**UW Medicine - Pathology**

400-08-01-03

Proficiency Testing Procedure

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| Adopted Date: 08/1991  Review Date: 09/2005  Revision Date: 09/2012 |

PURPOSE

Proficiency testing (PT) is important to assure that accurate diagnoses (or other measurable outcomes) can be attained by the current laboratory procedures and personnel. To insure the integrity of laboratory PT, the following policies must be observed: 1) PT unknowns must be treated as nearly as possible to patient samples. 2) No communication with other laboratories about a particular PT test is allowed during the testing period. 3) PT specimens must not be referred to another laboratory 4) Laboratory director or designate must review PT results within 30 days. 5) Corrective action must be documented in the most current red notebook labeled: CAP surveys and Proficiency Testing.

PROCEDURE

1. **Cap Surveys**

We participate in the College of American Pathologists (CAP) proficiency testing for the lab's main processes. We process: CY, CYI, CYF, CYCGH CAP tests. Result forms are completed entered online (or faxed) for CAP review. Designated personnel enter results online here: [http://www.cap.org/](http://www.cap.org/apps/cap.portal?_nfpb=true&_pageLabel=eLAB_page%20). CAP then sends an evaluation of results which is reviewed by the supervisor and laboratory directors within one month and initialed. The technologists also review results. Any corrective action for unsatisfactory results are documented in the red notebook. All records of these evaluations are maintained in the laboratory for a minimum of 2 years.

***Note:*** Inter-laboratory communication regarding current CAP cases is prohibited.

1. **Controls**
   1. Breakage syndromes: Cytogenetic controls of similar age are routinely obtained for breakage studies for culturing and analysis with patient sample. (See Fanconi anemia, Ataxia telangiectasia and Bloom syndrome).
   2. For molecular analysis of the Y chromosome, control male and female DNA samples are examined together with the patient's sample. For certain types of FISH analysis (i.e., when a normal homologue is not present) control samples are included.
2. **Other Proficiency Testing**
3. Y-Primer PCR for deletions in azoospermic males. Internal PT using blinded, known samples are done two times a year in September and March. Results are reviewed by lab supervisor and faculty and kept in *CAP surveys and Proficiency Testing* notebook for a minimum of 2 years.

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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Cytogenetics Supervisor