Shared health
Soins communs
Manitoba

Document History:

Title:	Proficiency Testing (PT) for Point-of-Care Testing (POCT) Programs	Site(s):	All sites performing POCT

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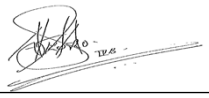
Section:	**POCT**	**Subsection:**	**Proficiency Testing**

Approved by: **Signature:**	Dr. A. Sokoro 	**Date:**	27-NOV-2019
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Details of Recent Revision

Initial release

1.0 Purpose

1.1 To describe the process to select, perform and monitor external proficiency testing when part of a Point of Care Testing Program

2.0 Definitions

2.1 CAP – The College of American Pathologists
2.2 CLSI – Clinical and Laboratory Standards Institute
2.3 PT – Proficiency Testing
2.4 Vendor – the company or organization providing the PT program

3.0 Policy

3.1 All areas performing POCT must ensure that there is a proficiency testing program in place for each test/analyte that is being performed by POCT
3.2 Shared Health Provincial Discipline teams will provide assistance with the selection of the specific PT programs and analytes to be incorporated into the operations of the POCT program
3.3 Unless otherwise agreed to by formal service agreement with Shared Health, the provider of the POCT service is responsible for:
- 3.3.1 Subscription to appropriate PT program
  - 3.3.1.1 Ensure subscription is renewed as required or additional subscriptions are added if necessary if test menu changes
- 3.3.2 Receiving PT shipments and checking packaging conditions
- 3.3.3 Assigning PT tests as appropriate and centrally tracking PT shipments
- 3.3.4 Testing PT samples as outlined by vendor
- 3.3.5 Reporting PT results to vendor
- 3.3.6 Reviewing vendor evaluation reports and investigating non-conformances

3.4 All staff performing patient testing must have the opportunity to run PT samples; a tracking log may be used to document the assignment of staff that have run PT samples
3.5 A staff member from the POCT program should be designated as responsible to:
- 3.5.1 Track all PT shipments
- 3.5.2 Monitor important dates such as:
  - 3.5.2.1 Receiving date
  - 3.5.2.2 Result deadline
  - 3.5.2.3 Date results submitted
  - 3.5.2.4 Date evaluation received
  - 3.5.2.5 Non-conformance report submission and approved non-conformance report receiving date (in the event of unsuccessful results)
- 3.5.3 Submit PT results to vendor
- 3.5.4 Review vendor evaluation reports

4.0 Receiving PT Shipment

4.1 Upon receipt of PT shipment unpack the samples and carefully inspect the shipment to ensure all the samples are in good condition; contact the vendor immediately if there are damaged samples
4.2 Record the information of the vendor, program, date received and result due date on PT Master Tracking Log
4.3 Initiate PT Worksheet (one for each PT challenge received)
4.4 PT samples should be treated as patient samples and tested on “first in first out” basis; PT samples must be tested within 3 working days after receipt unless otherwise specified by vendor
- 4.4.1 If samples cannot be tested on date of receipt, store the samples as per vendor instructions

5.0 Testing PT Samples

5.1 Refer to approved procedures (SOP) for specified tests or vendor instructions
5.2 Prepare PT samples according to vendor instructions and approved procedures
5.3 Assign specimen ID number to each sample
5.4 Test PT samples in the same manner as patient samples unless otherwise directed by vendor instructions

5.5 Do not discard of the PT samples until you have received your results

6.0 Reporting and Submitting PT Results

6.1 Print results from analyzer (if available)
6.2 Review vendor data submission form to determine the reporting units for the PT results as this may be different than those for routine testing.
- 6.2.1 When available, on-line result submission should be used to ensure accurate result submission

6.3 Transcribe results to the data submission form and preferably have a second person review them against the original printout. This second check is done to ensure the test values and reporting units are transcribed correctly
- 6.3.1 Although PT is treated as routine testing, there may be some additional manipulations not applicable to routine testing. This includes on-line submission, calculation or conversion of reporting units, etc. To ensure accuracy, the second check is critical

6.4 Submit the results to the vendor as per instruction provided in the PT package
- 6.4.1 On-line data submission should be checked by a second person, if possible, to ensure accuracy
- 6.4.2 If a detected error cannot be changed, contact the vendor for assistance

6.5 Keep photocopies of the original analyzer printout, the data submission form and printout of online result submission as well as the PT Worksheet
- 6.5.1 A “package” of all documentation related to each PT challenge should be kept on file
- 6.5.2 When the vendor report is received it should be filed with the package

7.0 Review PT Evaluation Reports and Investigate Unacceptable Results

7.1 When evaluation reports are received from the vendor, the person designated as responsible for the POCT program will review, sign off and date the reports
- 7.1.1 This must be done within one month of the reports becoming available

7.2 Check if there any non-conformances or ungraded exception codes

8.0 Record Keeping

8.1 File evaluation report, investigation report (if applicable) and documentation noted in 6.5
- 8.1.1 Keep each PT challenge together as a complete package; during accreditation inspections any challenges with non-conformances will likely be reviewed by inspectors

9.0 Associated Documents

9.1 POCT Proficiency Testing Worksheet
9.2 POCT Proficiency Testing Tracking Log