

**Quality Assurance  
Proficiency Testing Deficiency Follow-up**

**I. Survey information:**

**FACILITY**

**SURVEY DATE:**

**SURVEY #:**

**CONSTITUENT:**

**SPECIMEN #:**

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**II. Deficiency type: (see over for detailed information)**

- Check one:     Methodology problem                       Proficiency Testing survey material  
                   Technical problem                                       Unexplained  
                   Clerical error     Other

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**III. Assessment review: (Circle response and comment under corrective action taken)**

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|-----|----|--|
| Yes | No | 1. Proficiency Testing survey report examined for discrepancies  |
| Yes | No | 2. Reassayed Proficiency Testing material  |
| Yes | No | 3. Survey material problems investigated (handling, reconstitution, storage, analysis sequence, and matrix effects, for example) |
| Yes | No | 4. Previous Proficiency Testing challenge problems (list and describe)   |
| Yes | No | 5. Method history reviewed (QC, maintenance, lot number, staff competency, and policy and procedures)                            |
| Yes | No | 6. Method Calibration Performed  |
| Yes | No | 7. Manufacturer consulted  |
| Yes | No | 8. Reference method comparison   |

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**IV. Corrective action taken: (Attach supporting documents)**

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Date: \_\_\_\_\_

MLT/CCT \_\_\_\_\_

**V. SUPERVISOR COMMENTS:** (Review the deficiency with on-site staff.)

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Date: \_\_\_\_\_

Lab. Supervisor: \_\_\_\_\_

Medical Director: \_\_\_\_\_

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**DEFICIENCY TYPE:**

Methodologic Problems

- Instrument problem identified
- Instrument repaired or replaced
- Faulty standard or other reagent
- Incorrect calibration
- Other method problem

Technical Problems

- Misinterpretation/misidentification
- Dilution error or incorrect pipetting
- Time delay between reconstitution and analysis
- Calculation error
- Run accepted in nonlinear range
- Run accepted even though controls were out-of-range
- Sample mix-up
- Other technical problem

Clerical Errors

- Transcription error
- Transposition error

Problems with Survey Materials

- Hemolyzed specimen
- Bacterial Contamination
- Perceived survey bias
- Poor growth in culture
- Unstable survey material
- Matrix effect incompatible with method
- No comparable peer group
- Late shipment

No Explanation After Investigation

Use this choice only when a thorough investigation has yielded no satisfactory explanation.