



VETERANS ADMINISTRATION MARYLAND HEALTH CARE SYSTEM  
BALTIMORE DIVISION  
10 NORTH GREENE STREET  
BALTIMORE, MD 21201

GEN00004.2

## ***PATHOLOGY & LABORATORY MEDICINE SERVICE***

### **Laboratory CAP Interim Self-Inspection Version 2**

**General Procedure # GEN00004**

#### **PURPOSE:**

The interim self-inspection is an important aspect of continuing education and laboratory improvement. The use of a variety of mechanisms for self-inspection (residents, technologists or other inspectors) is strongly endorsed. Documentation of performance of the interim self-inspection with correction of deficiencies is a requirement for maintaining accreditation. The laboratory must document that personnel responsible for each laboratory section have reviewed the findings of the interim self-inspection.

#### **PROCEDURE:**

1. When the packet for the self- inspection is received all the different check lists will be distributed for review. The self- inspection must be completed within 30 days after receipt.
2. Whenever possible staff from VA Perry Point, students or residents will be asked to act as inspectors for each section.
3. All deficiencies identified will be documented on deficiency response forms with the corrective action and documentation attached.
5. All supervisors/designees will sign and date the cover of each checklist to document the completion of the self- inspection.
6. All supervisors/designees will report the deficiencies identified to the Quality Management MT and the corrective actions taken.
7. All signed checklists and deficiency response forms will be placed in one binder and kept in the administrative office, copies may be kept by each supervisor.


#### **REFERENCES:**

CAP General Checklist, Northfield IL, 2016



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DATE ADOPTED	Author of Procedure/Policy	Chief of Service
1/24/2012	Paul D. Gruver, MT	Signature:  Dong H. Lee M.D.

Policy/Procedure(s) Retired:		Date retired:
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Review Date	Version Number	Signature of reviewer

REVISION HISTORY

Date revised	Revision #	Changes made	Signature
09/29/17	2	Added reporting deficiencies to the QM tech.	