



CYTOPATHOLOGY EDUCATION AND TECHNOLOGY CONSORTIUM

Est. 2001

Organizational Structure: Operating Rules and Procedures

History & Founders:

The Cytopathology Education and Technology Consortium (CETC) is primarily an independent consortium of national organizations involved in diagnostic cytopathology. The CETC developed as a result of combining the former Cytopathology Education Consortium (CEC) and Intersociety Working Group for Cytology Technologies (ISWGCT). The member organizations are the American Society for Clinical Pathology (ASCP), the American Society of Cytopathology (ASC), the American Society for Cytotechnology (ASCT), the College of American Pathologists (CAP), the Papanicolaou Society of Cytopathology (PSC) and the International Academy of Cytology (IAC). IAC will participate in activities and initiatives that have international relevance.

Focus:

The CETC is primarily an independent consortium of national and international organizations involved in the practice of cytopathology. The CETC provides an opportunity and forum for professional organizations to exchange information and ideas as well as develop programs, projects and consensus policies to enhance the practice of cytopathology. The representatives from each of the organizations are nationally recognized members of their organizations and the cytopathology community.

- The primary goal of the CETC is to collaborate in strategic planning to benefit the profession at large and foster activities beneficial to the practice of cytopathology that can be accomplished best by group action rather than by the individual action of any constituent organization. This includes but is not limited to
 - Assess the need for and adequacy of educational programs, projects and courses that are available/needed to fulfill
 - Evaluate current or future regulatory requirements applicable to the practice of cytopathology;
 - Guide and assess the effective utilization of new approaches and technology in the practice of cytopathology by establishing/reviewing benchmarking parameters;
 - Serve as a resource for educating the public and the profession about the practice of cytopathology

Qualifications for Membership:

To qualify for membership in CETC an organization must:

a) have education as a primary societal function, b) have participative membership that includes cytotechnologists and/or cytopathologists who place strong emphasis on the practice of cytopathology and support personnel standards for all levels of cytopathology practice.

It is expected that most organizations that qualify for CETC membership should have IRS 501(c)(3) or (6) status.

Representation:

The representatives from each of the organizations are nationally recognized leaders of their organizations and the cytopathology community. Constituent organizations will have two representatives each, selected by each organization by a method of its choice. Representatives of each organization will have staggered three year terms, preferably arranged such that no more than one member becomes ineligible in any year. The term begins in November at the ASC Annual Meeting where the CETC meets. Each organization should also provide the name and contact information of a designated staff member who will receive communications regarding the CETC from the ASC.

Alternative Representatives:

Each constituent society shall designate up to three alternate representatives to attend CETC meetings in the event that either one or both of the regular representatives cannot attend.

Co-Chairs:

The CETC will have 2 co-chairs, each from a different organization, with a term of 3 years, renewable for a maximum of 1 additional term. The co-chairs will alternate among organizations and be elected by the committee membership. Each member society has 2 votes.

Liaisons:

Representatives from regulatory bodies (FDA, CDC, CMS, other) may be invited by the CETC chairs to attend meetings as required.

Structure:

The CETC is a not incorporated as a legal entity. Each of the organizations comprising the CETC has a unique structure; therefore, it is up to the parent organizations to communicate with their designated representatives (and *vice versa*) on CETC related activities. Submitted to the senior staff of each of the member organizations and all CETC representatives and alternates are agendas and minutes of CETC meetings as well as all documents developed by CETC representatives. These communications assist each member organization in disseminating CETC information within their respective structure.

The CETC may develop draft policy guidelines or recommendations related to cytopathology for consideration by the representatives and governing boards of the participating organizations. Individual member organizations may adopt these policies as their own, for their own use, or the CETC may develop policies on the basis of a consensus of the participating organizations with approval of the governing boards of the member organizations.

Funding:

The American Society of Cytopathology provides administrative support and funding for one face-to-face meeting at the ASC's Annual Scientific Meeting and three conference calls every year. Member organizations may choose to provide funding for their representatives to attend the CETC annual meeting that occurs at the ASC meeting in November- the ASC does not fund attendance for CETC members. Additionally, funds required for attendance of CETC members on behalf of the Consortium activities at any meetings/forums will be a shared expenditure among all member organizations.

Updated, July 2013