

	<b>DOCUMENT TYPE:</b> <input checked="" type="checkbox"/> Procedure	<b>ORIGIN DATE IN TITLE 21</b>  06/01/2004
<b>CLIA Lab Director:</b>  Dr. Gregory Pomper	<b>LAB DEPARTMENT:</b>  Central Processing Lab	<b>CONTACT:</b>  Central Processing Lab

**APPLICABLE LABORATORY(S):**

- North Carolina Baptist Hospital (NCBH)
- Lexington Medical Center (LMC)
- Davie Medical Center (DMC)
- Wilkes Medical Center (WMC)
- High Point Medical Center (HPMC)
- Westchester
- Clemmons

**PROCEDURE STATEMENT**

This procedure defines the role of Central Processing in the proficiency testing (PT) program.

**SCOPE**

- i. Procedure Owner/Implementer: Central Processing Lab
- ii. Procedure Prepared by: Central Processing Management
- iii. Who Performs Procedure: Central Processing Team Members

**DEFINITIONS**

- A. Procedure: A process or method for accomplishing a specific task or objective.
- B. WFBH Lab System: Wake Forest Baptist Lab System is a health system that includes Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Lexington Medical Center (LMC), Davie Medical Center (DMC), Wilkes Medical Center (WMC), High Point Medical Center (HPMC), Lab at Westchester and Lab at Clemmons.

**POLICY GUIDELINES**

**A. Procedure**

1. In accordance with Proficiency Testing Procedure (LC-SOP-0029)  
Section 3b, Handling and Analyzing: “This policy strictly prohibits referral or acceptance of proficiency testing specimens from other laboratories. This prohibition takes precedence over the requirement that proficiency testing specimens be handled in the same manner as patient specimens. It is the responsibility of every laboratory employee to understand that the referral (receiving or sending) of any proficiency samples while the testing event is still in progress (before the due date) is prohibited. In the event any employee should be asked to engage in such practice, they are required to immediately notify the CLIA Laboratory Director in charge of their lab and the WFBH Laboratory Compliance Officer.”

## **REFERENCES**

CLIA Regulations Section 493.1236 Standard: Evaluation of proficiency testing performance 2004.

CLIA Regulation and Guidance Brochures, Brochures, Brochure # 8 Proficiency Testing

College of American Pathology Standards for Proficiency Testing

## **RELATED PROCEDURES/POLICIES**

Proficiency Testing Procedure LC-SOP-0029

## **ATTACHMENTS/LINKED DOCUMENTS**

None

**REVISION DATES: REVIEW CHANGE SUMMARY AS REPRESENTED IN TITLE 21.**