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 BI ANNUAL 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