the room for the student progress discussions. After discussion, the report will be placed in the student's file, and the Program Director may or may not have further follow-up with the student.

## **Comprehensive In-Training Evaluation**

Throughout the course of each surgical pathology rotation the student will be expected to complete a set of competency evaluations on specimens which they have already been trained, in the presence of a teacher (PA). The student will be evaluated on the overall gross examination, including but not exclusive to the handling of the specimens, taking of sections and description of the pathological findings. The student may also be asked oral questions related to the specimens, clinical history, and grossing protocol by the examiner. A competency assessment form will be completed with an end grade of 'Competent' or 'Requires Follow-up' and signed by both the student and the examiner. This form will be electronically added to the student's file. If follow-up is required, the student will be required to complete another competency and may have further discussion with the Program Director and/or clinical preceptors to formulate an educational plan to enhance their learning strategy.

Similarly, throughout the course of their autopsy rotations, the student will be expected to complete three to five competencies of a standard post-mortem examination (medicolegal or hospital), in the presence of a teacher (PA). The student will be evaluated on their performance of the external examination, internal examination, evisceration techniques, collecting samples and cleaning. This may be done during the middle to end of their clinical rotations, based on the level of training of each student as well as exposure. The student may be asked oral questions related to the case and pathological findings by the examiner. A competency assessment form will be completed with an end grade of 'Competent' or 'Requires Follow-up' and signed by both the student and the examiner. This form will be added to the student's file. If follow-up is required, the student will be required to complete another competency and may have further discussion with the Program Director and/or clinical preceptors to formulate an educational plan to enhance their learning strategy.

At the end of the community hospital rotation, a similar evaluation report will be obtained from the co-coordinator or lab manager of the specific site.

## Oral Examinations

Oral examinations will be held after each one- or two-month rotation. The examination will assess the student's ability to formulate a logical approach to hypothetical cases. Questions testing theoretical and applied knowledge regarding the pathological entities may be expected. There will be two examiners (one Pathologist and one PA) for each oral examination and an evaluation form will be completed. The evaluation will include suggestions for student improvement. The evaluation form is signed by both examiners and the student. A copy of the evaluation is provided to the student and the original is sent to the Program Director for review and inclusion in the student's file.

## Evaluation of Research Presentation

During their second year, the students are required to undertake and satisfactorily 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.

Students are required to submit their final written report to their supervisor(s) and the Program Director before June 30<sup>th</sup>.

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, a 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.

Based on their Research Day presentation and written report submission, the Program Director will review, and a pass/fail grade will be submitted. The evaluation will be included in the student's file and will be discussed with the student after the project is complete.

Two PA students who excel in their research presentations are awarded the M.CI.Sc. Pathologists' Assistant Program Research Day Prizes. Students who additionally prepare a case report presentations will have the opportunity to be chosen as the delegates from our program to the American Association of Pathologists' Assistants (AAPA) Annual Continuing Education Conference.

## (PA) M.CI.Sc. Program Community Hospital Placement Procedure

### OVERVIEW

An essential component of our program is hands-on clinical training and leadership experience through a community hospital placement at the end of year 2 training. The community placement is two months in length and usually runs from May 1<sup>st</sup> to June 30<sup>th</sup>. Placements are initiated and scheduled by the Graduate Education Coordinator. The form and instructions are emailed to students in early January.

### INSTRUCTIONS

The MCISc-Pathologists' Assistant Graduate Students will rank ALL the community hospitals from 1-10 with 1 being first choice and so on. When all rankings are received, the MCISc-PA Graduate Education Committee will review. The Graduate Education Coordinator will confirm the final placement site with students and will also contact the community placement site to have the student registered.

### DEADLINE

Rankings are to be submitted to the Graduate Program Coordinator at pathgrad@uwo.ca by February 1<sup>st</sup> of Year 2.

### 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.

### EXAMPLE ONLY

Community Hospital site	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Rank 6	Rank 7	Rank 8	Rank 9	Rank 10
Bruce Health Services, Owen sound, Ontario										
Guelph General Hospital, Guelph, Ontario										
Peterborough Regional Health Centre, Peterborough, Ontario										
Royal Victoria Hospital, Barrie, Ontario										
Sault Area Hospital, Sault Ste. Marie, Ontario										
St. Thomas Elgin General Hospital, St. Thomas, Ontario										
Trillium Health Partners – Credit Valley, Mississauga, Ontario										
Windsor Regional Hospital, Windsor, Ontario										

## **(PA) M.Cl.Sc. Program**

### **Overall Guideline to Standard Procedures of PA 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 the application is acceptable, the student may/may not be invited for an interview with the PA Selection Committee. Following the interview and consideration of the application, the committee recommends admission for 6 potential students. The successful student(s) is notified of acceptance.
4. Following admission, the student(s) receive full details of the program.
5. The Program Director and the clinical coordinator and/or clinical preceptors monitor the progress of the student, and report to the PA Graduate Education Committee (GEC).
6. At least once a year, the student will be informed as to their general progress through the program. If the student is not meeting expectations, this will be communicated promptly and a plan for improvement will be decided upon by with the GEC and the student.
7. At the end of the first year, the PA Graduate Education Committee, in consultation with the student, define topics for research and identify a supervisor for such project. The students also receive an orientation regarding the expectations and specific objectives of the clinical rotations and training in Year 2.
8. The PA Graduate Education Committee considers the results of examinations in designated courses and evaluations in clinical rotations and recommends changes if necessary. The GEC meets once a month and continuously monitors student progress throughout their second year.
9. Following receipt of all evaluations from all rotation and research presentations, the PA Graduate Education Committee conduct a review to ensure that the student fulfils all the criteria for the granting of the Master of Clinical Science-Pathologists' Assistant Degree.
10. Appeal/Petition mechanisms as specified by the School of Graduate and Postdoctoral Studies and departmental guidelines should be followed.

**(PA) M.Cl.Sc. Program**  
**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/program director, 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/program director 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/program director should discuss and agree on an appropriate schedule for supervision meetings. This discussion should also include an agreement regarding appropriate time-frames for the submission of student materials to be reviewed by the supervisor, and the supervisor providing feedback. 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.
- 6- The student should give serious consideration and response to comments and advice from the supervisor/program director.



