# Purpose: Proficiency Testing (PT) serves as an external check to verify the accuracy of Bioreach Laboratories test results by providing unknown specimens to analyze. The laboratory maintains annual enrollment in PT for the following types of testing:

1. regulated analytes performed by non-waived methods
2. unregulated analytes performed by non-waived methods

**GUIDELINES FOR PROFICIENCY TESTING**

1. Expected shipment dates are provided at the time of PT enrollment by the PT provider so that arrival of PT samples can be anticipated. These dates are noted on a laboratory calendar.
2. All PT samples will be immediately examined when they arrive in the laboratory. If the samples are damaged or of questionable integrity and replacement samples are needed, the PT provider will be notified immediately.
3. The cut-off date for submission of results will be noted and the testing will be integrated into the normal workload and assigned randomly to the individuals performing patient testing.
4. All PT samples will be treated in the same manner as patient samples.
5. There will be no communication with any other laboratory regarding the samples or results prior to the cut-off date for the submission of results.
6. PT samples will not be sent to any other laboratory, even if the laboratory is temporarily unable to test them. Promptly notify the PT provider of any inability to test the PT samples so that the laboratory will not receive a zero score for not participating.
7. All documentation pertaining to the PT participation are retained. This includes:
   * how the PT samples were handled, prepared, processed and tested,
   * information and instructions sent with the samples,
   * all work sheets, instrument tapes and logs related to testing the samples,
   * copies of the attestation form signed by the Testing Personnel and the Laboratory Director/designee
   * the result submission forms.
8. When PT results are received, they will be promptly evaluated by the Laboratory Director or a qualified designee, the review will be documented and the results of the evaluation will be shared with the Testing Personnel. Lab Director is to sign all PT scorecard results.
9. All unacceptable PT results will be investigated, consultation will be obtained where indicated and remedial education will be performed, as appropriate. All results that do not fall within Proficiency test scoring parameters will be investigated using PT form included in Quality assurance policy.
10. All the PT documentation will be retained for a minimum of two years.