

ASCCP COLPOSCOPY MENTORSHIP PROGRAM

Colposcopy Patient Log Submission Guidelines

- 1) The Mentee shall perform and document a minimum of 25 consecutive colposcopic examinations on women with cytology results results of ASC/AGC or more severe to achieve a basic level of proficiency as determined by the Mentor. It is expected that the Mentee will be directly supervised by the Mentor and will:
 - a) see and submit at least 3 cervical cases with high-grade histological findings
 - b) provide a minimum of 12 cases with cervical biopsies and 4 cases with endocervical curettages (ECC, not brush) with sufficient cells for diagnosis
 - c) continue in the Tier 2 portion of the program (direct supervision) until the minimum are reached:
 - i) 3 high-grade cervical cases;
 - ii) 12 cervical, vaginal or vulvar biopsies; and,
 - iii) 4 curettages with sufficient cells for diagnosis.
 - d) perform colposcopic exams under the direct supervision of the Mentor, to include:
 - i) identification of the transformation zone;
 - ii) detection of the presence and extent of the most severe lesion(s) of the lower genital tract;
 - iii) selection of the biopsy site(s); and,
 - iv) collection of biopsy specimen(s).
- 2) In accordance with HIPPA regulations, each patient should be given a sequential identifier (e.g. log #1, log #2, etc.). For confidentiality reasons, do not include the patient's name or Social Security Number but do include the sequential identifying number. If the patient's local facility ID number is used it should be blackened out before sending to the ASCCP.
- 3) After the completion of the mentorship, submit two copies (one of which must be the original copy) of the Mentor's Summary Evaluation form, the Colposcopy Evaluation forms, and the Patient Log form to the ASCCP National Office. Both the Mentee and the Mentor should each maintain one copy of all submitted records.
- 4) The Mentee should discuss each case with the Mentor. The Mentor and Mentee are encouraged to review the ASCCP Consensus Guidelines and additional case studies (to include images, CD-ROMs, or other teaching materials) to ensure a good learning experience during the mentorship.
- 5) Do not send cytology results or pathology reports.
- 6) Please write very clearly. If handwriting is illegible, documents will be returned for clarification.