

Examination Format

The American Society for Clinical Pathology Board of Certification (ASCP BOC) DLM certification examination is composed of 100 questions given in a 2-hour 30-minute time frame. All examination questions are multiple-choice with one best answer. The examination is administered using the format of computer adaptive testing (CAT). More information is available on the ASCP BOC website.

The examination questions may be both theoretical and/or procedural. Theoretical questions measure skills necessary to apply knowledge and perform calculations. Procedural questions measure skills necessary to perform laboratory techniques and follow quality assurance protocols.

Examination Content Areas

The examination questions encompass the following content areas within laboratory management. Each of these content areas comprises a specific percentage of the overall 100-question examination.

Content Area	Description	Examination Percentage
Financial Management	Budgets; capital equipment acquisition; cost analysis; materials management; financial accounting; utilization management; labor resource management; contract negotiations; cash flow analysis; revenue cycle management	20 – 25%
Operations Management	Safety and emergency management; multidisciplinary activities; informatics and data analytics; facilities management; verification and validation of methods/tests; strategic planning; project management; communication management; marketing and outreach	20 – 25%
Human Resource Management	Recruitment/hiring and separation; engagement; staffing and scheduling; performance management; succession planning and staff development; organization structure and job descriptions; wage and salary administration; regulatory compliance; conflict resolution	30 – 35%
Quality Management	Process improvement; regulatory compliance and licensure; accreditation; risk assessment and management; auditing; quality assurance; document management; nonconforming event, causal analysis, and corrective action and preventive action (CAPA)	20 – 25%

For a more detailed overview of the examination, refer to the content outline starting on page 2.

Examination Content Outline

- Regulatory questions on the examination are based on U.S. sources (e.g., AABB, FDA, CLIA, etc.).
- The examples provided in this topic outline (as indicated by e.g.,) are not limited to those listed.

I. Financial Management

20 – 25% of total examination

- A. Budgets (e.g., preparation, management)
- B. Capital Equipment Acquisition (e.g., return on investment [ROI], net present value, depreciation)
- C. Cost Analysis (e.g., new tests, setting charges)
- D. Materials Management (e.g., purchasing and inventory)
- E. Financial Accounting (e.g., general ledger, accounts receivable/payable, financial ratios)
- F. Utilization Management
- G. Labor Resource Management (e.g., FTEs, productivity)
- H. Contract Negotiations (e.g., third-party payor, vendor, GPO)
- I. Cash Flow Analysis (e.g., balance sheet, income statement)
- J. Revenue Cycle Management (e.g., coding, billing, reimbursement)

II. Operations Management

20 – 25% of total examination

- A. Safety and Emergency Management
- B. Multidisciplinary Activities (e.g., advisory groups, committees, PI projects, laboratory stewardship)
- C. Informatics and Data Analytics
- D. Facilities Management (e.g., space allocation, laboratory design, utilities)
- E. Equipment Management
- F. Verification and Validation of Methods/Tests (e.g., LDTs, EUAs)
- G. Strategic Planning
- H. Project Management
- I. Communication Management
- J. Marketing and Outreach

III. Human Resource Management

30 – 35% of total examination

- A. Recruiting/Hiring and Separation
- B. Engagement (e.g., motivation, employee recognition, continuing education)
- C. Staffing and Scheduling
- D. Performance Management (e.g., onboarding, training, behavioral expectations, competency assessments, evaluations, coaching, counseling, disciplinary action)
- E. Succession Planning and Staff Development
- F. Organization Structure and Job Descriptions
- G. Wage and Salary Administration
- H. Regulatory Compliance (e.g., CLIA, FMLA, ADA, FLSA, EEOC)
- I. Conflict Resolution

IV. Quality Management

20 – 25% of total examination

- A. Process Improvement (e.g., workflow mapping, Six Sigma, Lean)
- B. Regulatory Compliance and Licensure (e.g., federal and state)
- C. Accreditation
- D. Risk Assessment and Management
- E. Auditing
- F. Quality Assurance (e.g., quality planning, quality control)
- G. Document Management
- H. Nonconforming Event, Causal Analysis, and Corrective Action and Preventive Action (CAPA)

END OF CONTENT GUIDELINE