



RWJMS Point of Care Testing Program Compliance Plan

In order to assure timely cooperation from all departments and divisions, the following Point of Care Testing (POCT) enforcement plan will be implemented in place of the current voluntary or honor system.

DESCRIPTION:

In order to comply with regulatory and licensing authorities the POCT office coordinates staff training, provides validated reagent materials to units performing POCT and maintains records of patient and quality control testing. A POCT local site coordinator is designated at each clinical site that performs POCT testing. This individual is responsible for ensuring compliance with the program.

GUIDELINES

TRAINING

- When training sessions or other meetings are requested by the Point of Care trainers or directors:
 - It should take no more than 2 weeks to come up with a scheduled date
 - The scheduled date should be within 6 weeks

RECORD HANDLING

- Patient and quality control testing logs should be sent to the POCT office monthly. If requests are made for these or for other forms needed for regulatory compliance (such as annual license applications, names and qualifications of testing personnel, or completed proficiency test results):
 - These records should be received by the POCT office within 2 weeks of the request.

ENFORCEMENT PLAN

For these requests, enforcement will involve three steps:

1. Initial requests will be directed to the local Point of Care Testing site coordinator. If the site coordinator fails to comply within the specified time frame, the POCT office will provide at least one reminder before activation of step 2 of the enforcement plan.
2. For any request that is not met within the time frame stated, the POCT office will send a second notice to the department chair and/or a previously-identified secondary contact person designated by the chair. The President of UMG (the Dean for Chandler) will also be notified. (We hope never to get to this step.)
3. If compliance is still not achieved within one week of the second notice, reagents will be confiscated and testing will cease until compliance is achieved. (We hope never to get to this step either.)

