

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
LABORATORY POLICY MANUAL  
PROFICIENCY SURVEY PROCESSING**

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**PURPOSE:** Proficiency surveys are received in the laboratory from the College of American Pathologist at predesignated times of the year. These unknowns are sent to ascertain our competency in performance of various regulated analytes.

**POLICY:** These specimens will be handled as follows:

- All specimens will be run in the same manner as would be a patient specimen. They are not to be run in duplicate unless that is the general procedure for all specimens (ex. critical values).
- The specimens will be run by the tech assigned to the department for all other patient testing, rather than by a specially selected individual.
- Specimens will not be sent to other labs for confirmation, nor will Hackettstown Regional Medical Center perform confirmations for other lab's proficiency specimens. All requests for the latter will be reported to CMS immediately. In addition, consultation with other facilities will not be permitted.
- The date of receipt, condition of specimens, person reconstituting vials, person performing and reporting results will be documented in a trackable manner on the survey worksheets.
- Results will be entered on line through the CAP website after testing is completed. Copies will be kept of all signed surveys. These copies will be kept in the proficiency testing box after return of the survey results.
- Split sample testing will be performed for any test where an external proficiency test is not available. Results will be kept in the appropriate log book.
- Returned survey results will be reviewed and signed by the Medical Director and Lab Manager or Supervisor upon receipt. Any non-perfect scored results will be investigated and the corrective action logged on the survey result form.