

MANAGEMENT OF EXTERNAL PROFICIENCY TESTING (EPT)

Physiwell M Sikateyo
Lab Supervisor
CIDRZ-Central Laboratory
Lusaka, Zambia

BACKGROUND

- Prior to January 2008, when a survey was received in the lab , it was entered onto receipt log.
- No communication occurred with testing bench/testing tech.
- If the tech did not checked the log, testing was not done and resulted in failing the proficiency survey.

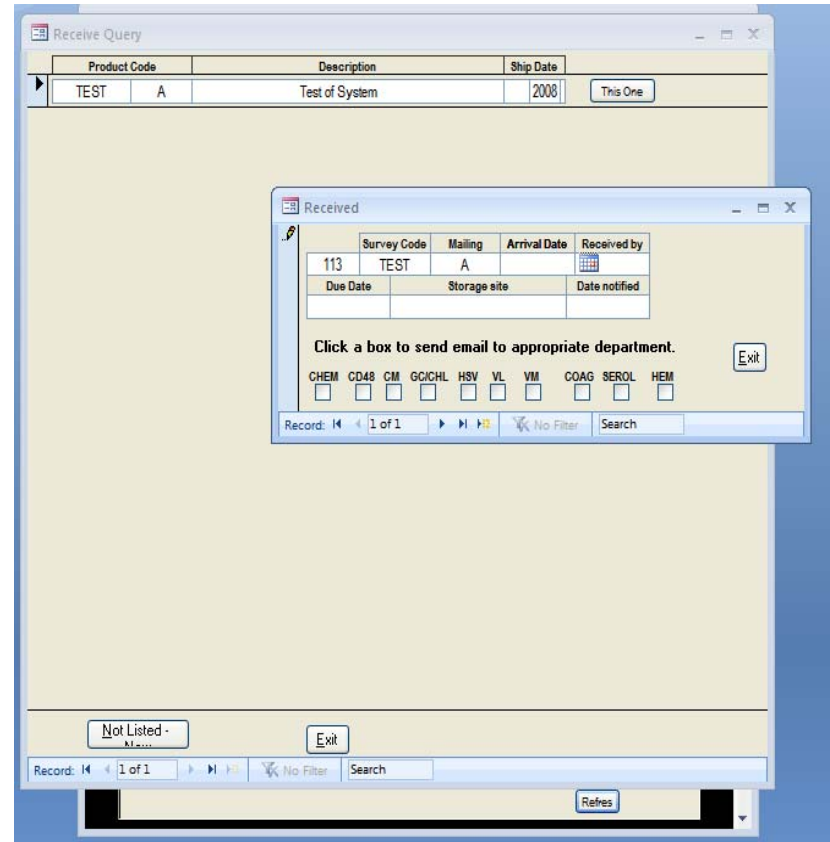
WAY FORWARD

- To avoid past occurrences, a new system of monitoring EPT surveys was put in place
- This is via the Microsoft Access Database

EPT CURRENTLY IN-HOUSE				
Description	Survey Code	Mailing	Arrival Date	Due Date
Syphilis Serology	G	B	14-Aug-08	23-Sep-08
Anti-HIV-1	RHIV	B	14-Aug-08	23-Sep-08
UKNEQAS samples 202, 203	JKNEQAS080	0804	21-Jul-08	01-Aug-08

HOW IT WORKS

- The survey ID and arrival date is recorded in the database by the Lab supervisor
- Communication is automatically sent to the testing Tech/Bench via E-mail
- Upon completion of testing, the results are entered into the necessary format (internet, fax, etc.) and submitted.



- The date the testing is completed is then entered into the database by the Testing Tech, under the “Testing Completed” portion.

The screenshot shows a software window titled "Testing Completion". It contains a data entry form with the following fields and values:

