Training on Proficiency Testing Scheme Culture PT

Module 14 : Report compilation and feedback to participants/reporting

Venue

Facilitator's name

Date

Introduction

- A good reporting process is a cyclical one that ensures that feedback and decision making can occur between organizations, participants and contractors/funders.

- The purpose of a report is to give an account of something, to offer a solution to a problem, or to answer a question.

Objectives

By the end of this module participants should be able to:

- understand the reporting principles employed in proficiency testing

- Understand the key components that should be included in a genexpert Individual Or round proficiency testing report

- Know the attributes of a PT report

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Module outline

- Reporting principles

- Types of report

- Report components

- Key report sections

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Reporting Principles

The two major principles based on

‹› transparency

‹› inclusiveness

PRINCIPLES OF REPORTING
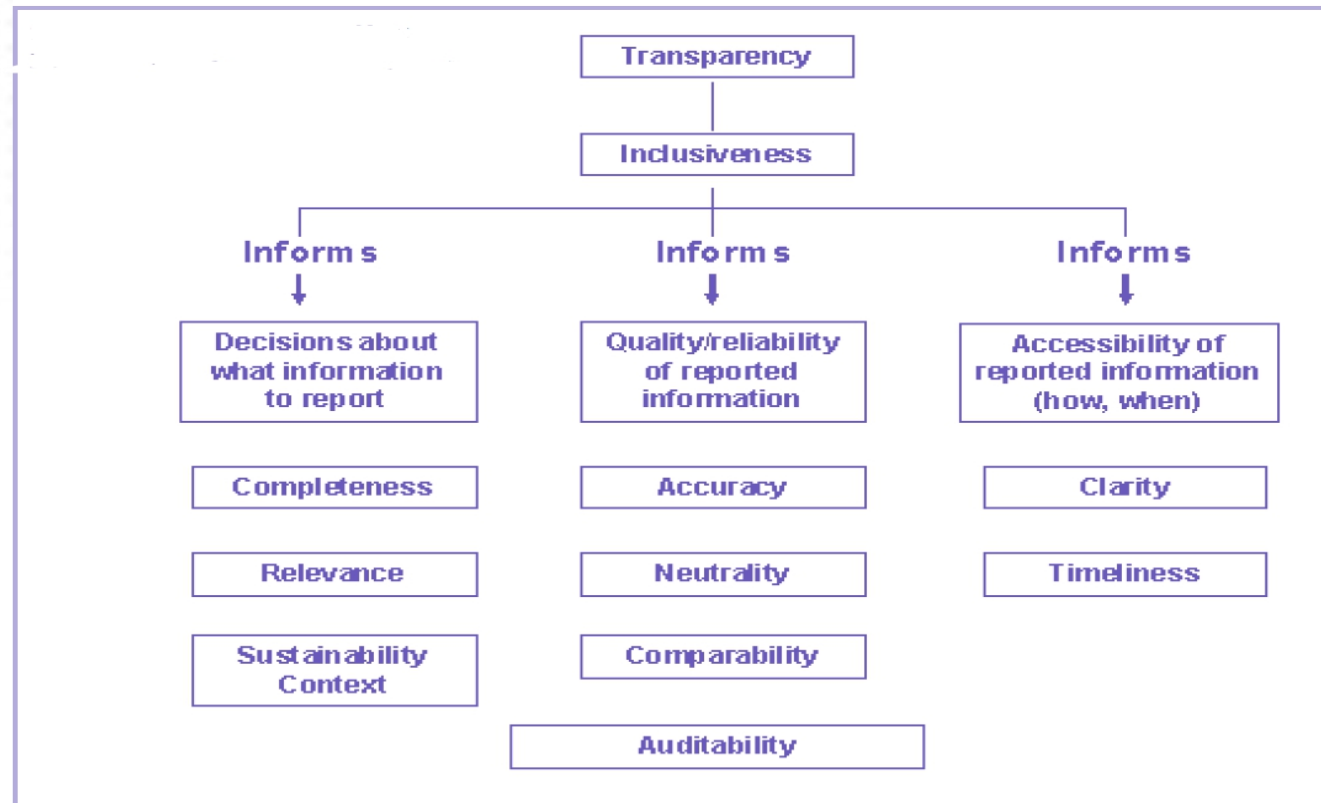
Attributes of a PT report

Proficiency test reports should:

- Be clear

- comprehensive

- include data covering the results of all participants

- indicate the performance of individual participants

TYPES OF PT REPORTS

I. **Draft report :** For internal use and contains participant identification

II. **Final PT scheme report :** No participant identification and is shared with all participants in the round.

Reporting writing and format

Minimum requirements: as mentioned in **ISO 17043** section **4.8.2**

PT reports take the narrative reporting format which particularly is useful in strategic planning because it provides a medium for defining relationships, sequencing events, determining cause and effect and setting priorities among items under consideration

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Report presentation

Presentation is a key element in successful report writing.