- 7- The student should maintain registration throughout the program and ensure, that where required, visas and employment authorization documents are kept up to date.
- 8- The student should be aware of and conform to program, 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.
- 10- 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 workspace when finished, and complying with all safety and work regulations of the program/university.
- 11- 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. 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. The student should meet the terms and conditions of any financial contractual agreements, such as a TA position.
- 13- 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 Website at: <https://grad.uwo.ca/administration/supervision.html>. 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.*

## **(PA) M.CI.Sc. Program**

# **GUIDELINES FOR THE CLINICAL SUPERVISION OF STUDENTS OF PATHOLOGISTS' ASSISTANT PROGRAM AND MEDICAL LABORATORY SCIENCE PROGRAM**

These practice guidelines outline the general expectations and accountabilities for Pathologists' Assistants who are supervising students that are enrolled in Pathologists' Assistant Programs. These practice guidelines also extend to Medical Laboratory Technologists (MLTs) and Medical Laboratory Assistants who are supervising students enrolled in Medical Laboratory Science programs.

As teaching institutions, all of our clinical rotations and affiliated sites strive to be a place where students can learn, discover and acquire skills to achieve their goals for the future. Our sites are committed to student placements and to provide them with a safe and enjoyable learning environment that is mutually beneficial to the student and to the institution.

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 (i.e. CAP-ACP, CMLTO). Both CAP-ACP and CMLTO state that Pathologists' 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. Our institutions believe 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 institution. This placement provides an opportunity for students to build their theoretical and practical skills. Students are exposed to the realistic requirements and expectations of the profession in a busy work environment.

Hospital/institutional 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.

### **Hospital/institutional staff who participate in the supervision of students should:**

- Have a minimum of one year of clinical practice or when approved by their supervisor to participate in supervising students.
- Identify any personal conflicts of interest with students.
- Be comfortable assessing their own knowledge, skills and judgment, as well as evaluating the knowledge, skills and judgment of others.
- Accept and maintain responsibility for all services provided by students and be present while supervising students.



- 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.
- Be familiar with the student's learning objectives and the clinical competencies.
- Be familiar with the student's educational curriculum and program expectations.
- Ensure the student follows safe work practices and adheres to all workplace policies.
- Accept responsibility for evaluating the knowledge, skills and abilities of a student, prior to assigning responsibilities to the student.
- 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.
- Provide constructive feedback to the student during training.
- 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.
- Provide feedback to the clinical coordinator, clinical preceptor(s), and program director regarding the student's progress.
- Endeavor to provide an environment that will facilitate professional growth and development as well as encourage lifelong learning.
- Conduct themselves in an honourable and professional manner at all times and adhere to their institutional code of conduct.

## **CLINICAL COORDINATOR/PRECEPTOR/TEACHER RESPONSIBILITIES**

### **Clinical Coordinator's responsibilities are to:**

- Organize and oversee the administrative aspects of the Pathologists' Assistant training program.
- Ensure teaching/supervising staff and trainee(s) comply with legal and hospital accreditation standards.
- Ensure compliance with professional standards and hospital regulatory requirements.
- Ensure adherence to departmental procedures and protocols for surgical and autopsy pathology.
- Ensure safe teaching and working environment, free of workplace harassment.
- Review performance evaluations of individual teachers and preceptors and oversee staff training and career development.
- Oversight and continuous development of teaching strategies and sessions.
- Encourages and promotes attendance of continuing education seminars for trainers to maintain a thorough, vast amount of knowledge and develop new training strategies.
- Oversight of PA students' teaching schedule.

- Approve 'Request for Leave' forms as necessary.
- Monitor timeliness of evaluation forms on preceptors, teaching PAs and students.
- Review student performance evaluation forms when completed and serve as an adviser for students requiring additional support or remediation.
- Responsible for overseeing student progress.
- Meet with preceptors on an ongoing basis to discuss individual student progress, student absenteeism, and any emerging issues.
- Liaise with program director to review conflict resolution strategies and systemic issues.
- Liaise with program director and clinical preceptors to establish areas of strength and improvement.

**Clinical Preceptor's responsibilities are to:**

- Teach/educate in accordance with current practice guidelines and the accepted standards of care.
- Continually assess the student's progress and overall learning experience.
- Observe and assess the student performing clinical tasks, including gross examinations, on a regular basis and provide constructive feedback to the student periodically over the course of the rotation.
- Provide the students with timely, honest and respectful feedback, whether positive or negative.
- Provide opportunities for feedback.
- Assess the specific learning needs of the student and collaborate with the student to determine attainable goals and learning outcomes.
- Assess the student's ability to manage specific assignments and provide direct supervision on new or more complex tasks, as needed.
- Assist in assignment of daily student activities based on the individual student's skill level and rotation-specific learning objectives to ensure the largest number and greatest diversity of specimens and procedures that is possible at the site.
  - e.g. monitoring daily specimen selection for grossing
- Oversee the overall supervision of the PA student's educational experience at said clinical site and ensure adequate supervision of the student(s) in hands-on clinical duties/activities.
- Ensure adequate supervision of the students involved in hands-on activities.
- The preceptor, or their designee, must observe and assess the student performing clinical tasks, including dictated reports, on a regular basis and provide constructive feedback to the student periodically over the course of the rotation.
- Present student feedback to the clinical coordinator, program director and members of the GEC.

- Report to the clinical coordinator, program director or designate any concerns on student progress.
- Serve as an examiner during the end of rotation oral examinations.
- Create fair, challenging test questions that will ensure adequate assessment of student knowledge.
- The preceptor is responsible for the overall supervision of the PA student's educational experience at the clinical site. It is the 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.
- Validate the student's ability to meet rotation outcomes by the end of clinical rotation.

**PA Teacher's (Gross Room) responsibilities are to:**

- Assist PA student(s) 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.
- Monitor and facilitate PA student gross rounds (once a week).

**PA Teacher's (Autopsy Suite) responsibilities are to:**

- Demonstrate and teach PA student(s) operational procedures of the post-mortem examination from start to finish.
- Demonstrate and teach students various evisceration and dissection techniques.
- Ensure safe handling of sharps and all instruments while performing all work-related tasks.
- Consistently observe student technique/ability and provide verbal feedback.
- Ensure safe technique and work practice as student proceeds through each step of the post-mortem examination.
- Be available to assist and answer all questions as necessary.
- Provide constructive feedback at the end of each task/case or at the end of each day.
- Complete competency evaluation forms throughout the rotation.
- Attend weekly forensic rounds.

## **SERVICE POLICY & PROCEDURES**

Students will train on real time clinical material in surgical and autopsy pathology. The students will not perform any unsupervised service work either during weekdays or on weekends. Students are not substitutes for paid staff. Employment work and student training overlap is prohibited.

