

Proficiency Test Handling Reminders: Testing Personnel

DO

Identify Suspect PT Samples:

Samples should be considered Suspect PT when:

- The words "Proficiency" or "Survey" appear on the specimen label, requisition or any other document received with the test order.
- Any of the acronyms defined on the Suspect Proficiency Samples poster appear on the specimen label, requisition or any other document received with the test order.
- The sample appears to be a commercially prepared product or has the physical characteristics compatible with the consistency of an active PT survey sample.
- You are in the process of participating in a PT survey with a similar name or sample type.
- Survey Kit Instructions, a PT Submission Packet, Proficiency Attestation form or a Survey Result form accompanies the sample and it is not from your QA department.

DO

Test PT Samples when received from your laboratory's QA Department:

Treat PT samples the same as patient samples:

- PT samples must be examined, handled, and tested along with the laboratory's regular workload of patient samples.
- Testing personnel must follow the technical SOP including acceptable repeat criteria to test PT samples.

DO NOT

Refer PT material to another laboratory:

Reflex PT to tests that are not performed within the Four Walls of the testing laboratory:

- No portion of a PT sample may be referred to another laboratory even if the testing is temporarily unavailable.
- Any testing or interpretation that would be referred to an outside laboratory for patients **must not** be referred for PT.
- Ensure PT Samples NEVER leave the **Four Walls of the Laboratory** for any reason

DO NOT

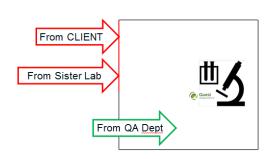
Communicate about PT sample(s) or their results with ANY laboratory (within our network of labs OR outside of Quest Diagnostics) until <u>after formal evaluation</u> by the PT provider:

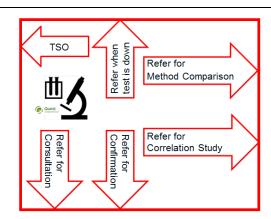
- Questions regarding the administration of the PT program or material integrity should be directed to your Laboratory Director or QA Department.
- Communication or discussion with other laboratories concerning PT results is strictly prohibited.
- If another laboratory initiates communication regarding PT results <u>before</u> the survey has been evaluated, laboratory staff must immediately notify their Laboratory Director or other laboratory management. **DO NOT** discuss an active PT survey with another laboratory.

DO NOT

Accept PT material from another laboratory:

• If the laboratory receives PT material from another laboratory, sequester the material and **do not test**. Immediately notify the Laboratory Director or QA Department to facilitate investigation of the suspect PT.





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