



To: For the Record

From: Elaine S. Jaffe, MD, Acting Chief
Laboratory of Pathology, CCR, NCI

CC: Clinical Chiefs, Clinical Lab Manager, and Quality Management
Committee Chair
Laboratory of Pathology, CCR, NCI

Date: 13 June 2005

Re: Designation of Duties for Director of Clinical Operations

As the Medical Director for the Laboratory of Pathology, CCR, NCI, I designate David E. Kleiner, MD, PhD as the Director of Clinical Operations to assume the following responsibilities:

- 1) Annual review of the following policies:
 - a. Clinical Services General Policy Manual
 - b. Clinical Services Safety Manual
 - c. Quality Improvement Policy
- 2) Implementing and maintaining regulatory standards of the CAP and JCAHO.
- 3) Review of QC data, procedure manuals, proficiency testing performance, which affect all sections of LP.