

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CARDIO PULMONARY POLICY MANUAL
PROFICIENCY SURVEY PROCESSING**

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Page: 1 of 1

Purpose: Proficiency surveys are received in the laboratory from the College of American Pathologists at predestinated times of the year. These unknowns are sent to ascertain our competency in performance of various regulated analytes.

Procedure:

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.

The specimens will be run by the therapist 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 traceable manner on the survey worksheets.

Results of surveys will be entered on-line to the College of American Pathologists.

Copies of all worksheets will be kept in the survey binder in the ABGs Lab in the Respiratory Care Department.

Returned survey results will be reviewed and signed by the Department Manager and the Medical Director of the lab. Any non-perfect scored results will be investigated and the corrective action logged on the survey result form.