

DEFINITIONS:

- **Moderate Complexity Testing**: Those tests involving microscopic urine examination, gram stain-urethral smear, KOH, wet prep and RPR card test
- **Approved Outside Testing**: Lab Testing performed at contracted offsite laboratories.
- **Proficiency**: Performance in an approved outside testing program.

POLICY:

It is the policy of the **Agency Name** that proficiency testing (PT) is obtained from an approved outside testing program and completed three times each year. All clinical and laboratory personnel engaged in moderate complexity testing are required to participate in proficiency testing.

PROCEDURE:

A. Quality Assurance Indicators

1. Specimens are dated when received.
2. Tests are performed by testing personnel within the specified time period stated in the proficiency test information.
3. All proficiency specimens are stored as stated in the proficiency test information until all testing is completed.
4. Each proficiency test event specifies which tests will be done, and testing is done in accordance with established procedures. All samples from the testing event must be evaluated at a single site. Testing is performed in the same manner as with patient samples.
5. Upon completion, the proficiency is signed by the testing personnel and the Laboratory Director. A copy of the results are filed, and the original is mailed. The samples are retained until the graded results are returned.
6. When the proficiency results are returned, the Laboratory Director reviews all results and signs the proficiency review. These copies are filed and retained for two years.

**LABORATORY QUALITY ASSURANCE/
GUIDELINES FOR PROFICIENCY TESTING**
Agency Name

Appendix K
Procedure/Clinical Services
Effective: Date
Revised: Date
Page 2 of 2

7. If any erroneous results are obtained in a completed proficiency, the results will be reviewed and, if possible, tests will be repeated. Every effort will be made to correct the problem, including additional lab training for testing personnel if indicated. The cause of the discrepancy will be recorded.

8. A laboratory with multiple sites covered by a single certificate that participates in one PT program, per analyte, must be aware that a failure in PT could lead to the limitation or revocation of its certificate for all sites for the failed analyte, sub-specialty, or specialty, not just the one participating in PT.

Reminder: The laboratory must examine or test the PT samples it receives from the PT program in the same manner as it tests patient specimens in accordance with 493.801 (b). The laboratory should test the proficiency testing sample as it would a patient specimen up until the point it would refer a patient specimen to a second laboratory for any form of further testing.

Name
Laboratory Director