



2015-2016 ASCP Regional & Local Representative Handbook

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About ASCP

ASCP is the world's largest professional membership organization for pathologists and laboratory professionals. *The mission of the ASCP is to provide excellence in education, certification and advocacy on behalf of patients, pathologists and laboratory professionals.* With more than 100,000 members, the society's influence has guided the application and evolution of the pathology and laboratory medicine specialty since 1922.

The ASCP Washington D.C. Office represents the industry's interests by taking issues to Congress, federal regulatory agencies, and state governments promoting improved laboratory standards, improving healthcare and also reaching patients in need. The Washington, D.C. office also interacts with patient, allied health, laboratory and medical organizations to build coalitions to further the goals of ASCP.

Long recognized for its excellence in providing continuing education for pathologists and laboratory professionals, ASCP sponsors hundreds of workshops, symposia, teleconferences and self-study programs annually. In addition, ASCP is a full-scale medical publisher of textbooks, reference manuals, audiovisual materials, and computer software—as well as a quarterly newsmagazine—*Critical Values* and two prestigious journals: the *American Journal of Clinical Pathology* and *LABMEDICINE*[™].

The ASCP Board of Certification (BOC), with accreditation from the American National Standards Institute, is the oldest and largest certification agency for pathologists and laboratory professionals. Administratively independent of the ASCP, the BOC has certified more than 460,000 people since it was founded in 1928 and represents the gold standard for certification of pathologists' assistants and laboratory professionals.

ASCP Membership

Why Join ASCP?

As a Local Representative you may be asked, “Why should I join ASCP?” ASCP membership makes us stronger together. Here are additional talking points:

Laboratory employers know that ASCP certification is what sets the best job candidates apart from the crowd. ASCP membership takes it a step further. Members care about having

access to high quality CE, supporting the future of the profession, and having their voices heard.

ASCP membership fits where you are in your career. Whether you are just starting out or you've been working in a laboratory for a while, the benefits of membership support every stage of your career:

- CE to keep you at the top of your field.
- Access to jobs in the online Career Center.
- Journals and email newsletters.
- Recognition programs to promote the important work of the labs.
- *and much more.*

How do I Become a Member?

To become a new member, visit www.ascp.org/membership, or call Customer Service at (800) 267-2727.

Member Benefits

There are three types of memberships available for Laboratory Professionals:

- The **Newly Certified** membership plan is for members within three years of their original certification. You receive all the benefits of an Annual Membership at a reduced price.
- The **Annual Membership** plan contains all the traditional benefits including discounts, subscriptions to our publications, and 6 CE credits.
- The **Annual Membership Plus 1-Year Unlimited Online CE** plan contains all the traditional benefits including discounts, subscriptions to our publications, and access to hundreds of online courses.
- The **3-Year Membership** plan includes three years of Annual Membership plus unlimited online CE for the length of the membership, mobile or print versions of our publications, and a \$75 voucher for submitting your CMP declaration form.

View the full membership benefits at www.ascp.org/membership.

Council of Laboratory Professionals

Mission Statement

The ASCP Council of Laboratory Professionals represents the voice of the Laboratory Professional members. The Council provides advice and recommendations to the ASCP Board of Directors through the Commission on Membership on ways in which the Society can best meet the professional and educational needs of the Members.

Goals

The goals of the Council of Laboratory Professionals are to:

- Facilitate communication between the ASCP and Laboratory Professionals
- Develop strategies for recruitment and retention of Laboratory Professionals
- Expand, support, and mentor the ASCP Network of Local Representatives
- Recommend new products and services for Laboratory Professionals
- Promote advocacy on issues affecting the profession
- Recruit and support students in the laboratory professions
- Oversee the work of the ASCP Scholarship Committee*
- Collaborate with other laboratory organizations on professional development initiatives
- Identify and mentor members for leadership roles in the Society
- Recruit nominees for Regional Member Awards

Overview of Council Structure

- The Council consists of 12 members with representation from the various laboratory professions.
- The Council of Laboratory Professionals is headed by a Council Chair who serves a one year term and is a member of the Executive Committee of the Board of Directors.
- The Chair-Elect serves a one year term before assuming the Council Chair position.
- Both the Council Chair and the Chair-Elect are members of the ASCP Commission on Membership and the Board of Directors.
- The Immediate Past Chair retains a seat on the Council.
- The Council includes a Regional Representative for each of the eight regions of the United States. The Regional Representatives coordinate the activities of the Local Representatives in their respective region.

