

# 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**

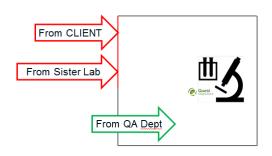
# Communicate about PT sample(s) or their results with ANY laboratory (within our network of labs OR outside of Quest Diagnostics) until after formal evaluation by the PT provider:

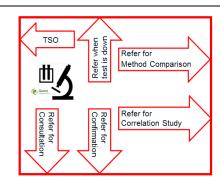
- Questions regarding the administration of the PT program or material integrity should be directed to your Laboratory Director or QA Department.
- Communication or discussion with other laboratories concerning PT results is strictly prohibited.
- If another laboratory initiates communication regarding PT results <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.





Confidential: Internal Use Only

November 2016