CAP Survey Annual Review

We must pass our proficiency testing submitted to CAP to allow us to perform testing and to bill for it. If we fail three times we will no longer be able to perform that test in our laboratory. Too many failures could lead to our laboratory being shut down. Please give extra attention to the following items when performing and reporting surveys.

* Read and follow the instructions for each survery sent
* Ensure samples received are withing guidelines for performing the tests
* Check result sheets for proper methodology ,units of measure
* Orders are placed in the LIS and survey vials and any aliquots should be labeled prior to performing tests as per [nvml.037](http://home.wco.health-partners.org/documents_smm_pnp/public/17492_nvml.037%20Labeling%20and%20handling%20of%20Laboratory%20specimens%2C%20aliquots%2C%20dilutions%2C%20in%20case%20and%20reaction%20tubes.pdf)
* Once results are complete follow the policy [nvml.qa.001](http://home.wco.health-partners.org/documents_smm_pnp/public/17499_nvml.qa.001.quality%20assurance-performance%20improvement%20program.pdf) . Make sure to double check all results,methodologies,any conversion factors and labeling of survey vials prior to approving results.

Note below where to find method on survey result forms

