

Proficiency Testing Rotation Schedule

Year _____

Quarter	Analyte	Shipping	Result In			
1st	Gene Amplification					
	Gram Stain					
	Syphilis Serology					
	Vaginal Wet Prep					
	Lead					
2nd	Gene Amplification					
	Gram Stain					
	Syphilis Serology					
	Vaginal Wet Prep					
	Lead					
3rd	Gene Amplification					
	Gram Stain					
	Syphilis Serology					
	Vaginal Wet Prep					
	Lead					
Annual testing completed						

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. Based on staff availability and current and future schedules the schedule may be changed. It is intended as a flexible document.
3. Upon completion of proficiency testing, the tester will place the date completed in the appropriate cell in the table above.
4. 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.