- Local Representatives serve as the vital grassroots connection from the ASCP Members at the local level to the ASCP Regional Representatives.

2015-2016 ASCP Council of Laboratory Professionals Roster

<p>Rex F. Famitangco, MS, MLS(ASCP)^{CM} Laboratory Administrative Director Morrill County Community Hospital clpchair@ascp.org</p>	<p>Chair Term 2014-2017</p>
<p>Diane L Sterchi MSM, HT/HTL(ASCP) Curriculum Developer IU Histotechnology Program</p>	<p>Chair-Elect Term 2013-2016</p>
<p>Diana Kremitske, MHA, MS, MT(ASCP) Vice President, Lab Operations Geisinger Health System</p>	<p>Immediate Past Chair Term 2011-2017</p>
<p>Cheryl Germain, MHS, PA(ASCP) Program Director, Pathologists' Assistant Program Department of Pathology Loma Linda University School of Medicine</p>	<p>Mid-Atlantic Region Term 2010-2016</p>
<p>Nancy E. Ramirez, MS, MLS(ASCP)^{CM}SH Program Director, School of Medical Technology Educations Program Director, Dept. of Clinical Pathology Beaumont Health System</p>	<p>Midwest Region Term 2010-2016</p>
<p>Terese M. Abreu, MLS(ASCP)^{CM} Education Program Director/Coordinator, CLS Program Heritage University</p>	<p>Northwest Region Term 2013-2016</p>
<p>Jesse McCoy, MHS, PA(ASCP)^{CM} Pathologists' Assistant Bon Secours Maryview Medical Center</p>	<p>Northeast Region Term 2014-2017</p>
<p>Kalee Lipska, MT(ASCP) Laboratory Administrative Director Sidney Regional Medical Center</p>	<p>North Central Region Term 2014-2017</p>
<p>Carlo J. Ledesma, MS, SH(ASCP)^{CM}, MT(ASCP)ⁱ Hematology/Autochemistry Supervisor Diagnostic Laboratory of Oklahoma</p>	<p>South Central Region Term 2012-2018</p>

Lee Springer, PhD
Director of Laboratory and Performance Improvement

Southwest Region
Term 2015-2018

Babatunde K Oloyede, PhD, MLS(ASCP)^{CM}
Health Services Officer
Federal Medical Center, Butner, N.C.

Southeast Region
Term 2013-2016

Brittany J. Bell, MLS (ASCP)^{CM} MB^{CM}
Medical Technologist
Philadelphia VA Medical Center
Philadelphia, PA

Regional Rep. in Training
Term 2015-2018

Anthony S. Kurec, MS, H(ASCP)DLM
Department of Clinical Laboratory Sciences
Department of Pathology
State University of New York (SUNY) Upstate Medical University

Regional Rep. in Training
Term 2015-2018

Local Representative Duties

Overview

The ASCP Council of Laboratory Professionals and its network of Local Representatives are the voice of membership. Local Representatives are actively involved in representing the ASCP and relaying its activities and accomplishments to the grassroots members. Local Representatives are to bring issues and concerns from the membership to the Council.

From time to time, you may receive questions from the field that you are unable to answer. **ASCP Local Representatives do not officially represent the Board of Certification.** If you receive questions about the Board of Certification or the Certification Maintenance Program that you are not sure about, please refer the individual www.ascp.org/boc or ask them to contact Board of Certification Customer Service at 1-800-267-2727.

Primary Functions

1. Serve as an ASCP representative in your local area.
2. Promote ASCP membership and the laboratory profession.
3. Communicate effectively between ASCP, the laboratory community, and the public.

