

MANAGEMENT OF EXTERNAL PROFICIENCY TESTING (EPT)

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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.

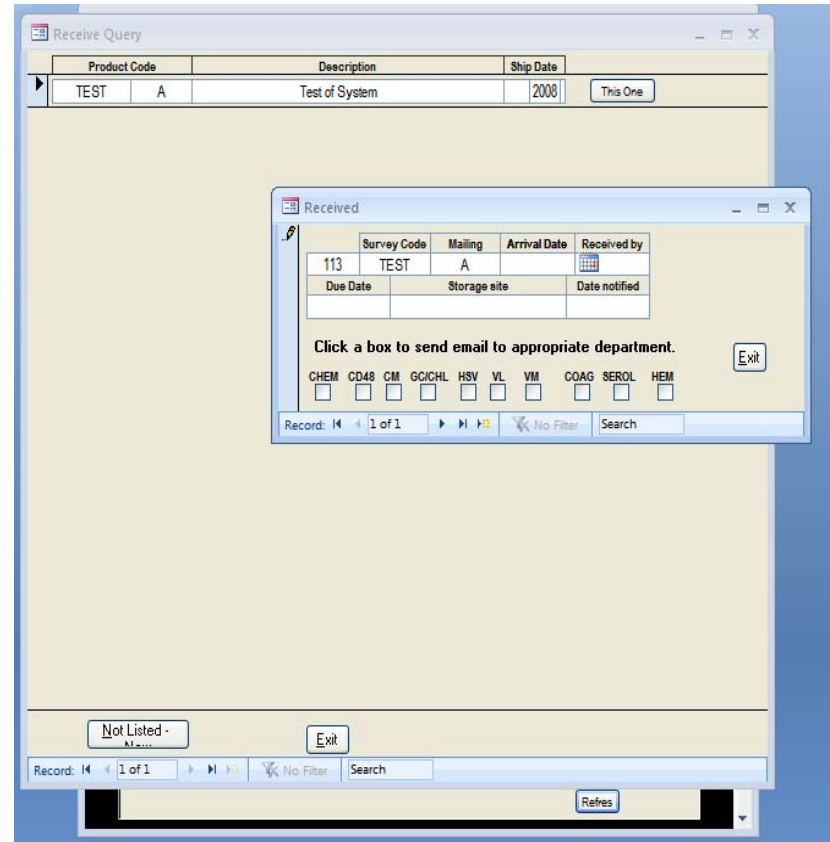
WAY FORWARD

- 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

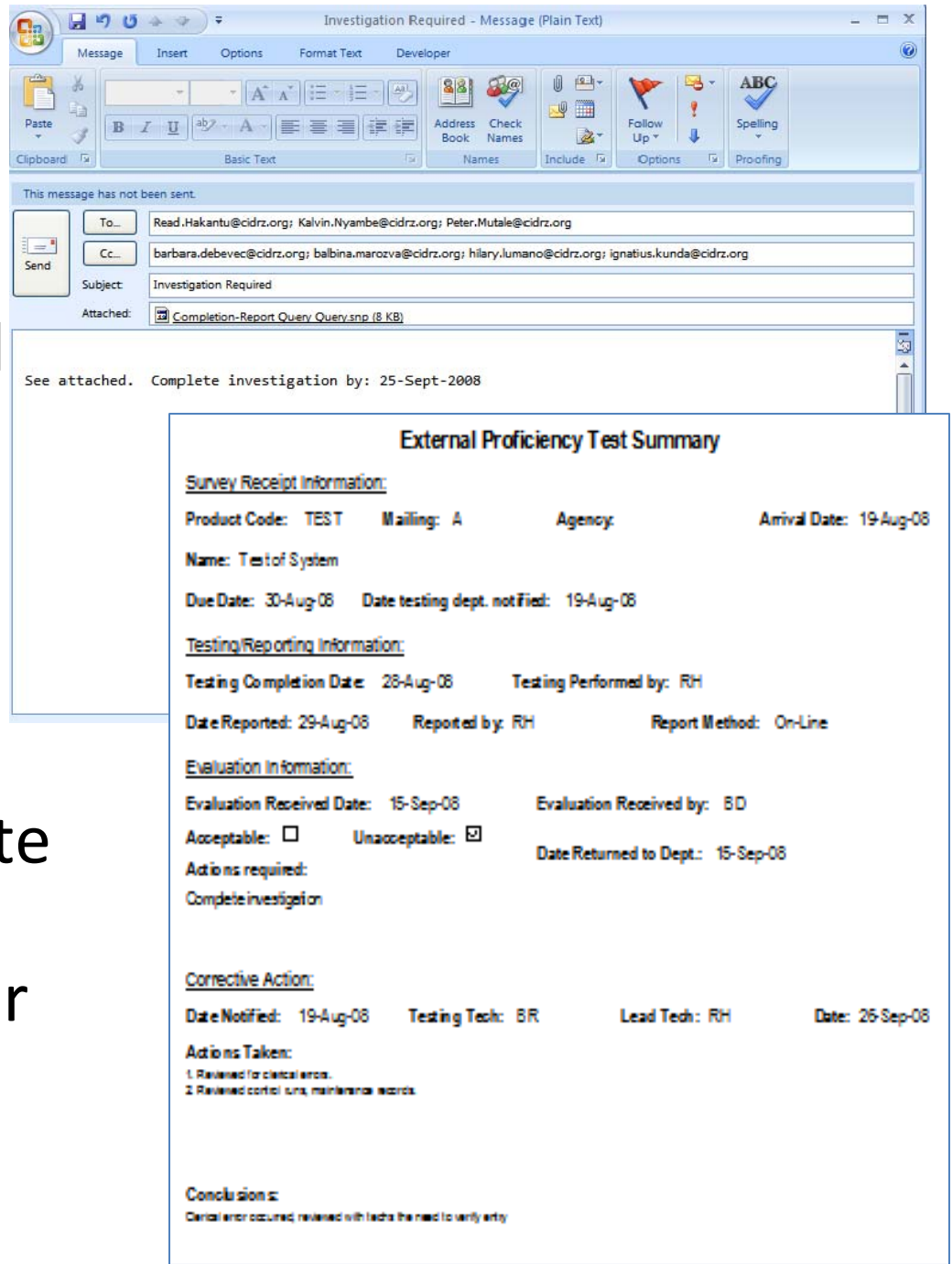
Clicking on "Completed" will send an email to notify the testing is complete and results have been submitted.

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	Unas acceptable	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	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	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	Unas acceptable	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	Unas acceptable	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	Unas acceptable	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	Unas acceptable	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	RHV	B	Anti-HIV-1
25-Aug-08	VM1	C	AABB/CAP Viral Markers - Series 1
08-Sep-08	FHG	C	Hematology Automated Differentials PHG Series
15-Sep-08	CGL	C	Coagulation, Limited
15-Sep-08	HCB	C	C. trachomatis, Herpes, H. gonorrhoeae
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	RHV	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