

Metropolitan Pathologists, PC
7444 W Alaska Drive Ste 250
Lakewood, CO 80226

CYTOLOGY WEEKLY WORKLOAD RECORD

NAME:	24-HOUR SLIDE WORKLOAD LIMIT: # Screening hrs X max assigned slides <input type="checkbox"/> 8hrs = Total max # slides allowed/day
WEEK/YEAR:	SLIDES/HOUR WORKLOAD LIMIT: Number of total slides per day <input type="checkbox"/> 8 hrs = Total max # slides allowed/hour

Columns	A	B	C	D	E	F=A+B+D+E	G=C*2+F	H	I=G/H	J	K
Day	# Conv, SurePath, ThinPrep (non-imaged & Failed Imaged) Slides	# Non-Gyn Slides Screened	# All TIS 22-FOV slides reviewed (Record each slide as one)	# TIS Slides full autoscan	# QC Slides Screened	Total Slides (not including TIS 22-FOV)	Total # Slides (including TIS 22-FOV)	Total # Hours Screening	Slides Per Hour (Calculate to one decimal)	# Non-Screening Hours	Non-Screening Activities
Monday						0	0		0.0		*0.5B
Tuesday						0	0		0.0		0.5B
Wednesday						0	0		0.0		0.5B
Thursday						0	0		0.0		0.5B
Friday						0	0		0.0		0.5B
Saturday						0	0		0.0		0.5B
Sunday						0	0		0.0		0.5B
Total	0	0	0	0	0	0	0	0	0.0	0	

Column C: For workload recording, count slides in column C as one slide and when calculating totals for **column G**, divide the total number in column C by 2. If having to autoscan a slide from Column C, **also** count the slide as one in Column D (you should be counting that slide twice and ultimately assigned 1.5 slides) Column G should never exceed 100 slides/day, nor 100 slides in less than 8 hours of screening. Screening time is the amount of time spent reviewing patient history, screening a slide, and adding your results in the computer.

* 2-15 minute breaks = 0.5 hours. Less than 6 hours of work but 4 or more hours, count 15 minutes for a break.

Cytology Manager:	Date:
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