**Subject:**

***Proficiency Testing (PT) Policy (QUAL-POL-0012)***  is now an effective document in Title21.  Attached to the PT policy is the PowerPoint presentation ***Proficiency Testing Education Module***.

**Background:**

The ***Proficiency Testing (PT) Policy*** has been revised to:

* better define the proper and improper handling of PT samples
* add guidance on how to identify potential PT sample referred to the lab
* clarify the notification and escalation process for suspected PT sample referred to the lab
* the addition of the PowerPoint presentation - *Proficiency Testing Education Module*. The module has been uploaded to Medical Training Solution (MTS) system and a test has been developed for the module.

**Assessment:**

* + The CLIA rules regarding the Referral of PT sample, the running of Referred PT sample  and the Interlaboratory Communication of PT results before the PT event cut-off date carries heavy penalties for the laboratories involved. Penalties for not following the CLIA rules range  from civil monetary penalty,  suspension and up to revocation of CLIA Certificate for at least 1 year.
	+ All teammates should be aware of the PT rules (handling, referral and interlaboratory communication) and the consequences for not following the rules.
	+ All teammates should be aware of the revised PT Policy.
	+ Managers should follow recommendations below to ensure dissemination of information to all teammates.

**Recommendation:**

1. Assign the *PT Education Module* in MTS to all teammates. There are 2 modules, 1 for *Testing Personnel* and 1 for *Non-Testing Personnel*. You can find both modules under the “*AH WFBMC Quality, Safety & Accreditation*” folder (see image below).



1. Instruct all teammates to read *QUAL-POL-0012 Proficiency Testing (PT) Policy in Title21*.
	* Open T21
	* Expand the WIN QUALITY Binder
	* Click on the POL folder
	* Open QUAL-POL-0012



Also –

While Proficiency Testing is being addressed – Please

Go in to T21

Blood Bank Folder

SOP and read BB-SOP-0001: Proficiencies Blood Bank CAP & Internal Assessments

Review this Procedure



1. Ensure each teammate completes the MTS Education Module and has taken the test with a passing score of 80% or better. The attestation statement shown below is built into the test questions. Lab sections can use the attestation as documentation to show read/receipt of the revised policy.



1. Assign the PT Education Module to all new hire as part of initial training. Include in the lab specific training checklist to ensure it is not overlooked during training.
2. Ensure that your lab section (site-specific) Proficiency Testing policy and procedure aligns with the revised overarching policy.