

**The American Society of Dermatopathology (ASDP)
Laboratory Proficiency Testing Program Director Position Description**

Approved: Board of Directors December 3, 2018

- Term of Office** Three years per term with no more than three consecutive terms.
- Method of Appointment** The Quality Assurance Program Committee will solicit an official Call for Directors to the general membership. The Committee will review the qualifications of each applicant and make a final recommendation to the Board of Directors for approval. Reappointment is possible in certain circumstances for two additional terms up to a total of three, based on the recommendation of the Quality Assurance Program Committee and approval of the Board.
- Accountability** Is part of the Quality Assurance Program Committee that reports to the Board of Directors.

General Roles and Responsibilities of a Volunteer

The role of the director is to act in the best interest of the society, exercise the legal duties of stewardship in addition to program-specific management:

Duty of Care: Competence in performing directorial functions, must use care “a reasonably prudent person would exercise in a like position and under similar circumstances”, act in good faith, participate in meetings, be prepared (e.g. prepare and read reports), ask questions and use independent judgment.

Duty of Loyalty: Faithful pursuit of the interests of the organization, do not use position or information gained from participating on the board to secure a personal benefit, disclose actual, potential or perceived conflicts of interest, maintain confidentiality of board discussions.

Duty of Obedience: Faithful pursuit of organization’s mission and decisions, abide by the organization’s rules and policies, support, help implement and avoid undermining the board’s decisions.

Be informed about and support the Society’s mission, services, policies and programs.

Follow conflict of interest and confidentiality policies outlined in the Policies and Procedures Manual.

Act as an ambassador to inform others about the society and its programs.

Roles and Responsibilities of a Program Director

Participants of the ASDP Laboratory Proficiency Testing (LPT) program prepare dermatopathology slides according to specific criteria determined by the director. Theoretically, H/E would satisfy proficiency in dermatopathology testing however, some CLIA inspectors do not understand “tissue pathology” so the program was expanded to include PAS and GMS (fungi), Gram (bacteriology) and AFB (mycobacteriology). Stains are rotated every 6 months (i.e. PAS/GMS/HE spring, AFB/HE/Gram fall). The certificates issued to participants indicate the type of stains submitted for assessment.

The Program Director will provide feedback on all slides and forward to staff to be disseminated with the certificate of participation.

Postage, mailing materials and nominal clerical assistance expenses will be reimbursed by ASDP.

<u>Program Timeline*</u>	12/15-31	Staff: Set up spring and fall program registration
	1/5	Staff: Registration opens
	3/1	Staff: Spring registration closes
	3/6-9	Staff: Sends spring registration list to director
	3/10-5/10	Director: Prepares tissue specimens, develops written techniques and instructions for participant preparation of slides and mailing
	6/10	Director: Deadline for participant slides sent to director
	6/11-30	Director: Assesses participant slides, notes feedback comments, sends to staff for mailing feedback and certificates
	7/1-15	Staff: Sends spring certificates to participants
	9/1	Staff: Fall registration closes
	9/7-10	Staff: Sends fall registration list to director
	9/11-11/11	Director: Prepares tissue specimens, develops written techniques and instructions for participant preparation of slides and mailing
	11/12	Director: Deadline for participant slides sent to director
	11/13-30	Director: Assesses participant slides, notes feedback comments, sends to staff for mailing feedback and certificates
	12/1-15	Staff: Sends fall certificates to participants

**Dates may vary depending on holidays and weekends.*

Time Commitment Estimated at 15 hours per month, including: Board Meetings as needed; written reports to the board as part of the Quality Assurance Program Committee; attend other committee and task force meetings as needed.

- March through May and October through December are the busiest times of the year.

Qualifications General

- Must be a voting member in good standing;
- Must maintain a voting member in good standing status during the entirety of their term;
- Access to acquire superfluous tissue for approximately 100 tissue blocks to be sent to participants;
- Access to laboratory equipment used to analyze testing samples;
- Access to office equipment including postage materials and email.

Professional Attributes

- Board certified dermatopathologist;
- At least 2 years in practice;
- Ability to keep up-to-date on developments in the field in order to amend the Laboratory Proficiency Testing Program as needed;
- Prompt response time to ASDP staff and program participants;
- Solid professional reputation;
- Willing and able to make the time commitment required;

Personal Attributes

- Honesty and integrity;
- Visionary; future orientation;
- Communication skills: able to listen; open-minded; articulate;
- Critical thinking skills: able to analyze and think clearly; creative; sound judgment;
- Organizational skills: manage time, delegate, negotiate, be flexible;
- Be able to work effectively and timely with a team and through others;
- Self-confident; respectful and respected.