MANAGEMENT OF EXTERNAL PROFICIENCY TESTING (EPT)

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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
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.

• An email is then automatically generated to the QC/QA coordinator and lab supervisor giving notice of completion.
• When the survey evaluation is received, the QC/QA coordinator will review them, enter the receipt date and any required actions into the database.

• An email is automatically sent notifying the appropriate staff if they passed the survey or if action is required.

• If a survey was passed, the evaluation, original data and lab form are routed to the techs who performed the testing for review, the sent to the laboratory director for review.
• 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.

• Anticipated ship date can be obtained based on the information given on the CAP website
EPT CURRENTLY IN HOUSE

- 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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Survey Code</th>
<th>Mailing</th>
<th>Arrival Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syphilis Serology</td>
<td>G</td>
<td>B</td>
<td>14-Aug-08</td>
<td>23-Sep-08</td>
</tr>
<tr>
<td>Anti-HIV-1</td>
<td>RHIV</td>
<td>B</td>
<td>14-Aug-08</td>
<td>23-Sep-08</td>
</tr>
<tr>
<td>UKNEQAS samples 202, 203</td>
<td>JKNEQAS080</td>
<td>0804</td>
<td>21-Jul-08</td>
<td>01-Aug-08</td>
</tr>
</tbody>
</table>
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