Auto Number	Survey Code	Mailing	Arrival Date	Year
113	TEST	A	19-Aug-08	2008

Testing Completion Date	Testing Tech/Lead Tech
28-Aug-08	RH

Date Submitted	Method	Reported by
29-Aug-08	On-Line	RH

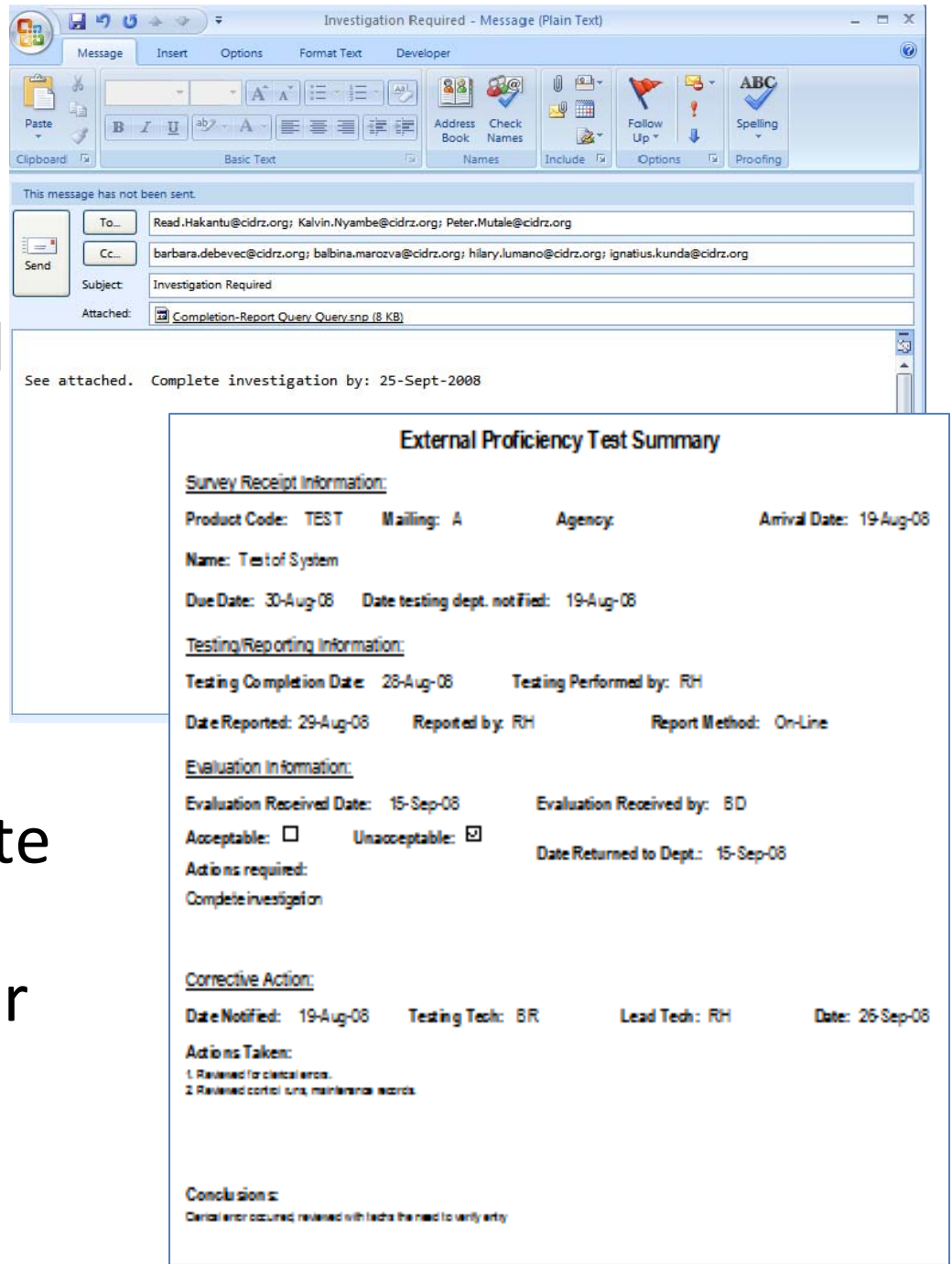
Clicking on "Completed" will send an email to notify the testing is complete and results have been submitted.

Record: 1 of 1 | No Filter | Search

Exit

- An email is then automatically generated to the QC/QA coordinator and lab supervisor giving notice of completion.

- If a survey needs additional actions, the original data and evaluation are routed to the appropriate techs, along with a “complete by” date.
- The testing tech(s) will complete the investigation and route the paperwork to the laboratory director for final review.



- EPT- Incomplete investigation- by QC/QA coordinator.
- Print reports of past investigations-by QC/QA Coordinator.

Completed External Proficiency Surveys

A FREQ S TRIAL 30

Survey Receipt				Testing/Submission				Evaluation				Investigation					
Mail	Arrival Date	Receive day	Due Date	Tested By	Date	Reported by	Date	Method	Received by	Date	As acceptable	Unsatisfactory	Notified	Techn	Lead Techn	Date	
B	13-Jan-08	IK402	25-Jan-08	EMN428	14-Jan-08	BU/N428	31-Jan-08	STM			<input type="checkbox"/>	<input type="checkbox"/>					
B	15-Jan-08	LNK	30-Jan-08	ESN	25-Jan-08	IG	29-Jan-08	Fax	RS	01-Jan-08	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10-Jan-08	BD/EMN	BU/N	10-Mar-08	
ml3	13-Jan-08	IK402	25-Jan-08	EMN428	14-Jan-08	BU/N428	31-Jan-08	STM			<input type="checkbox"/>	<input type="checkbox"/>					
ml3	15-Jan-08	LNK	30-Jan-08	ESN	25-Jan-08	IG	29-Jan-08	Fax	RS	01-Jan-08	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10-Jan-08	BD/EMN	BU/N	10-Mar-08	

