TRAINING UPDATE

Lab Location: Department: GEC, SGMC & WAH Technical staff
 Date Distributed:
 5/21/2019

 Due Date:
 6/21/2019

 Implementation:
 6/11/2019

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

CAP Online Proficiency Testing SGAH.QA26 v4

Description of change(s):

Section 5: updated CAP screen shots in part A; add online resulting via DI

Section 9: removed Appendix since content was already within SOP

This revised SOP will be implemented on June 11, 2019

Document your compliance with this training update by taking the quiz in the MTS system.

Non-Technical SOP

Title	CAP Online Proficiency Testing	
Prepared by	Marilyn VanDegrift	Date: 10/20/2009
Owner	Cynthia Bowman-Gholston	Date: 10/20/2009

Laboratory Approval			
Print Name and Title	Signature	Date	
<i>Refer to the electronic signature page for approval and approval dates.</i>			
Local Issue Date:	Local Effective Date:		

Review:		
Print Name	Signature	Date

TABLE OF CONTENTS

1.	PURPOSE	2
2.	SCOPE	2
3.	RESPONSIBILITY	. 2
4.	DEFINITIONS	2
5.	PROCEDURE	2
6.	RELATED DOCUMENTS	10
7.	REFERENCES	10
8.	REVISION HISTORY	10
9.	ADDENDA AND APPENDICES	10

1. PURPOSE

This procedure defines the process for online entry of proficiency testing (PT).

2. SCOPE

This procedure is utilized for Result Form management of PT surveys, and view / verify receipt of data.

3. RESPONSIBILITY

All laboratory staff, trained on the proper handling, testing, and reporting of PT results must comply with this procedure.

4. **DEFINITIONS**

CAP – College of American Pathologists

e-*LAB* Solutions – CAP online proficiency testing program for result management, interactive evaluations and summary reports

PT – proficiency testing

Site Administrator – person within the laboratory who is responsible for setting up and maintaining user privileges to view laboratory data on the CAP Web site.

5. **PROCEDURE**

- A. General Information
 - 1. Each user must first create an account and login
 - a. Go to <u>www.cap.org</u>

b. Click on LOG IN in upper right corner



c. Click on Create an account

COLLEGE of AMERICAN PATHOLOGISTS
Existing Users
your user id
your password
LOG IN »
The state of the s
PASSWORD HINT
New Users
New Users CREATE AN ACCOUNT >

d. A page opens to enter personal data and choose user ID/password

COLLEGE of AM PATHOLOGISTS	ERICAN		
CREATE A WEB ACCOU	JNT		
Note, your account is unique to you My Profile. You may Reset User I	In the event you change contact informa ID and Password (or) Email User ID a	ation (i.e., employers, mailing address and <u>Temporary Password</u> at any tin	s) update such changes under ne if you are having login issues.
••	•	•	
1. Login Details	Details Contact Details	* Re	quired Fields
* User ID:			
* Password: * Confirm Password:			
* Password Hint: * Email Address:			
*3 Security Questions: (S	elect and answer three security questions)	-	
1			
3.			

- e. Provide answers to security questions, including email address
 - Email may be personal or business, it may **not** be a business email for another facility
 - The supervisor's business email may be used
- f. Provide business or home address
- g. CAP will notify you, by email, once your account has been activated. Proceed to step 2.
- 2. Request access
 - a. Log onto the CAP website, <u>http://www.cap.org/</u>, using your new user ID/ password. Note you can log directly into the **e-LAB Solutions Suite** by selecting that option from the upper bar.
 - b. On the right side of the screen, under quick links, click on **Request Access to Laboratory Data**. (If you manage multiple sites, you must request access to each site.)
 - c. Enter the 7 digit CAP number for the site, then click submit
 - WAH 7185324
 - SGAH –7185322
 - GEC 7196153
 - d. On the confirmation screen, review information and click submit
 - e. The laboratory's site administrator will be notified of your request, and will assign your rights based upon your job category (technologist, Group Lead, supervisor, or manager)
 - f. You will receive an email when access has been granted
- 3. Granting access
 - a. The Quality Assurance (QA) team receives email notification of access requests. Subject line of email will state 'Request Access to Lab xxxxxx'
 - b. The body of email includes the requestor's name and email, and the facility. If access for multiple sites was requested, separate emails are sent for each.
 - c. QA personnel will grant the appropriate access. The email is forwarded to the QA team stating access has been completed.
- 4. With access to a single laboratory, your log on will only default into your laboratory.
- 5. Privileges to multiple laboratories will require a special step to ensure that you are working with the intended laboratory.
 - a. Once you log onto the CAP site, go to the e-LAB Solutions Suite.