## **RESEARCH HALF DAYS**

Students will have one half (½) day per week (Wednesday) to work on their Research Projects and to meet with their supervisors. Specific times of the week are to be discussed with the research supervisors and clinical coordinator/preceptors. These half days may be used while on core rotations at London Health Sciences Centre and at off-site institutions. The half days are also permitted during the community hospital rotation as needed for completion of the research paper.

Depending on the needs of the project, research half days may occasionally be combined into one full day (clinical practicum time must be made up). This must be discussed and arrangements made with the clinical coordinator/preceptors.

Note that this protected time is intended for working on the projects, which may be completed at the hospital or at Western. It is recognized that as graduate students, a significant amount of the students' evening and weekend time will also be needed to be devoted to this project as well as general studies.

**Please note that this day is intended for working on your project, this does not mean that you have permission to leave the hospital or Western University.**



Pathology and  
Laboratory Medicine

**Masters of Clinical Sciences –  
Pathologists’ Assistant Program Policies  
& Procedures for Service Work  
Signature Page**

I have read and understand the attached “Masters of Clinical Sciences -  
Pathologists’ Assistant Program Policies and Procedures for Service Work”.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Return “Program Policies and Procedures for Service Work” to Tracey Koning, Pathology and  
Laboratory Medicine, Dental Sciences Building, Room 4044.

## **ATTENDANCE POLICY & PROCEDURES**

In general, the program will follow the guidelines of the School of Graduate and Postdoctoral Studies at Western University. The specific guidelines, as outlined below, are also applicable in the second year of clinical training.

### **WORK HOURS**

Work hours must be documented by the Clinical Coordinator and Clinical Preceptor; the student is expected to train a minimum of 40 hours a week excluding the one half day that is granted for research time while at LHSC, Toronto, Grand River, and at the community hospital sites. It is further expected that the student will complete all pending training under supervision of their preceptor(s). For example, in autopsy pathology, additional time beyond the 8 am to 4 pm workday may be required to complete a case. As such, it is expected that the student should fully immerse themselves in the day-to-day functioning of the anatomical pathology laboratory.

### **Attendance Requirement – General**

Attendance at clinical sites is part of the core professional and academic responsibilities of Pathologists' Assistant students. Circumstances may dictate occasions when students are absent from clinical duties. Absenteeism from clinical duties can occur under the following circumstances:

#### **Category 1**

For Non-Academic Leave for events such as vacation, births, weddings, etc. and religious observance that are not part of the compassionate leave policy (category 2). The student is required to fill out a Request for Leave form which will be considered by the Chair of the PA-Graduate Education Committee (GEC).

#### **Category 2**

Compassionate leave or leave due to illness will be subject to the approval by the Chair or the GEC Graduate Education Committee in consultation with the clinical coordinator. This category will include health and unexpected family or personal issues.



## **Non-Academic Leave (Category 1):**

### **Holiday and Vacation Time**

While in the clinical rotation student may take regularly scheduled hospital holidays at the discretion of the Clinical Coordinator. Additional time may be granted at the discretion of the Chair of PA-GEC and the Clinical Coordinator for major life events (e.g. wedding of a family member, etc.)

Academic leave for job interviews may be scheduled following discussions with and approval from the Clinical Coordinator.

*In these circumstances the guidelines listed below will be followed:*

- The request must be submitted at least 4 weeks prior to the start of the rotation.
- The request must be submitted on the “Request for Leave” form to the Chair of the PA-Graduate Education Committee. A pdf of the form is available in the “Guidelines” section on our website.
- The Clinical Coordinator will communicate the decision by supplying the student with a copy of the approved Request for Leave form.
- Time away must be limited to 1 day for a one-month rotation and 2 days for an eight-week rotation. If additional time away is requested and granted, the student will be expected to make up the missed time, at the discretion of the Clinical Coordinator.

## **Compassionate Leave or Illness (Category 2):**

### **Compassionate Leave**

The students will be allowed leave on compassionate grounds as required. The clinical coordinator should be contacted for such request.

### **Illness**

No sick days are granted up front; however, if the student is sick and unable to attend the duties, they must notify the Clinical Coordinator and preceptor at their placement, as well as the Program Administrator ([pathgrad@uwo.ca](mailto:pathgrad@uwo.ca)) at Western University, and follow the guidelines listed below:

*In these circumstances the guidelines listed below will be followed:*

- Students absent for **reasons of illness** must inform the Clinical Coordinator and/or Preceptor as soon as possible. Daily updates are required.
- Three or more consecutive days of absence because of illness, or three or more random days of absence because of illness within one rotation requires written documentation from the treating physician submitted to the PA-Graduate Education Office ([pathgrad@uwo.ca](mailto:pathgrad@uwo.ca), Room 4044, Dental Sciences Building).
- Any absence that is expected to be greater than a five-day duration should be brought to the attention of the Chair of PA-GEC.



- Accumulated absences of five or more days during a rotation will be examined as the student is expected to make up for the missed time unless otherwise stated by the Chair of PA-GEC.
- Students absent due to **unexpected exceptional circumstances (compassionate leave)** must inform the Clinical Coordinator and/or Preceptor as soon as possible. These cases will be assessed on a case-by-case basis by the Chair of PA-GEC.
  - Any absence that is expected to be greater than five days duration should be brought to the attention of the Chair of PA-GEC.
  - Accumulated absences of five or more days during a rotation will be examined with the view to have some of the missed time made up unless the student has been granted compassionate leave from the Chair of PA-GEC.

### **NOTE: For All Leaves**

- **If the total time away reaches five days during the clinical rotation year, the students' absenteeism record will be formally reviewed by the Chair of PA-GEC and make up time may be required.**
- Request for time away may be granted, subject to the following regulations:
  - The request is made at least 4 to 6 weeks prior to the start of the rotation. Requests made later than six weeks prior to starting rotation can possibly be denied.
  - That the time absent is limited and will not interfere with clinical rotations.
  - That provision is made for patient safety issues related to time away.
- An unexcused absence will be considered a lack of professionalism and will be brought to the attention of the PA-GEC and could be grounds for failure.

### **Mandatory Attendance**

Students are expected to be present at all orientations, lab tours (May-June), teaching sessions and rounds. You are required to contact the Clinical Coordinator and clinical preceptors if you are unable to attend.

The following courses are mandatory attendance, if however, you are absent for a course(s) you will have to meet with the Clinical Coordinator, to decide whether or not you will be able to reschedule..

