



Training on Proficiency Testing Scheme GeneXpert DTS

Module 8: Program scheduling and enrollment

Venue

Facilitator's name

Date

Introduction

- All actives in a proficiency testing programme should be well planned and scheduled to adhere to and conform to the set standards.

Objectives

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

- Design a year workplan for the genexpert PT proficiency testing scheme
- Able to allocate timelines for the different activities involved in a genexpert PT scheme

Module content

- Overview of PT Program Scheduling
- PT Contingency plan
- PT Participant Enrolment

Overview of PT Program Scheduling

- The process involves:



Defining PT activities



Determining their sequence



Estimating their duration

PT program scheduling is key in ensuring effective time management and resource utilization in operation of a PT scheme.

KEY POINTS TO CONSIDER DURING SCHEDULING

The following are considered while scheduling a PT program:

- Time frame required for each activity.
- Resources available (HR and equipment)
- Number of enrolled participants and panels to be prepared.
- Sequence of activities involved
- Contingency plan

key activities in a genexpert pt schedule

- Program scheduling and enrolment
- Selection of Freezer isolates
- Subculture of isolates
- Pretest
- Panel aliquoting
- Validation
- Homogeneity and stability testing

key activities in genexpert PT schedule *cont*

- DTS labelling and Packaging
- Dispatch of LPA DTS materials
- Communication with participants(Reminders)
- Results receipt from participants
- DTS Result analysis and discussion
- Results dispatch.

GROUP EXERCISE

You are in charge of your country's proficiency test program. Your program must prepare and ship a proficiency challenges in 2021. The director has set the panel shipping dates for the challenge as October 23.

Use the availed template to schedule all the genexpert PT activities in the challenge and their respective timeframes?

PT Contingency Plan

- Contingency plans in PT schemes ensure timely dispatch of both materials and participant results in cases of occurrences that affect operations of the scheme.
- A PT lab should ensure that a well documented contingency plan that describes the following is available:
 - 🌐 A back up PT laboratory
 - 🌐 Back up equipment
 - 🌐 Back up trained and competent personnel
 - 🌐 Back up reagents/materials suppliers



PT PARTICIPANT ENROLLEMENT

PT Participant Enrolment involves:

- 🌐 Notification to participants on the available PT schemes available by the PT provider.
- 🌐 Application from participants on the PT scheme they want to be enrolled on (Enrolment questionnaire)
- 🌐 Award of participant code and enrolment certificate from the PT provider
- 🌐 Preparation of list of all enrolled participants.

Key issues in an enrollment form/ template

- Facility name
- Facility biosafety level
- Pt scheme of interest
- Facility location/address
- Contact person

Assessment

1. Why is it essential to plan and schedule a PT program for the genexpert PT scheme activities?
2. What contingency plans would you institute to be covered for timely shipment of PT panels?
3. List the steps involved in enrolling a participant to your PT scheme

Summary

It is essential to plan and schedule a PT program for the genexpert scheme for timely interventions, conformance to the ISO17043 Standard requirements, customer satisfaction, quality PT provision and service delivery

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*



Acknowledgments