b. The next screen contains a **Lab Selector** area in a bar near the top. Click the drop down arrow to the right to display all laboratories for which you have privileges.

COLLEGE of PATHOLOGI	AMERICAN STS				Sea
e-LAB Solutions S	uite HELP 🔻]			
LAB SELECTOR	CAP #: 7185322	Shady Grove M	edical Center, Quest Diagnostics Lab at Shady Grove, Core Lab Chemist	ry, 9901 Medical	I Center Dr F
				•	×
	Selected Laboratory		Organization/Institution	Type △▽	
	۲	7185322	Shady Grove Medical Center, Quest Diagnostics Lab at Shady Grove, Core Lab Chemistry, 9901 Medical Center Dr FI II, Rockville, MD 20850-3357	Laboratory	
	0	1335201	Washington Adventist Hospital, Adventist Healthcare Lab Services, 7600 Carroll Ave, Takoma Park, MD 20912-6367	Laboratory	
	0	1345901	Shady Grove Medical Center, Adventist Healthcare Lab Services, 9901 Medical Center Dr, Rockville, MD 20850-3357	Laboratory	
	0	1345902	Shady Grove Adventist Hospital, ABG Laboratory, 9901 Medical Center Dr, Rockville, MD 20850-3357	Laboratory	
	0	7185324	Washington Adventist Hospital, Quest Diagnostics at Washington Adventist Hospital Lab, LL1, 7600 Carroll Ave, Takoma Park, MD 20912-6367	Laboratory	
	0	7196153	Shady Grove Adventist Emergency Ctr Lab, Quest Diagnostics at Shady Grove Emergency Ctr, 19731 Germantown Rd, Germantown, MD 20874-1221	Laboratory	

- c. Choose the laboratory that corresponds to your physical location at the time of selection by clicking on the radio button on the left side.
- d. The dropdown list will disappear from the screen, leaving the e-LAB Solutions Menu for the selected lab.
- B. Navigating to PT Result Forms Data Entry

	Access e-LAB Solutions Suite 🗸	Join the CAP 🏾 🏲 Shop Leslie
COLLEGE of AMERICAN PATHOLOGISTS		Search Q
e-LAB Solutions Suite HELP 💌		
LAB CAP #: 7185322 Shady Grove Medical C	Center, Quest Diagnostics Lab at Shady Grove, Core Lab Chemistry, 9901 Medic	al Center Dr F
Organization & Institution Information		
The Organization Profile is a real-time system accredited laboratories must keep their data c proficiency testing products may also use the	n for maintaining your laboratory's demographic data. All CAP- current. Non-CAP accredited laboratories that purchase CAP system to maintain demographic information.	ORGANIZATION PROFILE
The Organization Profile is a real-time system accredited laboratories must keep their data c proficiency testing woodurts may also use the Proficiency Testing/Quality Management	n for maintaining your laboratory's demographic data. All CAP- current. Non-CAP accredited laboratories that purchase CAP system to maintain demographic information.	ORGANIZATION PROFILE

- 1. Accessing Kits and Forms once you've selected your lab:
 - a. The first page of the Access e-LAB Solutions Suite displays a main menu
 - b. Look in the Proficiency Testing/Quality Management category and select the link for Result Form Data Entry.
 - c. The next page displays the list of outstanding and received PT kits in order by Due Date.