- LHSC Orientations
- Scheduled Lab Tours – Various sites
- Frozen Section Training
- Scheduled Teaching Sessions/Rounds
- Gross Training period
- Assessments – Oral examinations, observations

## Request for Leave

### M.Cl.Sc-Pathologists' Assistant Graduate Program Western University, London Health Sciences Centre, Clinical Affiliates and Community Elective Sites

Please refer to the Policies and Procedures regarding Request for Leaves:

**This form must be completed and signed by all parties, and submitted to Tracey Koning, Graduate Administrator before the effective date.**

\_\_\_\_\_  
I, \_\_\_\_\_ in Pathologists' Assistant Program:  
Name

#### REQUEST

- VACATION:** From \_\_\_\_\_ To \_\_\_\_\_, incl. = \_\_\_\_\_ working days  
(Category 1 Policy)
- NON ACADEMIC LEAVE:** From \_\_\_\_\_ To \_\_\_\_\_, incl. = \_\_\_\_\_ working days  
(Category 1 Policy)
- COMPASSIONATE LEAVE/ILLNESS:** From \_\_\_\_\_ To \_\_\_\_\_, incl. = \_\_\_\_\_ working days  
(Category 2 Policy)

I will be on \_\_\_\_\_ rotation during this requested time off.

I understand that it is my responsibility to return the approved document to the Graduate Administrator.

Signed: \_\_\_\_\_  
Trainee Date of Request

#### APPROVALS

APPROVED: \_\_\_\_\_  
Signature of Program/Medical Director Date of Approval

AND

APPROVED: \_\_\_\_\_  
Signature of Clinical Coordinator/Offsite Preceptor Date of Approval

Once signed please send a copy to Tracey Koning, Graduate Coordinator, Pathology and Laboratory Medicine, Dental Sciences Building, Room 4044.

# **GROSS PATHOLOGY ROTATION SPECIFIC DETAILS**

## (PA) M.CI.Sc. Program GROSS DETAILED ROTATION SCHEDULE

### **GPATH 0 – LHSC**

While you are in orientation sessions in May and the beginning of June, you will be strictly grossing. Below is what you will be observing and subsequently grossing in your orientation.

Specimen Category	Description
<b>Biopsies</b>	<ul style="list-style-type: none"> <li>➤ GI fragments and polyps</li> <li>➤ Cores (ex. breast, prostate)</li> <li>➤ Currettings (ex. endometrial, endocervical, prostate, bladder)</li> <li>➤ Skin punches, shaves, curretting</li> </ul>
<b>Mediums</b>	<ul style="list-style-type: none"> <li>➤ Unoriented skin</li> <li>➤ Oriented skin</li> <li>➤ Gallbladder</li> <li>➤ Appendix</li> <li>➤ Cervical cone</li> <li>➤ Products of conception</li> <li>➤ Placenta (singleton, multiple)</li> </ul>

Each student is expected to become proficient in the gross examination of the following specimens during their first rotation of Year 2. There will be a competency assessment at the end of your introductory rotation on a variety of the specimens listed above.

Duration and arrangement of subsequent rotations varies according to scheduling and resourcing requirements.

### **GPATH 1 - LHSC:**

Specimen Category	Description
<b>Gyne</b>	<ul style="list-style-type: none"> <li>➤ Uterus (benign and hyperplasia; with attached fallopian tubes and ovaries)</li> </ul>
<b>GI</b>	<ul style="list-style-type: none"> <li>➤ Benign small and large bowel (ischemia, diverticulitis, inflammatory bowel disease)</li> <li>➤ Liver explant without mass</li> <li>➤ Spleen</li> </ul>
<b>Breast</b>	<ul style="list-style-type: none"> <li>➤ Reduction mammoplasty</li> <li>➤ Prophylactic mastectomy</li> </ul>
<b>GU</b>	<ul style="list-style-type: none"> <li>➤ Prostate</li> <li>➤ Polycystic kidney</li> <li>➤ Partial nephrectomy</li> </ul>
<b>Head &amp; Neck Thorax</b>	<ul style="list-style-type: none"> <li>➤ Thyroid</li> <li>➤ Salivary gland</li> <li>➤ Globe</li> <li>➤ Lung wedge</li> </ul>

**GPATH 2 - LHSC:**

Specimen Category	Description
<b>Gyne</b>	<ul style="list-style-type: none"> <li>➤ Uterus (hyperplasia, endometrial ca, cervical ca; with attached fallopian tubes and ovaries)</li> <li>➤ Ovarian mass (simple/complex)</li> </ul>
<b>GI</b>	<ul style="list-style-type: none"> <li>➤ Large bowel (right hemicolectomy, left colectomy, rectosigmoid resection/lower anterior resection, abdominoperineal resection)</li> <li>➤ Small bowel (malignant)</li> <li>➤ Liver explant with mass</li> <li>➤ Esophagogastrectomy</li> </ul>
<b>Breast</b>	<ul style="list-style-type: none"> <li>➤ Lumpectomy</li> <li>➤ Mastectomy</li> </ul>
<b>GU</b>	<ul style="list-style-type: none"> <li>➤ Radical nephrectomy (RCC, UCC)</li> <li>➤ Adrenal gland</li> <li>➤ Testicle</li> </ul>
<b>Head &amp; Neck Thorax</b>	<ul style="list-style-type: none"> <li>➤ Lung lobectomy</li> </ul>

**GPATH 3 - LHSC:**

Specimen Category	Description
<b>Gyne</b>	<ul style="list-style-type: none"> <li>➤ Vulva</li> <li>➤ Pelvic exenteration</li> </ul>
<b>GI</b>	<ul style="list-style-type: none"> <li>➤ Whipple</li> <li>➤ Gastrectomy</li> <li>➤ Distal pancreas with spleen</li> </ul>
<b>GU</b>	<ul style="list-style-type: none"> <li>➤ Cystoprostatectomy/cystohysterectomy</li> <li>➤ Penectomy</li> </ul>
<b>Head &amp; Neck Thorax</b>	<ul style="list-style-type: none"> <li>➤ Laryngectomy</li> <li>➤ Glossectomy</li> <li>➤ Oromandibular/maxillary resections</li> </ul>

**Students must demonstrate competency for the gross examination of the specimens listed in each category of GPATH 1 before moving on to more complex and malignant specimens, included in each category of GPATH 2 and then GPATH 3. The point at which competency may be demonstrated will vary for each specimen and for each student.**

