Evaluation of Proficiency Testing Results

Policy: GEN 35

The laboratory medical director and laboratory manager/supervisor will review all proficiency test results. The signature of the medical director will be recorded on the proficiency testing set attesting to this review.

Unacceptable Proficiency Testing Results
All outliers are investigated by the technologist/technician who performed the proficiency testing and reviewed by a supervisor/primary operator. Findings of the investigation are reported to the medical director using the Proficiency Testing Survey Investigation Report.

Clerical Errors
The photocopy of the answer form is compared to the proficiency testing report for any possible clerical error. Clerical errors include submitting the wrong instrument code, the wrong method code, data different from the daily log or instrument printout, or transposing incorrect numbers or decimal points.

Proficiency Testing Samples
All samples will be checked for cracked vials, temperature stability when the specimen arrived, along with sample hemolysis or deterioration. If any samples were unacceptable, the proficiency testing company should have been contacted for replacement. The investigation will include checking to make sure the samples were reconstituted, stored, and mixed properly along with testing in the required time frame.

Investigating Results
If the sample is repeated and found acceptable, the quality control results on the day of initial testing will be checked along with any shifting or trending. Investigation will include finding out if more than one analyte failed and if this analyte failed on a previous survey. If any patient results were affected, the physician involved will be notified.

Technical Problems
Calibrations and verifications required by the manufacturer and accrediting agency will be checked. The instrument maintenance both preventative and unscheduled will be checked along with any pipetting errors performed by the laboratory.

_________________________________________  ______________________________
Medical Director                  Date
                                      Laboratory Manager