RES	ULT FORM DATA E	NTRY						Back to e-LAB Solutions Suite M
	Click here for Applied Filters: D Contest that kit is du been received.	filter option(s) to ue within 75 days, All e within 10 days and resu	modify the list of kit	enotes that kit is due	search for within 5 days an	other kits.	* Date: mm/dd/yyyy	Sorted by date due, colored flags indicate kits
Click on Dron	Due Date 🔺 🔻	Ship Date 🔺 🔻	Mailing 🔺	✓ Kit # ▲ ▼	Seq 🔺 🔻	Status 🔺 🔻	CAP # ▲ ◄	due within 5 or
Check on Drop	04/09/2019	03/18/2019	ELU-A 2019	31777403	1	Received	7185322-01	10 days
down arrow to	04/09/2019	03/18/2019	UAA-A 2019	31776574	1	Received	7185322-01	10 ddy5
access the result	04/10/2019	03/19/2019	CAR-A 2019	31780480	1	Received	7185322-01	
access the result	04/16/2019	03/25/2019	RBCAT-A 2019	31779027	1	Not Received	7185322-01	
form	04/16/2019	03/25/2019	S-A 2019	31776007	1	Pending Approval	7185322-01	
	04/23/2019	04/01/2019	AHIV-A 2019	31776210	1	Not Received	7185322-01	
	04/23/2019	04/01/2019	D9-A 2019	31777243	1	Not Received	7185322-01	

- d. Click on **Black arrow** that corresponds to the PT kit that you need to enter.
- e. A list of each individual result page that shipped with the kit will build on the screen, with its status and receipt information. The 'data' column displays the options for each page, enter/view data.



- 2. Entering Test Data
 - a. Once testing has been completed in accordance with the applicable technical procedure and QA procedure *Proficiency Test Handling and Result Submission*, you will either perform manual data entry to the CAP site or the results will transmit online through Data Innovations for quantitative tests.
 Note: results that exceed the CRR (contain qualifying symbols, such as > or <) will NOT transmit via DI. These must be manually entered.
 - b. For manual entry, transfer results from hard copy worksheet or instrument printouts to online see section 1 above to access kit and forms. As you select Enter Data for each page, a document identical to the printed form will open. See example below

RESULT FORM DAT	AENTRY			
Mailing: CM-A 2017 / Kit View Kit Instructions	:: 29737363 >> View Images >>	Dev / Print >> Back to Result Form	Data Entry Kit Details	
Step 1: Enter/Edit/Vi	ew Results			
<< < Go to P	Page 2	→ >> SAVE		
	CM- 2017 (CMP;CMP2,C	Last Updated: January 2 A KIT 29737363 6 02	20, 2017 05	
Page Results mu midnight, C March	2 ust be received at the CA Central Time by the due 15, 2017	CAP # 7185324 - 01 SE Products:OMB/P Washington Adventist Hospi Zanetta Morrow MLS(ASCF TEL# 1-301-891-5681 FAX	Q # 01 ital >) # 1-301-891-5037	Click on data entry fields (boxes) to key in results,
Specific Gravit	ty Alert! Whe	n reporting a high quantitative value, do not choo	se a response greater than	method codes, etc.
Method Code 010 15	534	Instrument Code 2676	Excep	otion Code
CN	M-01	CM-02	CM-	03
040		060 ##.#####	050	

- c. Key data into each applicable field.
- d. Before leaving the page verify that the Method Code, Instrument Code, and unit of measure correspond with our method, instrument, and reporting unit of measure.