(i) Formatting

(ii) revising and

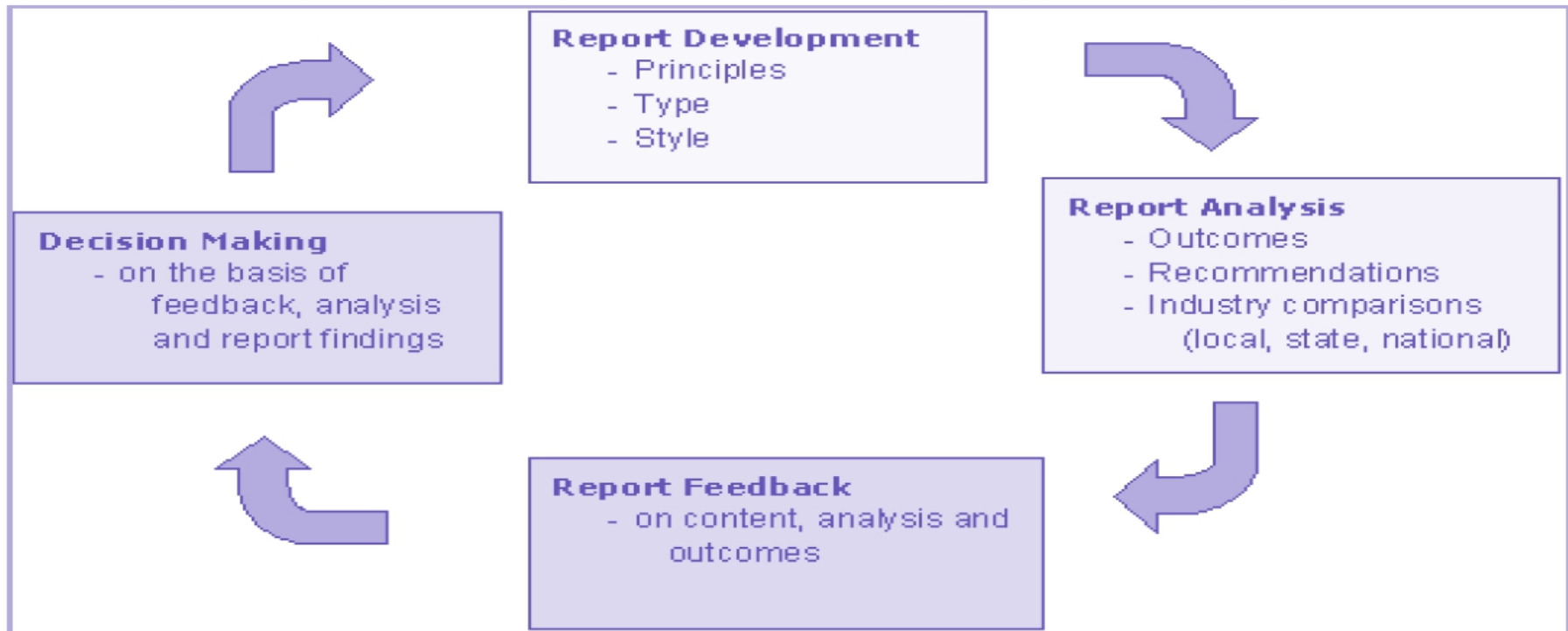(iii) proof reading are important processes for good presentation.

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Report format

- All reports should have an Executive Summary that presents the essential elements of the report from the introduction through to the recommendations and outcomes.

- Reports should be visually appealing and easy to read. Diagrams, figures, charts, tables and graphs can all add interest to a report.

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Report Development

Report Development
- Principles
- Type
- Style

Report Analysis
- Outcomes
- Recommendations
- Industry comparisons
 (local, state, national)

Report Feedback
- on content, analysis and outcomes

Decision Making
- on the basis of feedback, analysis and report findings

Key report Sections

1. Introduction
2. PT preparation procedures
3. Instruction to participants
4. Confidentiality
5. Data analysis and discussion
6. Conclusion
7. Challenges
8. Recommendations and way forward

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Report sections

Introduction: This covers the background, gives objectives and scope of the PT scheme.

PT preparation procedures: This covers; Preparation and treatment of PT items, homogeneity and Validation processes, and Stability tests.

Report sections

Instructions to participants: summarizes the protocols onto which participants are guided when participating in the PT.

Confidentiality: Covers ethical consideration and how confidentiality is being handled

Data analysis and discussion: This marks as the core of the report. It involves Scoring system, expected results/validation determination

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Report sections

Data analysis and discussion: It further summarizes Participation, result analysis and other round indicator calculations. It compares the previous rounds to the current round.

Challenges : highlights difficulties faced on the side of the PT provider that have limited the success of the scheme. This should not be mistaken for individual weaknesses

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Assessment

1. What are the two major reporting principles

2. Give atlest to attributes of a PT report

3. Identify at least 5 sections that are key in a PT report.

Summary

- The two major principles based on transparency inclusiveness

- Proficiency test reports should: Be clear ,comprehensive ,include all data, indicate the performance of individual participants

- Key report sections are Introduction, PT preparation procedures, Instruction to participants, Confidentiality, Data analysis and discussion, Conclusion ,Challenges, Recommendations and way forward

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REFERENCES

- ISO 13528:2005, *Statistical methods for use in proficiency testing by interlaboratory comparisons*

- ISO Guide 34, *General requirements for the competence of reference material producers*

- ISO Guide 35, *Reference materials — General and statistical principles for certification*

- Guide 34, ISO Guide 35 and ISO 13528 (homogeneity and stability)

- ISO/IEC Guide 98-3, *Uncertainty of measurement — Part 3: Guide to the expression of uncertainty in measurement (GUM:1995)*

- ISO/IEC 17011:2004, *Conformity assessment — General requirements for accreditation bodies accrediting conformity assessment bodies*

- ISO/IEC 17025, *General requirements for the competence of testing and calibration laboratories*

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Acknowledgments