## **Procedure for Training - Surgical Gross Room**

### **To: Master of Clinical Sciences - PA Students**

1. Each day, specimens will be assigned and prioritized where appropriate. The PA student(s) in training and teaching PA will select suitable specimens for demonstration/grossing. A teaching PA will be assigned to support training throughout the day.
2. The teaching PA will go through the clinical history and general approach to grossing each surgical specimen and then be available for any questions as the student proceeds with the gross examination. The teaching PA will then review the sections and gross description after completion to ensure the student(s) adhered to the protocol and have conveyed all of the pertinent information.
3. The pathologist signing out the case shall modify/edit the gross description as needed and request additional blocks as necessary. The original PA student should be made aware in all possible cases for feedback and improvement.
4. The PA student(s) are required to log in each specimen they gross on Western University's One45 Evaluation System. The student is required to maintain an up-to-date log on the number of specimens grossed to ensure appropriate exposure/training has been completed before attempting a competency.
5. The One45 log and competency evaluation forms for each PA student(s) shall be reviewed by the clinical preceptors on a bi-weekly basis to ensure student(s) remain on the right path to completing all necessary competencies. It is expected that the student(s) take initiative in tracking their specimens grossed and completing the required competencies on time.
6. While on both surgical and autopsy rotation at LHSC, the PA students will participate in Gross Rounds every Wednesday morning from 8:15 – 9:30 a.m. Each student will be responsible for presenting one surgical case (including but not limited to clinical history, how to gross, pathological entities encountered, staging criteria, adjuvant therapy and patient care) to their peers. The presenting student is expected to ask questions and test the knowledge of their peers. The teaching PA will supervise and may ask/answer questions where appropriate.
7. Additional information sessions on selected surgical specimen topics will be presented by the pathologists and attended by all PAs and PA student(s) on a regular basis. Complete the "Rounds Log Sheet" following attendance at the sessions.

**Expected Competencies:**

Specimen Category	Description
<b>Gyne</b>	<ul style="list-style-type: none"> <li>➤ Uterus               <ul style="list-style-type: none"> <li>○ Benign</li> <li>○ Endometrial ca</li> </ul> </li> <li>➤ Ovarian mass</li> </ul>
<b>GI</b>	<ul style="list-style-type: none"> <li>➤ Benign small bowel</li> <li>➤ Large bowel               <ul style="list-style-type: none"> <li>○ Benign</li> <li>○ Right hemi/transverse/sigmoid mass</li> <li>○ Rectosigmoid (+/- anus)</li> </ul> </li> <li>➤ Liver</li> <li>➤ Esophagogastrectomy</li> </ul>
<b>Breast</b>	<ul style="list-style-type: none"> <li>➤ Lumpectomy</li> <li>➤ Mastectomy</li> </ul>
<b>GU</b>	<ul style="list-style-type: none"> <li>➤ Prostate</li> <li>➤ Kidney cancer</li> </ul>
<b>Head &amp; Neck Thorax</b>	<ul style="list-style-type: none"> <li>➤ Thyroid</li> <li>➤ Salivary gland</li> <li>➤ Lung wedge</li> <li>➤ Lung lobectomy</li> </ul>

There will be a **minimum** number of each specimen required to be grossed before a competency can be completed. This number will be based on the student's progress as well as the availability of specimen types for grossing. Additionally, a student must complete the benign or simple specimens in each category before progressing to the malignant or more complex specimens in that category.



## Specific Rotation Evaluation Process For Surgical Pathology

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- 1. Specific rotation goals and objectives**  
→ Reviewed by: students, PA preceptors and Pathologist(s)
- 2. Gross Pathology In-Training Evaluation Report**  
→ Completed by: Teaching PAs and Pathologist(s)  
→ The One45 Evaluation System will compile the results
- 3. Rotation Evaluation by the student (form)**  
→ Completed by: students  
→ The One45 Evaluation System will compile the results
- 4. Review of Students' Learning Portfolios**
  - Gross Surgical Specimen Log
  - Rounds Attendance (paper forms in student's binder)→ Completed by: PA preceptors (review One45 Evaluation System)
- 5. Direct Observation Competency Assessments**
  - Electronic evaluation form→ Completed by teaching PA at time of competency  
→ PA preceptors to review to ensure student(s) are progressing adequately
- 6. Oral Evaluation**  
→ Examiners will include one PA preceptor and one Pathologist

All results/evaluations are summarized, reviewed, and discussed with the student(s) and Program Director on an ongoing basis. The student and the preceptors/Program Director sign to acknowledge that all documentation, evaluations, and progress have been reviewed.

\* indicates a mandatory response

**Gross Pathology Competency Evaluation - Breast**

\*MM/D

D/YYYY

202209

14

Specim

en:

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**Did the Pathologists' Assistant Student... Prior to grossing...**

	Yes	No	N/A
*Verify the patient and specimen identification on requisition, containers, and cassettes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Ensure that the specimen was properly fixed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Check the clinical information and understand its impact on the grossing procedure?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Consult with a pathologist or Pathologists' Assistant if necessary?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

nts:

**When grossing....**

	Yes	No	N/A
*Properly identify and orient the specimen?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Use the proper protocol?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Properly dissect the specimen and ink if necessary?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Take the appropriate number of sections from key areas?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Take sections of the proper thickness and size?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Photograph / X-ray / draw diagrams of the specimen as required?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

nts:

**In the gross description...**

	Yes	No	N/A
*Use the proper medical and anatomical terms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Include the proper descriptions of dimensions, colour, shape and texture as required.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Recognize/describe main pathologic features?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Yes	No	N/A
*File diagrams if necessary?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Recognize/describe other abnormal or incidental findings?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Organize the gross description in a clear and concise manner?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

**After dissecting and describing...**

	Yes	No	N/A
*Submit tissue in the correct blocks and in the correct location (e.g. fat rack, colour of blocks)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Ensure section codes are accurate and that they correlate with sections taken?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Properly enter the workload into the LIS (PTOE)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Page 1

Comments:

**Overall...**

	Yes	No	N/A
*Complete the dissection and description in an appropriate length of time?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Work in a clean and organized manner minimizing potential error and tissue carry over?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Observe and practice all elements of safety?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>


Comments:

\*Please select

- Competent
- Requires Follow-up

\*Overall Feedback

The following will be displayed on forms where feedback is enabled...  
(for the evaluator to answer...)

 University of Western Ontario Pathology	Evaluated By: evaluator's name
	Evaluating : person (role) or moment's name (if applicable)
	Dates : start date to end date

\* indicates a mandatory response

**MCISc-Pathologists' Assistant Graduate Program  
GROSS IN-TRAINING EVALUATION REPORT**

Location(s):

	n/a	Below Expectations	Meets Expectations	Exceeds Expectations
Verifies patient and specimen identifiers prior to grossing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to appropriately sample specimens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to create an effective, accurate and complete gross description	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to photograph gross specimens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Knowledge of anatomy and pathology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Knowledge of personal safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicates effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consults appropriately	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates integrity, honesty and reliability, is punctual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates an awareness of limitations and responds to criticism appropriately	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Overall Evaluation</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

Key Areas Requiring Improvement:

Is remediation necessary?

