

POCT Proficiency Testing Worksheet

Facility: _____

PT Vendor: _____

Program: _____

Receiving Date: _____

Result Submission Deadline: _____

Section	#	Steps	Initial or N/A	Date	Comments
Receiving	1	Open and inspect shipment to ensure that all samples are received and in good condition.			
	2	If samples not received in good condition – PT vendor notified according to manufacturers procedure within shipment instruction.			
	3	If analysis not done on Receipt Date - Specimen stored as per vendor's instructions, and Charge/Senior or Responsible technologist notified. Note: PT samples must be tested within 3 working days after receiving, unless otherwise specified.			
Testing	4	Reconstitute / Prepare / Mix / Centrifuge specimens according to vendor's instruction. Attach vendor's instruction sheet to this document.			
	5	Log specimens into Laboratory LIS or assign specimen ID numbers.			
	6	Analyze specimens according to regular Laboratory procedure			
Reporting	7	If applicable, attach printout of: <ul style="list-style-type: none"> ▪ Instrument results ▪ Daily QC and calibration information (if necessary) 			
	8	Review vendor data submission form for specific reporting requirements (e.g. units) and Convert results where applicable to the correct EPT reporting units.			
	9	Transcribe the results from instrument print-out onto the vendor's data submission form.			
	10	Second-person review (where possible) the transcription to ensure correct numeric value and reporting unit. Initial the document.			
	11	If results are submitted on-line, second person review (where possible) of the data entry.			
Reviewing Evaluation	12	Print out on-line result submission report (the second person reviewer could initial this document as evidence of review) and file it with the original instrument print-out and vendor's data submission form.			
	13	PT Reports received from the vendor and reviewed by Charge Technologist/Designee			
	14	For graded results, reports reviewed and found to be:			

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Reports		<input type="checkbox"/> Acceptable. No EPT failures or adverse trends noted. <input type="checkbox"/> Unacceptable. EPT Failure noted.			
	15	For ungraded results – CAP exception codes: <input type="checkbox"/> Investigation has been performed and documented on the evaluation report (when results are within the CAP criteria or majority of the participants) <input type="checkbox"/> CAP Exception Codes investigation, Form F10-50-21C, has been submitted to DSM Technical Director (when results are not within the CAP criteria or majority of the participants)			
	16	For ungraded results other than CAP exception codes, follow vendor's instruction or consult the discipline team.			
If unacceptable, fill out section 17-19					
Investigating Unacceptable Results	17	Non-conformance report (F10-50-21A) submitted to Manager and the discipline			
	18	Received discipline approved non-conformance reports			
	19	Implement recommendations from the discipline team and document implementation comments and date.			
Record Keeping	20	File all associated documents together in the appropriate binder: <ul style="list-style-type: none"> • This worksheet • All documents from steps 7 and 12 • Vendor report • Non-conformance investigation (original and approved; if applicable) • CAPA reports (if applicable) 			

Reviewed by: _____

Date: _____