Roles and Responsibilities

1. * Serve as a communication link between the ASCP Council of Laboratory Professionals, thereby serving as a contact or resource person for ASCP at the local level.
2. * Organize at least one local ASCP activity each year (see the Local Representative Action Plan for suggestions).
3. * Serve as a mentor to laboratory professionals, other Local Representatives (as requested by the Regional Representative), students and those interested in the profession.
4. * Provide one online annual report, as requested by your Regional Representative.
5. Participate in ASCP activities through direct involvement, or by identifying and recruiting other qualified/interested laboratory personnel for ASCP projects.
6. Seek and/or support collaboration with other professional organizations.
7. Recommend and/or nominate Members for awards, appointments, and offices.
8. Promote Medical Laboratory Medical Professionals Week within your institution and community.
9. Participate in e-mail communications and conference calls for your region (if applicable) that update you on ASCP news.

* = required activity

Qualifications

1. ASCP Member in good standing and willing to commit to the roles and responsibilities of being a Local Representative.
2. Access to email and Internet.

Term

The term of office for each Local Representative is three years. A Local Representative may serve an unlimited number of terms and is appointed by the Council of Laboratory Professionals Chair. Recommendations for Local Representatives are made by Regional Representatives, Members, and others who have knowledge of qualified candidates.

Evaluation

After three years the respective Regional Representative will evaluate the Local Representative's participation in activities and may recommend reappointment, if appropriate, to the Council Chair-Elect. As a Local Representative, it is important that you respond to requests from your Regional Representative regarding your pending reappointment.

Recruiting Volunteers

Local Representatives are frequently involved in the recruitment of new ASCP volunteers. Here are some suggestions on how to get others involved:

- Tell your own story! Let others in your local area know that you are serving as an ASCP Local Representative and why you decided to get involved.
- Make others aware that serving as an ASCP volunteer can be of benefit to their own careers. Volunteers have many opportunities to network and share ideas with lab professionals across the country.
- Reach out to others who share your enthusiasm and interest in the laboratory field and let them know about ASCP volunteer opportunities.
- Send copies of the Local Representative Duties and the Volunteer Information form to those who express an interest in volunteering or are already active members!
- Connect potential volunteers with the appropriate Regional Representative who can help answer their questions. Feel free to recommend volunteers from your own region or from across the country.
- Recruit volunteers before or after an event at your facility or at a local/regional event.

Local Representative Application Process

To volunteer, individuals must be active ASCP members. Interested individuals can download an application form at www.ascp.org/Laboratory-Professionals and then selecting the “Volunteer” icon.

Action Plan for ASCP Local Representatives

Choose activities that are best suited to your interests and talents. This Action Plan is meant to serve as a guide for Local Representatives in carrying out meaningful activities at the local level. Note that required actions are indicated by asterisks (*).

1. Be a good communicator. As a Local Representative for ASCP you serve as a vital communication link between ASCP and your local area.

- * Check your e-mail regularly for communications from your Regional Representative and ASCP. Forward information on ASCP activities, legislative

issues, e-news briefs, advocacy alerts, etc. to your coworkers, administrators and the members of your e-mail group.

- Establish an e-mail address group that allows you to easily send information out to other lab professionals in your area. Try to include a diverse group of lab professionals from a variety of hospitals, private labs, etc. Ask them to forward the information you send them on to other lab professionals in their e-mail address book.
- Encourage participation in ASCP Workshops for Laboratory Professionals and other ASCP programs in your area or region.

2. Become familiar with the key legislative issues in your state and at the national level.

You can reach the main page of the ASCP e-Advocacy Center at

www.ascp.org/Advocacy Here you can familiarize yourself with the key issues, take action on these issues and forward information to others concerning these issues.

- Sign onto the e-Advocacy Center.
- Review and take action on key issues.
- Forward information on key issues to others in your local area.

3. Serve as a resource for your local area.

- * Review this handbook and familiarize yourself with the ASCP (www.ascp.org) and BOC websites (www.ascp.org/boc). There is a lot of information on these websites that can help you to serve as a resource person.
- * Encourage membership in ASCP. Be prepared to answer questions about the many benefits of membership. They are described on the ASCP website www.ascp.org/membership.
- * Serve as a resource and develop a diverse network of volunteer resources (HT, CT, MLT, etc.) that can provide technical information and background for local news stories. Develop a relationship with your local newspaper reporters and/or newscasters. (Be aware that you may need to clear it with your employer's marketing department.)
- * Serve as a liaison to educational programs in your state or region.
- Be familiar with laboratories in your area. Are there specialty labs, or labs with a unique function, like The Animal Forensic Center in Ashland, OR (one of only 2 animal forensic labs in the world) that could provide tours/education? Be a resource for test availability in your area.
- Get to know your hospital marketing department. They can assist with promoting Medical Laboratory Professionals Week, new testing capabilities in the lab, or recognition of specific staff members.
- Be familiar with the career information that can be found at www.ascp.org/careercenter.

