

Introductory Email Letter

To: **Recipient Email**

From: CDC and ASCT Services, Inc.

Subject: Cytology Workload Practices Survey



Dear Cytology Supervisor,

In a few days you will receive an email invitation to participate in a web-based survey on Cytology Workload Practices. This survey is being conducted as part of a two-year study by the Centers for Disease Control and Prevention (CDC) and contracted with ASCT Services, Inc.

The purpose of the survey is to review practices in US cytology laboratories for assessing cytotechnologist workload using image-assisted devices and establishing an individual workload maximum. The data collected will be provided to FDA, CMS and CDC in a de-identified format that the agencies will use to evaluate current workload maximums. **Your participation in this survey will provide valuable information to the agencies that develop the CLIA requirements.** Since the workload requirements were implemented 25 years ago, laboratories have developed many methods for assessing and establishing cytotechnologist workload limits. Yet, many laboratories struggle to determine the best method for assessing workload. ASCT Services will develop a guideline that laboratories may use to assess their policy to determine individual workload limits associated with screening using an image-assisted device.

The survey will take approximately 30 minutes to complete. Please consider participating in this important survey, as it is a unique opportunity to contribute to the evaluation of workload that will benefit all laboratories and cytotechnologists. To minimize the time required to complete the survey, it will be *helpful to have your cytotechnologists' workload records and cytology statistics available to reference as you complete the survey.*

All individuals participating in the survey will be entered in a lottery to win a variety of educational materials.

Questions about the survey can be directed to WorkloadSurvey@asctservices.com.

Thank you in advance for your willingness to participate.

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