March 2004

Washington State Medical Test Site Rules

PRE-INSPECTION SELF-ASSESSMENT CHECKLIST

TESTING IN DERMATOLOGY PRACTICE

MICROSCOPIC TISSUE EXAMS, KOH PREPS, DERMATOPHYTE CULTURES

I. MICROSCOPIC TISSUE EXAMS

PERSONNEL - High complexity testing

___ M.D. and board certified in dermatology, dermatopathology or anatomic pathology

___ Documentation of continuing education activities (i.e., case reviews at professional meetings; reviews by consults; participation in proficiency testing; etc.)

RECORDKEEPING

___ Charted order has all pertinent patient and specimen information

___ Requisition form sent to tissue processing lab has: patient name or identifier; name of person ordering the test; date of collection; age; sex; other pertinent patient/specimen information

___ Accession log or other system to track tissues sent out for processing:

- ___ Date specimen collected
- ___ Date processed/stained
- ___ Date slides reviewed
- ___ Date reported/charted

___ Specimen labeling is:

- ___ Adequate on tissue containers, blocks, slides
- ___ Adequate to identify specimen for the required retention limit

___ A system is in place to assure slides come back from the processing lab

___ A system is in place for charting/recording results of microscopic exam

___ A system is in place for notification of patients of abnormal results

___ Reports are readily accessible

___ Specimen limitations are noted where applicable

___ A system is in place for corrected reports

___ There is documentation of consult reviews

RETENTION

___ Specimen blocks are:

- ___ Retained for 2 years
- ___ Stored under proper conditions

___ Slides are retained for 10 years

___ Reports are retained for 10 years

___ Accession logs, requisitions are retained for 2 years

QUALITY CONTROL/QUALITY ASSURANCE

___ Written procedures/policies for specimen collection, handling, preservation, labeling, referral for processing, retrieval of slides, review, reporting

___ Review of quality control slides for special stains

___ Documentation of consults, proficiency testing, case study reviews, professional meetings, other continuing education activities

SAFETY

___ Policies for handling of specimens, infectious waste

___ Policies for handling, storage, disposal of hazardous chemicals

II. KOH PREPS, DERMATOPHYTE CULTURES (Growth/No Growth Only)

PERSONNEL - Moderate complexity testing

___ Documentation of training and experience for testing performed
___ Written job description
___ Documentation of assessment of competency
___ Records of continuing education
___ Participation in proficiency testing or biannual verification of accuracy activities (2 samples, 2 times per year)

QUALITY CONTROL

___ Procedures written for KOH preps including: specimen collection and handling; preparation or reagents; preparation and examination of slides; interpretation of results; reporting protocol.
___ Procedures written for dermatophyte cultures, including: specimen collection and handling; inoculation of media; incubation requirements; review of growth and interpretation of results; reporting protocol. (Manufacturer's product inserts may be used)
___ Reagents and media are properly labeled, stored and within expiration date
___ For commercially prepared media, manufacturer's documentation of QC of media is retained
___ Adhere to media manufacturer's specifications for intended use
___ Document the visual check of all media prior to use (for evidence of contamination, drying, cracking, freezing, etc)
___ Read and record temperatures for refrigerator where media is stored and room where DTM cultures are incubated
___ Microscope maintenance is performed and recorded

RECORDKEEPING

___ Patient test orders include: patient name or identifier; name and address or identifier of person ordering the test; date of specimen collection; source of specimen; patient age (or date of birth) and sex
___ Patient test records include: name or identifier; date received; date tested; person who performed the test
___ Patient rest reports include: patient name and identifier; date reported; specimen source and limitation, if any
___ Records are kept for 2 years of lot numbers and expiration dates of media, reagents and dates when placed into use
___ The following records are maintained for 2 years: test requests; testing records; reports; quality control and quality assurance activities; proficiency testing or biannual verification of accuracy data.

EXAMPLES OF BIANNUAL VERIFICATION OF ACCURACY ACTIVITIES (2 samples, twice/yr)

For microscopic examinations:

Verify test results by having two analysts review the same specimen and compare findings
Obtain Kodachrome slides from a reference lab
Correlate patient test results with clinical presentation

For dermatophyte cultures (growth/no growth only):

Have reference lab inoculate your media with positive and negative organisms and return to you to incubate and read results.
Participate in a proficiency testing program
Obtain stock organisms and inoculate media to test growth/no growth capabilities
Correlate culture results with KOH prep and clinical findings