- Help connect people—encourage experienced staff to serve as mentors/guides for newer techs or students interested in the field.
- Mentor new local reps when requested by your Regional Representative.

4. Seek opportunities to spread the word about laboratory professionals in your area and to recruit young people to the profession. As a Local Representative you can raise awareness of laboratory professions in your area and participate in the recruitment of young people into laboratory professions.

- * Nominate worthy individuals for ASCP Member awards, especially the Regional Member Award. Be sure to notify the press, or cover it in your facility newsletter.
- Get to know the Program Director of the lab science programs in your area (if applicable). Encourage participation in the free ASCP student membership and the National Student Honor Awards program.
- Speak at (or arrange a speaker for) a community organization such as a rotary club (or other civic organization) meeting, Girl or Boy Scout meeting, etc.
- Speak at (or arrange a speaker for) a career day at your local school, a junior or senior high science class, a career exposition, etc.
- Consider arranging a tour of your laboratory (or a lab in your area) for any age group of students, a high school science class or biology club, a Girl or Boy Scout troop, etc. Have a motivated, enthusiastic person lead the tour.
- Consider mentoring a child working on their science project. Many junior and senior high students are required to do science projects. Contact schools/science teachers in your area.
- Find out if there is a HOSA (Health Occupation Students of America) Chapter in your area and contact them to see how you can get involved.
- Volunteer to write articles for the local newspaper—could they use some background on West Nile or the Safety of the Blood Supply? Check the news and be aware of what the public currently finds interesting.
- Promote the field within your profession.

5. Organize an educational program or other event in your area.

- Coordinate or participate in a FREE Lab Week Webcast at your institution.
- Get to know the pathologists in your institution—they often provide great continuing education sessions.
- If your facility has Grand Rounds, or any form of ongoing physician education, attend the sessions. They are informative and may give you an interesting speaker to contact for a lab event.

- When attending a national ASCP conference, visit the exhibit area and talk to the vendors. Many companies have a speaker's bureau or specialists available to present educational sessions.

On-Demand Webcasts

As a special thank you during Medical Laboratory Professional Week (Lab Week), Regional and Local Representatives are offered the opportunity to participate in or host an on-demand webcast at their institutions.

How Can Local Representatives Use the Webcasts?

These webcasts may be used in a variety of ways. Here are a few suggestions.

- Watch the webcast for your own continuing education requirements.
- Present a webcast as a continuing education program to the staff at your own institution.
- Use the webcast as a Local Program by opening it up to laboratory professionals from other institutions within your community. *Please note: Only the Local Representative hosting the session will receive official Continuing Education – CE – credit from ASCP.*

How Do I Access the Webcast?

Local Representatives will receive an email on how select and access a Webcast during the spring to coincide with Lab Week.

Presenting a Local Program

Presenting a local program may seem like an overwhelming task but the following guide breaks the process down into easy to follow steps. Before you get started, **please note that ASCP does not provide monetary support or Continuing Education Credits (CEs) for local programs.** Depending on the size of the meeting, timing and other factors, ASCP may be able to send promotional meetings for distribution. Please send your request to your Regional Representative well in-advance of the meeting.

What is a Local Program?

Local programs are educational programs that are planned, scheduled, promoted, coordinated, and hosted by a Local Representative(s). They should be at least one hour and no longer than three hours in length.

The Local Representative should promote the local program outside their own facility by whatever means available: mail, e-mail, social media, etc. to neighboring laboratories and/or institutions to reach a broader audience than that of an in-service.

