

# Proficiency Testing Rotation Schedule

Year \_\_\_\_\_

Quarter	Analyte	Shipping	Result In	Heather	Julie	Krys
<b>1st</b>	Gene Amplification	2/22/2016	3/11/2016			
	Gram Stain	2/22/2016	3/11/2016			
	HCG	4/4/2016	4/22/2016			
	GC Culture	2/22/2016	3/11/2016			
	Rapid HIV	5/2/2016	5/13/2016			
	Syphilis Serology	5/2/2016	5/13/2016			
	Vaginal Wet Prep	3/14/2016	4/1/2016			
<b>2nd</b>	Gene Amplification	5/16/2016	6/3/2016			
	Gram Stain	5/16/2016	6/3/2016			
	HCG	6/13/2016	7/1/2016			
	GC Culture	5/16/2016	6/3/2016			
	Rapid HIV	8/8/2016	8/19/2016			
	Syphilis Serology	8/8/2016	8/19/2016			
	Vaginal Wet Prep	7/11/2016	7/29/2016			
<b>3rd</b>	Gene Amplification	10/17/2016	11/4/2016			
	Gram Stain	10/17/2016	11/4/2016			
	HCG	9/12/2016	9/30/2016			
	GC Culture	10/17/2016	11/4/2016			
	Rapid HIV	12/5/2016	12/16/2016			
	Syphilis Serology	12/5/2016	12/16/2016			
	Vaginal Wet Prep	11/7/2016	11/28/2016			
<b>Annual testing completed</b>						

This form is used to ensure all Laboratorians with job duties requiring completion of various testing methods participate annually in proficiency testing (PT) for each analyte tested.

**How to use this form:**

1. Proficiency testing will be assigned to testers prior to the receipt of the 1st quarter PT specimens, by the Lab Manager.
2. Upon completion of proficiency testing, the tester will place the date completed in the appropriate cell in the table above.
3. PT materials will be saved following their initial use and be used for "off rotation" testing. PT performed "off rotation" will be done AFTER the closing date of the original PT result submission date and PRIOR to results are received from the provider. Note any PT completed by "off Rotation" personnel must be indicated with an R next to the date in the cells above. The R will indicate repeat testing of the PT provided material.

If any technician is identified as not participating in annual PT, they will be directed to the Laboratory Director for skill verification and must complete the first quarter proficiency testing in the following year. Documentation of incomplete PT participation will be done utilizing the Incident Investigation Report.