- Yes  
 No

**The following will be displayed on forms where feedback is enabled...**  
(for the evaluator to answer...)

**Student Oral Examination Evaluation Form  
Gross Pathology**

.....

**Student's name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Examiners:** \_\_\_\_\_

.....

**General comments:**

**Suggestions for improvement:**

**Overall assessment for student's level of training (please circle):**

Unsatisfactory   Needs Improvement   Meets Expectations   Exceeds Expectations   Excellent


\_\_\_\_\_  
**Examiner's Signature**

\_\_\_\_\_  
**Examiner's Signature**

\_\_\_\_\_  
**Student's Signature**

Revised Feb 8, 2008

**Once completed please return to:  
Tracey Koning, Pathology and Laboratory Medicine, Dental Sciences Building, Room 4044**

 <p>University of Western Ontario Pathology</p>	Evaluated By: evaluator's name	
	Evaluating : person (role) or moment's name (if applicable)	
	Dates : start date to end date	

\* indicates a mandatory response

### Student Evaluation of Rotation - Gross Pathology

	1 Very Poor	2 Poor	3 Average	4 Good	5 Excellent
*ORIENTATION REGARDING ROTATION & OBJECTIVES	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### LEVEL OF:

	1 Very Poor	2 Poor	3 Average	4 Good	5 Excellent
*RESPONSIBILITY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*SUPERVISION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*SERVICE LOAD	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### TEACHING:

	1 Very Poor	2 Poor	3 Average	4 Good	5 Excellent
*OVERALL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*STRUCTURED SESSIONS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*RESOURCE MATERIALS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*OVERALL RATING OF ROTATION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\*Did this rotation meet your educational objectives?

- No  
 Yes

Strengths:

Weaknesses:

Additional Comments:

Did this rotation meet the objectives?

	No	Yes
*Medical Expert	<input type="radio"/>	<input type="radio"/>
*Communicator	<input type="radio"/>	<input type="radio"/>
*Collaborator	<input type="radio"/>	<input type="radio"/>

	No	Yes
*Professional	<input type="radio"/>	<input type="radio"/>
*Scholar	<input type="radio"/>	<input type="radio"/>
*Manager	<input type="radio"/>	<input type="radio"/>
*Health Advocate	<input type="radio"/>	<input type="radio"/>

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**The following will be displayed on forms where feedback is enabled...**  
*(for the evaluator to answer...)*



# **AUTOPSY PATHOLOGY ROTATION SPECIFIC DETAILS**

## Procedure for Training - Autopsy Suite

### To: Master of Clinical Sciences - PA Students

1. Each day the case load is determined by autopsies referred in from the hospital or by the coroner death investigation system. The supervising PA and Pathologists will prioritize the cases and decide who will be assigned to which autopsy. The supervising PA will be support training throughout the day.
2. At the conclusion of each case, the Autopsy Log Book shall be completed. The student(s) is expected to log in each case and every task completed (i.e. bowel removal, chest plate removal) to the One45 Evaluation System. It is the PA student(s) responsibility to update this log sheet frequently and accurately.
3. The One45 log for each PA student(s) shall be reviewed by the clinical preceptors on a bi-weekly basis to ensure student(s) remain on the right path to gaining adequate exposure to each autopsy task. It is expected that the student(s) take initiative in tracking their cases, performance of specific tasks and complete the required competencies on time.
4. The PA student will be evaluated on their performance of three to five separate post-mortem examinations including the external examination, internal examination, collection of various samples (i.e. toxicology, vitreous, microbiology), sewing and preparation of the body for release, and assisting with other autopsy duties where necessary. These may include various dissection techniques (organ by organ, en-bloc, modified Letulle, etc.).
5. The student will partake in several autopsy oral examinations throughout their rotations at each affiliated clinical site. An autopsy oral examination may consist of questions regarding forensic, perinatal, pediatric and general autopsy pathology, forensic morphologies, and specific case findings observed, but may also include questions that were not observed by each PA student.
6. While on both surgical and autopsy rotations at LHSC, the PA students will attend Forensic Rounds every Tuesday whenever possible. Complete the "Rounds Log Sheet" following attendance at the sessions.

## Specific Rotation Evaluation Process For Autopsy Pathology

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- 1. Specific rotation goals and objectives**  
→ Reviewed by: Students, PA preceptors and Pathologist(s)
- 2. Autopsy In-Training Evaluation Report**  
→ Completed by: Teaching PAs and Pathologist(s)  
→ The One45 Evaluation System will compile the results
- 3. Rotation evaluation by the student (form)**  
→ Completed by: Students  
→ The One45 Evaluation System will compile the results
- 4. Review of Students' Portfolios**
  - Autopsy Case Log/Associated Duties (One45)
  - Rounds Attendance (paper forms)→ Completed by: PA preceptors
- 5. Direct Observation Competency Assessment Form**  
→ Completed by: Supervising PA  
→ Reviewed by PA preceptors and Program Director
- 6. Oral Evaluation**

The oral evaluation will be conducted by a PA Preceptor and a Pathologist near the end of your autopsy rotation. Assessment may include common causes/manners of death not necessarily directly observed by the PA student. The student is expected to participate in rounds, read around cases and study from additional resources (forensic, pediatric, perinatal autopsy pathology textbooks) to ensure well-rounded knowledge.

All results/evaluations are summarized, reviewed and discussed with the student(s) and Program Director on an ongoing basis. The student and the preceptors/Program Director sign to acknowledge that all documentation, evaluations and progress have been reviewed.