Desired Outcomes

Ideally, local programs will

- meet the educational needs of laboratory professionals in the local area
- increase your visibility by providing an opportunity to introduce yourself as the ASCP Local Representative in your area
- offer a wonderful opportunity for networking.

Location

Where will you hold your local program? Consider some of the following:

- a conference or meeting room in your facility
- a public library meeting room
- any public auditorium or meeting room in your city or town
- a meeting room in a neighboring laboratory or hospital
- your facility's cafeteria (consider a lunch time "brown bag" meeting)

Questions to Think About

How do we decide who the audience should be? Plan carefully for your projected audience. Think about where education is needed. It may be an area in your region, city, or town where there are typically no educational offerings available.

Do we need to have a certain number of attendees to qualify? There is not a minimum number for attendees. Sometimes we can only reach a few people at a given time.

How do we plan a date and time for our first program? If your region typically has educational courses available, research ahead of time to ensure you're not planning your event during the same time. Make it your business to know the activities going on in your area. Do not compete with other continuing education programs.

Can I coordinate my program with another ASCP volunteer? Can I ask other professional groups in my area for help? You may join forces with another Local Representative in your region to coordinate a local program.

How do I cover expenses? Can I charge for the program? Local programs should be accessible to all medical laboratory professionals at little or no cost. You may find, however, that you need to charge a small fee to help offset costs.

What continuing education (CE/CMLE) is available for attendees? ASCP does not provide CE or CMLE for programs local programs organized by Regional/Local Representatives or other ASCP volunteers.

Choosing a Topic

Here are some suggestions:

- Topics may be of a general nature (safety), or on some specific technical topic (medical errors).
- Do a needs-assessment for your area by surveying your facility, town, city, or even state.
- If your state has state licensure, there may be few offerings for one of the categories of licensure (examples: histology, cytology, management, or blood bank).
- You can always choose a topic of general interest to meet the needs of many in your area. These would usually be technical topics.
- Sometimes it is appropriate to look at community issues and address the role of the clinical laboratory in maintaining a healthy community.
- Schedule a program on a research topic, a technique, or test that is currently under development.
- Put together an examination review class. If you have state licensure, remember to check the state guidelines for approved review classes.

Choosing a Speaker

You may consider:

- Medical technologist/medical laboratory scientists
- Pathologists or other physicians in your facility or neighboring institutions
- Professors in local universities or colleges
- Your hospital safety officer
- Nurses specializing in certain types of patient care
- Other allied health professionals
- Presenters at recent ASCP workshops or webcasts

- Host the free on-demand Lab Week Webcast. Each year, the Council of Laboratory Professionals sponsors a live educational teleconference, usually during April. There is no charge for this teleconference.
- Yourself!

If you still cannot find a speaker on your topic, contact your Regional Representative.

Responsibilities as Host

As a Local Representative, you are representing ASCP. You should be prepared to answer questions about ASCP and your role as a Local Representative. There may be questions about becoming an ASCP member and about becoming involved in ASCP activities. Contact the ASCP Membership office for ASCP program brochures you may wish to distribute

Introduce the Speaker

- Prior to the program, make sure to ask the speaker how he/she would like to be introduced.
- Do not announce anything that will not be delivered. Be comfortable, friendly, and smile.
- Remind all participants to register and to sign the attendance rosters. Remember, if you have state licensure, you must follow their guidelines.
- Thank your speaker immediately following his/her presentation. Say a few words of praise about the program.
- Thank the participants for attending.

Evaluations

- Evaluations are an essential part of presenting continuing education offerings. You need to know what worked and what didn't.
- It is appropriate to make an announcement preceding the presentation about the need for each attendee to complete an evaluation form.
- Provide attendees with a place to turn in their evaluation forms.
- You may want to include space on your form for attendees to indicate topics and speakers for future presentations.

ASCP National Student Honor Award

The ASCP National Student Honor Award recognizes student excellence in the laboratory professions. To qualify for the award, applicants must:

- Be a student member of ASCP
- Have a minimum GPA of 3.3 on a 4.0 scale
- Demonstrate leadership and/or community service activity participation
- and meet **one** of the following requirements:
 1. Be in the final clinical year of an accredited MLS/MT, MLT, PA, CT, HTL, MB, or CG program
 2. Be completing a clinical internship for an accredited MLS/MT or CT program
 3. Be enrolled in an accredited hospital based MLS/MT program
 4. Be enrolled in an accredited PBT or HT program

Applications are available December through March at www.ascp.org/students.