To enter or verify methods and instruments -

- 1) Place cursor in Instrument Code field and a drop-down box will open to provide an alphabetical list of valid instruments and codes.
- 2) Only codes from this list can be used.
- 3) If your instrument or method is not listed, enter 010 in the corresponding boxes and save. On the last page, under 'Use of Other' type in name of instrument or method.
- e. Save each page using the 'SAVE' button at bottom of each page.
- f. NOTE: Select and save <u>each</u> page, even when there is no data to enter
- g. On the Attestation page, type in name(s) of technologist(s) who performed testing.
- h. <u>NOTE</u>: Once data has been entered for a particular page, the 'status' column will update to Received and 'data' column will update to View/Edit.
- i. On 'Other Actions' list pick **View/print your saved data** print and compare the submitted results to the worksheets or instrument printouts, verify no clerical errors. If errors detected, correct online and reprint applicable page(s).
- j. Initial each page.

D	ue Date	Ship Date →∨	Mailing	Kit # △▽	Seq △▽	Status → ✓	CAP #△▽	Owned by	
02	/23/2017	01/30/2017	BP-A 2017	29737744	1	Received	7185324-01		Click on
	Step 1: En Total of 4 pa	ter/Edit/View res	ults				Washing Takoma I	ton Adventist Hospital Park,MD 20912-6367	View/print your saved
	Page	Status	Date Received	d	Via	Data	OTHER A	ACTIONS	data to print
	1	Received	2/9/17 9:55 AN	i.	Online	View/Edit	VIEW/PR	INT YOUR SAVED DATA	
	2	Received	2/9/17 9:55 AN	Ê.	Online	View/Edit	VIEW KIT	TRANSACTION HISTORY	
	3	Received	2/9/17 9:55 AN		Online	View/Edit	CONTAC	TUS	
	4	Received	2/9/17 9:55 AN	l.	Online	View/Edit			
	Step 2: Re – Resu	view and submit Its have been su AND SUBMIT TO C	t results Ibmitted and received	successfull	у.				

- k. Submit all paperwork (electronic documents, manual worksheets, instrument printouts, etc.) to the supervisor.
- 3. When data is submitted via the DI interface, the Kit Transaction History will display the User as LAB2PT:

Kit/Customer Kit #: 31776376, CAP #: 7185322, Survey : CGL-B 2019, Details: Institution Name : Shady Grove Medical Center							
Page	Action	Date/Time	User				
D	Kit Unlocked	5/14/19 4:06 PM	LAB2PT				
D	Kit Locked	5/14/19 3:36 PM	LAB2PT	-			
D	Received Online	5/14/19 3:36 PM	LAB2PT				
D	Received Online	5/14/19 3:36 PM	LAB2PT				
D	Received Online	5/14/19 3:35 PM	LAB2PT				
D	Received Online	5/14/19 3:35 PM	LAB2PT				
D	Received Online	5/14/19 3:35 PM	LAB2PT				
D	Received Online	5/14/19 3:35 PM	LAB2PT				
D	Received Online	5/14/19 3:32 PM	LAB2PT				
D	Received Online	5/14/19 3:32 PM	LAB2PT	-			

Kit Transaction History is the only way to determine how the results were input into the CAP. Review each page to verify method, instrument and units of measure as described for manual data entry and submit all paperwork to the supervisor when complete. (See step 4-g for use and printing Kit Transaction History)

- 4. Approve data
 - a. Supervisor performs routine review process per QA procedure Proficiency Test Handling and Result Submission
 - b. Data can be edited as outlined in step 2 as needed.
 - c. Supervisor logs onto e-*LAB* solutions and selects appropriate kit, then selects **Approve Pending Pages**

C C C C C C C C C C C C C C C C C C C	03/07/2017	02/13/2017	C-A 2017		30449140	1	Pending Approval	7185322-01	r	
	Step 1: Enter/Edit/View results Total of 25 page(s)							Shady Grove Medical Center Rockville,MD 20850-3357	For transaction history - click	
	Page	Status		Date Received		Via	Data	PRINTA	BLANK RESULT FORM	
		Pending Approval		2/15/17 3:20 PM	D	Online	View/Edit	VIEW/PR	VIEW/PRINT YOUR SAVED DATA VIEW KIT TRANSACTION HISTORY VIEW KIT INSTRUCTIONS CONTACT US	
	2	Pending Approval		2/15/17 3:22 PM	É .	Online	View/Edit	VIEW KIT		
Click this butto	3	Pending Approval	l I	2/15/17 3:24 PM	ñ	Online	View/Edit	CONTAC		
Click this butto	4	Pending Approval		2/15/17 3:26 PM	ų –	Online	View/Edit			
to complete	5	Pending Approval		2/15/17 3:26 PM		Online	View/Edit			
approval proc	ess.	H4 1 2 3 4 5 ₩								
	Step 2: R This button is APPROV	eview and submi e enabled only when res TE AND SUBMIT TO (t results ults are entere CAP	ed and saved.				4		

