



Proficiency Test Handling Reminders: Supervisors/Managers

DO

Know how to handle routine PT from your QA department

- The material is clearly identified as PT (e.g. red-line or other internal identifier)
- The paper work is correct

DO

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

Treat PT samples the same as patient samples:

- Ensure PT samples are examined, handled, and tested along with the laboratory's regular workload of patient samples.
- Ensure testing personnel are following the technical SOP including acceptable repeat criteria to test PT samples.
- Rotate PT surveys between testing personnel on different shifts, and on different equipment.
- Store completed PT specimens away from patient samples.

DO

Identify Suspect PT Samples:

- When department personnel notify you of suspect PT, immediately sequester the samples and contact the QA Department to start the investigation.

DO NOT

- Use PT for anything other than competency and only after formal evaluation by the PT provider has been completed.

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 after formal evaluation 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 before 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.

