

# What is proper procedure for handling Proficiency Testing Surveys??

## Can I do it Wrong??

There is a correct way to handle proficiency testing and you can do it wrong. Lab penalties for some types of incorrect handling of these surveys can be very harsh. To make sure that *YOU* know how to do it right familiarize yourself with that section of the Quality Assurance policy (included below from nvml.qa.001.)

Proficiency Testing –Proficiency testing to fulfill requirements for interlaboratory comparison will be performed and evaluated for all analytes according to the regulations of the Clinical Laboratory Improvement Amendments (CLIA) and the College of American Pathologists (CAP) Laboratory Assessment Program (LAP).

### Receipt, Ordering, and Distribution **SRMC, PCACC, DACC, IOS, LON,CON,ESUC, and WSUC**

- Each survey will be entered into the LIS as appropriate for answering of results..
- Survey kits, the Certification form and labels will be taken to the appropriate section. The surveys will be assigned to different shifts and/or technologists each challenge.

### Processing and Testing

Survey samples are stored and processed in accordance with the instructions supplied with the survey set.

- Analysis is performed, as much as possible, in the same manner as patient samples and integrated within runs of patient samples.
- **Survey samples must be run singly if patients are run singly.**
- **Samples may be repeated if a patient sample would be repeated under the same circumstances.**
- **Results must not be compared between laboratories or sections. Interlaboratory communication about proficiency testing samples is prohibited. Regardless of patient testing protocols, proficiency testing samples are not to be referred to any other laboratory for testing or confirmation.**
- Results will be entered on the Proficiency Testing Report Form supplied with the survey. The report form and the certification form, if applicable, will be signed in the spaces provided.
- The results will be entered into the CAP e-Lab Solutions online Result Form by a qualified technologist and then approved by a qualified technologist.
- The report form or the copy, the certification form, and any other pertinent documentation such as instrument printouts are to be filed in the location designated by the technical supervisor for the section. All records are retained for two years from the time of performance.

## Is there a penalty for failing surveys?

**Yes.** The CAP requires that failed surveys be documented as to the reason why. Staff must be remediated if they did not follow the procedure. If the same lab misses the same tests on the next survey there are guidelines that make it possible to remove the right to do that test at that site.

At New Vision the CAP surveys are used to document YOUR competency. If you do not pass we must reteach you the correct way to perform the test. If further surveys are also failed it is possible that you may not be able to perform testing. Do your best to follow correct procedures and handling directions. Call with questions. We are confident that you can do well at this challenge if you follow your training procedures!

**One of the most important aspects of this federal law is that we cannot communicate results from one site to any other site.  
If you have questions call the POCT office and we will help you.**