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Survey Receipt				Testing/Submission				Evaluation				Investigation					
Mail	Arrival Date	Receive day	Due Date	Tested By	Date	Reported by	Date	Method	Received by	Date	As acceptable	Unsatisfactory	Notified	Techn	Lead Techn	Date	
b	25-Jan-08	ik	01-Jul-08	PM/S405	05-Jun-08	PM/S405	05-Jun-08	STM			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
b	25-Jan-08	GS403	04-Jul-08	GB/PM/S	12-Feb-08	PM/S	12-Feb-08	STM			<input checked="" type="checkbox"/>	<input type="checkbox"/>					

HPTN035 Wet Mount Proficiency

Survey Receipt				Testing/Submission				Evaluation				Investigation					
Mail	Arrival Date	Receive day	Due Date	Tested By	Date	Reported by	Date	Method	Received by	Date	As acceptable	Unsatisfactory	Notified	Techn	Lead Techn	Date	
Jan08	01-Jan-08	ps	05-Jan-08	P/S	05-Jan-08	P/S	05-Jan-08	On-Line	PS		<input checked="" type="checkbox"/>	<input type="checkbox"/>					

HPTNWB Western Blot

Survey Receipt				Testing/Submission				Evaluation				Investigation				
Mail	Arrival Date	Receive day	Due Date	Tested By	Date	Reported by	Date	Method	Received by	Date	As acceptable	Unsatisfactory	Notified	Techn	Lead Techn	Date
A	15-Jan-08	GB	31-Jan-08	DB/PM/S/BD	01-Feb-08	DB/PM/S/BD	01-Feb-08	On-Line	BD	16-Feb-08	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05-Jan-08	bd/gbj/bm		06-Mar-08

TEST Test of System

Survey Receipt				Testing/Submission				Evaluation				Investigation				
Mail	Arrival Date	Receive day	Due Date	Tested By	Date	Reported by	Date	Method	Received by	Date	As acceptable	Unsatisfactory	Notified	Techn	Lead Techn	Date
A	19-Aug-08	BD	30-Aug-08	RH	28-Aug-08	RH	29-Aug-08	On-Line	bd	16-Sep-08	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19-Aug-08	BR	RH	26-Sep-08

- Anticipated ship date can be obtained based on the information given on the CAP website

Anticipated Ship Dates

Ship Date	Finalize Date	Mailing	Description
11-Aug-08	G	B	Syphilis Serology
11-Aug-08	RHW	B	Anti-HIV-1
25-Aug-08	VM1	C	AABB/CAP Viral Markers - Series 1
08-Sep-08	FHG	C	Hematology Automated Differentials PH9 Series
15-Sep-08	CGL	C	Coagulation, Limited
15-Sep-08	HCB	C	C. trachomatis, Herpes, H, gonorrhoea
22-Sep-08	CMF	B	Clinical Microscopy w/holdes
29-Sep-08	UV9	B	Hematology Calibration Verification/Linearity
06-Oct-08	CN3	C	General Chemistry and Therapeutic Drugs, International (SI)
03-Nov-08	VR3	B	Virology Antibody Dilution
01-Dec-08	RHW	C	Anti-HIV-1
08-Dec-08	G	C	Syphilis Serology
08-Dec-08	UV2	B	Chemistry/Lipid/Enzyme Calibration Verification/Linearity

EPT CURRENTLY IN HOUSE

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- The EPT currently in house can be monitored once in the access database.
- The diagram gives the description, survey code, mailing, arrival and due dates

CONCLUSION

- **Advantages:** The system has improved our response towards proficiency testing. From receipt of the survey, submission of results, final evaluation and if necessary, the completion of corrective action – all steps are documented and traceable.
- **Disadvantages:** Need computers, a network, email and a staff member with Microsoft Access knowledge.

Since adopting this system of monitoring external proficiency samples:

- CIDRZ lab has successfully submitted all proficiency testing.
- Interested staff members are being taught Access in order to maintain and develop the system.
- Other databases have been set up to monitor everything from SOPs to the annual review of SOPs by staff members.

**TOGETHER AS A TEAM,
WE WILL SUCCEED**



Thank you



Zikomo