MCIsc- Pathologists' Assistant Graduate Program  
Autopsy Evaluation

<b>Student:</b>		<b>Observed by:</b>	
<b>Date:</b>			
<b>Did the student:</b>			
Ensure proper set-up of the suite?	YES	NO	N/A
Verify the identification?	YES	NO	N/A
Take appropriate photographs?	YES	NO	N/A
Effectively assist with the external examination?	YES	NO	N/A
Make the appropriate Y-incision?	YES	NO	N/A
Retrieve applicable samples for toxicology?	YES	NO	N/A
Obtain applicable ancillary samples (ex. blood and lung cultures, nasopharyngeal swab, vitreous, etc.)	YES	NO	N/A
Accurately reflect the scalp?	YES	NO	N/A
Inspect all of the cavities?	YES	NO	N/A
Complete any necessary special dissections? Describe below:	YES	NO	N/A
<hr/>			
<i>Perform accurate removal of:</i>			
Chest plate?	YES	NO	N/A
Thoracic organs?	YES	NO	N/A
Abdominal and retroperitoneal organs?	YES	NO	N/A
Intestines?	YES	NO	N/A
Pelvic organs?	YES	NO	N/A
Neck organs?	YES	NO	N/A
Calvarium?	YES	NO	N/A
Brain?	YES	NO	N/A
Appropriately sew and prepare the body for release?	YES	NO	N/A
Observe and practice all elements of safety?	YES	NO	N/A
<input type="checkbox"/> Competent		<input type="checkbox"/> Requires Follow-Up	



**(PA) M.Cl.Sc. Program**  
**Student Oral Examination Evaluation Form**  
**Autopsy Pathology**

---

Student's name: \_\_\_\_\_

Date: \_\_\_\_\_

Examiners: \_\_\_\_\_

---

General comments:

Suggestions for improvement:

Overall assessment for student's level of training (please circle):

Unsatisfactory    Needs Improvement    Meets Expectations    Exceeds Expectations    Excellent


\_\_\_\_\_  
Examiner's Signature

\_\_\_\_\_  
Examiner's Signature

\_\_\_\_\_  
Student's Signature

Revised Feb 8, 2008

Once completed please return to:  
Tracey Koning, Pathology and Laboratory Medicine, Dental Sciences Building, Room 4044

 University of Western Ontario Pathology	Evaluated By: evaluator's name
	Evaluating : person (role) or moment's name (if applicable)
	Dates : start date to end date

\* indicates a mandatory response

**MCIsc-Pathologists' Assistant Graduate Program  
AUTOPSY IN-TRAINING EVALUATION REPORT**

Location(s):

	n/a	Below Expectations	Meets Expectations	Exceeds Expectations
<b>Approach to the Autopsy</b>				
Able to assess validity of consent, plan cases in a systematic manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Performance of the Autopsy</b>				
Competent dissection, blocking, application of universal precautions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Anatomy and Histology</b>				
Adequate knowledge of anatomy & histology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Oral Communication</b>				
Communicates effectively with students, residents, pathologists, support staff and clinicians and able to present pathological findings and participate in rounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Team Relationships</b>				
Recognizes the expertise, roles and opinions of other members of the health care team; interacts effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Consultations</b>				
Consults with pathologists, clinicians, residents and other students appropriately	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Case Organization</b>				
Able to organize appropriately	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Knowledge</b>				
Knowledge of regulations pertaining to the retention of gross specimens, blocks, slides and reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Integrity and Responsibility</b>				
Demonstrates integrity, honesty, compassion and respect for diversity, reliability, conscientiousness; meets deadlines and is punctual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Insight</b>				
Demonstrates an awareness of limitations and seeks advice appropriately; able to identify gaps in knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Response to Criticism</b>				
Accepts advice graciously and responds appropriately to criticism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Interpersonal Relationships with Peers, Supervisors and Support Staff</b>				
Displays sound interpersonal relationships including respect and sensitivity to gender and ethnic issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Overall Evaluation</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

Key Areas Requiring Improvement:




Is remediation necessary?

- Yes  
 No

---

**The following will be displayed on forms where feedback is enabled...**  
*(for the evaluator to answer...)*

 University of Western Ontario Pathology	Evaluated By: evaluator's name	
	Evaluating : person (role) or moment's name (if applicable)	
	Dates : start date to end date	

\* indicates a mandatory response

## Pathologists' Assistant Graduate Program Autopsy Pathology - Rotation Evaluation By The Student (Year 2)

	1 Very Poor	2 Poor	3 Average	4 Good	5 Excellent
*ORIENTATION REGARDING ROTATION & OBJECTIVES	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### LEVEL OF:

	1 Very Poor	2 Poor	3 Average	4 Good	5 Excellent
*RESPONSIBILITY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*SUPERVISION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*SERVICE LOAD	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### TEACHING:

	1 Very Poor	2 Poor	3 Average	4 Good	5 Excellent
*OVERALL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*STRUCTURED SESSIONS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*RESOURCE MATERIALS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*OVERALL RATING OF ROTATION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\*Did this rotation meet your educational objectives?

- No  
 Yes

Strengths:

Weaknesses:

Additional Comments:

Did this rotation meet the objectives?

	No	Yes
*Medical Expert	<input type="radio"/>	<input type="radio"/>

	No	Yes
*Communicator	<input type="radio"/>	<input type="radio"/>
*Collaborator	<input type="radio"/>	<input type="radio"/>
*Professional	<input type="radio"/>	<input type="radio"/>
*Scholar	<input type="radio"/>	<input type="radio"/>
*Manager	<input type="radio"/>	<input type="radio"/>
*Health Advocate	<input type="radio"/>	<input type="radio"/>

---

**The following will be displayed on forms where feedback is enabled...**  
*(for the evaluator to answer...)*

## M.Cl.Sc - PATHOLOGISTS' ASSISTANT PROGRAM GRADUATE EDUCATION COMMITTEE - TERMS OF REFERENCE

Review regularly the objectives and progress of the departmental M.Cl.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.Cl.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.
7. Review examination and rotation performances and make recommendations on their progress to the chair.
8. Make recommendations concerning awards and scholarships to M.Cl.Sc. graduate students where needed.
9. Ensure proper liaison between the Graduate Education Committee and the student.
10. Periodically evaluate performance and operational methods of the committee.
11. The Committee Structure consists of:
  - a. Departmental Chair/Chief
  - b. Program Director of Master's of Clinical Sciences, Pathologists' Assistant Program (M.Cl.Sc)
  - c. Medical Director of Master of Clinical Sciences, Pathologists' Assistant Program (M.Cl.Sc.)
  - d. Community Member
  - e. Toronto Placement Member
  - f. Three graduate faculty members (nominated/appointed by the Departmental Chair from the departmental graduate faculty members).

- g. Clinical Coordinator - from Autopsy and Gross Service
  - h. Clinical Preceptor(s) – from Autopsy and Gross Service
  - i. A graduate student Representative(s)
12. Committee Membership and Length of Tenure: The committee will consist of the Chair of Graduate Education Committee; three department members elected by department members. The tenure of office for faculty members and teaching staff will be three years, renewable.
  13. Committee members concluding a 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.