- d. Scroll through the forms, paying attention to methodology number codes and units of measure for each reported assay.
- e. Verify that ALL pages, even those with no data, have 'Pending Approval' status and are reviewed. For any page that does NOT have the appropriate status, select **Enter Data** and **SAVE**, to change the status.
- f. Click **Approve** on last page
- g. Print the Kit Transaction History to document submission
 - On kit summary page, select View Kit Transaction History. Example shown below
 - Print this page and retain with all survey paperwork.

ed Filters: Du	ue within 75 days, A e within 10 days and n	Li Print Kit/Cu [stomer Kit #: 29 Details: Instituti	9731438, CAP #: 7185 on Name : Shady Grov	322, Survey : MRS5-A 2017, ve Medical Center	10 Records Per Pa
ue Date 🖂 🗠	Ship Date	Page	Action	Date/Time	User	Owned by
28/2017	02/06/2017	1	Received Online	2/13/17 1:23 PM	CAP	
28/2017	02/06/2017	1	Approved	2/13/17 1:23 PM	JNEGADO	
Step 1: Enter/Edit/View re		1	Saved Data	2/10/17 10:57 AM	ZSHEIKH	
		2	Received Online	2/13/17 1:23 PM	CAP	rove Medical Center
		2	Approved	2/13/17 1:23 PM	JNEGADO	amb 20000 3331
Dago	Statua	2	Saved Data	2/13/17 1:23 PM	JNEGADO	ACTIONS
raye	Status	2	Saved Data	2/13/17 1:23 PM	JNEGADO	BLANK RESULT FORM
1	Received	2	Saved Data	2/10/17 10:58 AM	ZSHEIKH	INT YOUR SAVED DATA
2 Step 2: Re – Resu	Received eview and subm lits have been s	CLOSE				TRANSACTION HISTOR INSTRUCTIONS T US

- 5. View data
 - a. Log in, select e-LAB solutions, select Proficiency Testing / Quality Management, "select or change lab" (as needed), select Result Form Data Entry
 - b. Click the **Drop down arrow** for the appropriate kit (see screen shot under B.1)
 - c. Click on link for View/Edit or View in the 'data' column (option depends on individual user's access)
 - d. These pages will show until the kit's due date. The link will open a PDF version of the result form.

6. **RELATED DOCUMENTS**

Proficiency Test Handling and Result Submission, QA procedure

7. **REFERENCES**

College of American Pathologists, User Guide, Using e-LAB Solutions

8. **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP QA006.000		
000 5/6/2013		Section 5:	L Barrett	C Bowman-
		A.1 added email address specifications		Gholston
		A.3 added		
		B.3 added verification of page status to ensure all		
		are reviewed and submitted		
001	5/26/2015	Section 5: A.1 registration / log in instruction and	L Barrett	C Bowman-
		screen shot updated		Gholston
		Footer: version # leading zero's dropped due to new		
		EDCS in use as of $10/7/13$		
2	3/6/2017	Header: add other sites	L Barrett	C Bowman-
		Section 5: update CAP screen shots and instructions		Gholston
3	5/17/19	Header: updated parent facility	L Barrett	C Bowman-
		Section 5: updated CAP screen shots, add online	C Bowman-	Gholston
		resulting via DI	Gholston	
		Section 9: deleted appendix (content is within SOP)		

9. ADDENDA AND APPENDICES None