Siemens-ASCP Scholarship Program

Since its inception in 2003, the Siemens-ASCP Scholarship Program has awarded more than \$1.5 million in scholarships to medical laboratory students. The scholarship program helps to defray educational costs and helps to address the shortage of qualified medical laboratory personnel.

ASCP's scholarships are awarded on the basis of academic achievement, professional goals and leadership abilities. Awards are available to eligible students in the U.S. pursuing associate, baccalaureate or master's degrees in medical laboratory science. Special legacy scholarships are awarded to students who follow family members' into the laboratory profession.

Students in their final clinical year of study (including graduate programs) may apply for the scholarships between October and December each year.

For more information about the Siemens-ASCP scholarship program visit: www.ascp.org/scholarships.

Awards for Laboratory Professionals

ASCP sponsors a variety of awards for laboratory professionals.

- **ASCP Mastership**
The ASCP Mastership designation serves to honor those distinguished ASCP members who have made significant contributions to the field of pathology and laboratory medicine and to the ASCP. Eligibility is based on years of ASCP membership,

significant career accomplishments, and contributions to the Society and to the profession.

- **Lifetime Achievement Award**

This award honors Laboratory professional members who have demonstrated a commitment to the profession through work, attitude, and Society activities over their careers.

- **Excellence in Management Award**

This award recognizes Laboratory professional members actively engaged in laboratory management or supervision who has demonstrated effective leadership skills and management strategies regarding personnel, finance, and operations.

- **Excellence in Education Award**

This award recognizes Laboratory professional members who are actively involved in a medical laboratory education program and demonstrating outstanding performance in teaching through work in the classroom or clinic, or through the development of effective teaching methods and instructional materials.

- **Regional Member Award**

Laboratory professional members who promote and enhance the field of laboratory medicine through their contributions at the local level receive this award. One recipient is selected annually from each of the eight national regions.

For more information, visit www.ascp.org/Laboratory-Professionals/Awards.

Resources

AAB, American Association of Bioanalysts

www.aab.org

AABB (formerly American Association of Blood Banks)

www.aabb.org

American Association of Pathologists' Assistants (AAPA)

<http://www.pathologistsassistants.org>

American Medical Technologists (AMT)

www.amt1.com

American Society for Clinical Pathology (ASCP)

www.ascp.org

American Society for Clinical Pathology Board of Certification (ASCP-BOC)

www.ascp.org/boc

American Society for Clinical Laboratory Science (ASCLS)

www.ascls.org

American Society of Cytopathology (ASC)

www.cytopathology.org

American Society of Hematology (ASH)

www.hematology.org

American Society for Microbiology (ASM)

www.asm.org

Association of Genetic Technologists (AGT)
www.agt-info.org

Association of Public Health Laboratories (APHL)
www.aphl.org

Clinical Laboratory Management Association (CLMA)
www.clma.org

Commission on Accreditation of Allied Education Programs (CAAHEP)
www.caahep.org

National Society for Histotechnology (NSH)
www.nsh.org

NAACLS, National Accrediting Agency for Clinical Laboratory Sciences
www.naacls.org/

Publications

American Journal for Clinical Pathology (AJCP)

www.ajcp.com

Critical Values
www.ascp.org/criticalvalues

LABMEDICINE™
www.labmedicine.com

Other Useful Links

Centers for Disease Control and Prevention
www.cdc.gov

Gray's Anatomy of the Human Body
www.bartleby.com/107

Labs are Vital
www.labsarevital.com

Lab Tests Online
www.labtestsonline.org

Pathology Outlines
www.pathologyoutlines.com

Contact Information

All Local Representatives should contact their Regional Representatives for any questions, comments or concerns. The Regional Representative will contact the Council of Laboratory Professionals Chair or the appropriate ASCP staff person.

ASCP

33 West Monroe, Suite 1600
Chicago, IL 60603
Toll-free: 800-267-2727
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ASCP Membership Department Contact:

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