## **(PA) M.CI.Sc. Program APPEALS PROCEDURES**

Within the department, there are resources available to the student in the form of your clinical preceptors, Clinical Coordinator, Program Director, Medical Director, the Graduate Chair and the Graduate Education Committee. Please feel free to go to them for help and advice.

Full documentation on graduate programs, regulations, and appeals is available on the School of Graduate and Postdoctoral Studies website at:

[http://grad.uwo.ca/current\\_students/regulations/index.html](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 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 decision is to the Senate Review Board Academic.

### **Appeal of Grades**

Grades in courses given through the Department of Pathology and Laboratory Medicine should be appealed first 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 (see steps 2 to 5 above).

## **GUIDELINES FOR VOLUNTARY WITHDRAWAL FROM GRADUATE STUDIES**

In the case where a student voluntarily chooses to withdraw from a program, they must complete the following steps:

- 1- Review the current information on withdrawal procedures provided on: [SGPS Withdrawal Regulations 4.07](#)
- 2- The student must formally notify their program.
- 3- The student must go to the secure [Graduate Student Web Services Portal](#) 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, they 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.



## **(PA) M.Cl.Sc. Program 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 PA-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 over 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 all university and hospital/institutional regulations.

**(PA) M.Cl.Sc. Program  
POLICIES AND PROCEDURES WHEN APPLIED EXPERIENCE  
CANNOT BE GUARANTEED**

If a student cannot continue their training at an affiliated site (e.g. 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 Centre or at another affiliated, accredited site, at the discretion of the Pathologists' Assistant Graduate Education Committee.

## GRADUATE STUDENT AWARDS / DEPARTMENTAL AWARDS

### Department of Pathology and Laboratory Medicine M.Cl.Sc. Pathologists' Assistant Travel Reimbursement Fund

M.Cl.Sc. 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 M.Cl.Sc. Pathologists' Assistant Graduate Program have made funds available for this purpose. This Policy governs release of these funds, as follows:

		<b>Maximum Travel Fund Award per Year</b>
A	Ontario Association of Pathologists (OAP) Meeting with presentation	\$500.00 per year and student (max. 2 students)
B	Ontario Association of Pathologists (OAP) Meeting without presentation	Up to \$200.00 per year and student (max 6 students)
C	Canadian Association of Pathologists (CAP) Meeting with presentation	\$1000.00 per year and student (max 1 student)
D	Educational Courses – registration only	Up to \$200.00 per year and student (max 6 students)
E	American Association of Pathologists' Assistants (AAPA) Student Delegate	Up to \$1,500 per year and student (max 2 students)

To qualify to receive awards A, C, and D, the graduate student must have an abstract accepted for presentation at the associated meeting.

2. 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**  
**MCISc 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, Certificate of Attendance (e.g. Educational Course, Workshop, Education, Day, etc.), 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: \_\_\_\_\_

## **Dr. Frederick Winnet Luney Graduate Research Awards**

### **Introduction:**

Awarded to a graduate student who is in an MSc/M.Cl.Sc. 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 a 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 Committee), 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 M.Cl.Sc. 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 the current year's funding and is subject to change.*

## **Dr. Frederick Winnet Luney Graduate Scholarship**

### **Introduction:**

Awarded annually to a graduate student in a research-based MSc/M.Cl.Sc. 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. 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 M.Cl.Sc. 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 the current year's funding and is subject to change.*



## **Master of Clinical Sciences – Pathologists’ Assistant Program (M.Cl.Sc) Graduate Bursary – Terms of Reference**

### **Introduction:**

The Master of Clinical Sciences offers \$6,000 bursary annually to first year PA student(s) only. Bursaries are non-repayable, taxable grants issued to PA students who demonstrate financial need.

### **Eligibility:**

1. A PA graduate student who is currently in their first year in the M.Cl.Sc. Pathologists’ Assistant Graduate Program.
2. A PA student can receive this award only once.

### **Application Deadline:**

1. Deadline for the application is April 1.
2. Results will be announced at the end of April.

### **Application:**

Applications must be submitted to the Graduate Program Office, Dental Sciences Building, Room 4044. The application form is available on the Western Pathology website. Applications will be evaluated by the PA – Awards Committee.

### **Amount and Number of Award(s):**

Number and Value to vary up to \$6,000.00 annually. The PA - Graduate Education Committee, however, may change the amount or number of awards without notice.

## Department of Pathology and Laboratory Medicine Annual M.Cl.Sc. PA – Dr. Subrata Chakrabarti Student Award of Excellence

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<b>Aim of award:</b>	To recognize an <b>M.Cl.Sc.</b> (PA) program graduate student who has excelled in their role as a graduate student-member of the pathology team.
<b>Eligibility:</b>	PA program graduate student, second year.
<b>Criteria for award:</b>	The award will be given annually to a student(s) who have 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.
<b>Selection procedure:</b>	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.
<b>Presentation of the award:</b>	The award will be made annually in June.
<b>Nature of the award:</b>	Award Value and student's name printed on an award plaque.
<b>Details of the award:</b>	Number and value to vary, up to \$1000.00 annually. The amount and availability of this award is subject to change without notice at the discretion of the PA program Graduate Education Committee.

## (PA) M.Cl.Sc. Program

### FORMS

Revised and up-to-date forms are found on Western University's Department of Pathology and Laboratory Medicine website:

[http://www.schulich.uwo.ca/pathol/gps/mclsc\\_pathologists\\_assistant/pa\\_program\\_forms.html](http://www.schulich.uwo.ca/pathol/gps/mclsc_pathologists_assistant/pa_program_forms.html)

These include:

#### **For incoming students**

- Course Exemption Request
- Essential Functions to Satisfy Program Requirements
- Outline of Criteria for Graduation
- Policies and Procedures for Service Work

#### **For In-Program Students**

- M.Cl.Sc.-PA Program Request for Leave form

#### **Travel Award**

- M.Cl.Sc.-PA Program Travel Award Details
- PA Travel Budget Approval form

#### **Graduate Student Exit Survey:**

To be completed by all graduating students – will be sent at the end of year 2 training for completion via One45 Evaluation System.

**For all other forms or templates, please contact the Graduate Program Administrator, 4044 Dental Sciences Building ([pathgrad@uwo.ca](mailto:pathgrad@uwo.ca)).**

**Department of Pathology and Laboratory Medicine  
Schulich School of Medicine & Dentistry  
Western University**

**4044-Dental Sciences Building  
1151 Richmond Street  
London ON N6A 5C1  
Tel: 519-661-2030  
Fax: 519-661-3370  
<http://www.schulich.uwo.ca/pathol/>**