

 <b>Atrium Health</b> <b>Wake Forest Baptist</b>	<b>DOCUMENT TYPE:</b> Procedure	<b>ORIGIN DATE</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

**PURPOSE**

This purpose of this procedure is to define 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.

**SUPPLIES/MATERIALS**

None

**PROCEDURE GUIDELINES**

**A. Procedure**

1. In accordance with the Department of Pathology overarching Proficiency Testing Procedure Section Proper Handling and Analysis of PT Materials: "It is the responsibility of every laboratory employee to know the proper and improper handling of proficiency samples. Every laboratory employee must understand the importance of following the policies and procedures in proper handling and communication of proficiency testing samples and that *improper handling of the samples and improper communication of proficiency testing reports* may result in sanction, limitation, suspension, or revocation of the laboratory's CLIA certificate (CLIA 493.801(b), 493.1804, 493.1840).
2. Proficiency samples should only be processed at the request of the Lab Manager. If a team member is not clear or has any questions regarding a sample, do not proceed with processing the sample until all questions have been answered by the Lab Manager.
3. Central Processing should not order PT nor should any order be placed by Central Processing without an appropriate requisition.

#### **LITERATURE 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**

None

#### **ATTACHMENTS/LINKED DOCUMENTS**

QUAL-POL-0012 Proficiency Testing

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