

Team Member Inspection Planner

Complete each item listed below

Do not contact the Laboratory Director or any member of the laboratory staff regarding this inspection.

1) Complete the required Team Member Inspector Training.

- Access the CAP Web site (<http://www.cap.org>), click on “Education Programs”, then “Accreditation Education Activities” to review training options
- Click on “**Inspector Training (fulfills training requirement)**” and select the appropriate subcategory.
- Inspection Training is available to Team Members at no cost.
- Training must be completed within the two years prior to the inspection.
- Direct any education questions to 800-323-4040, ext. 7525 or education@cap.org

2) Obtain a copy of the Laboratory Accreditation Manual from the Team Leader, or on-line at

<http://www.cap.org> Review the following pertinent sections:

- Definitions of Phase I and Phase II deficiencies
- Commission philosophies
- Conducting the inspection; General Principles
- Inspecting the Laboratory Sections (general guidelines for each checklist); review yours and Requirements Common to All Laboratory Sections
- The Summation Conference

3) Review your inspection materials prior to the inspection date. Each section packet should have related:

- Section Synopsis Report
- Instrumentation list
- Proficiency Testing Performance Report
- Team Member Evaluation

Each checklist packet should have:

- Deficiency (pink) and Recommendations (yellow) forms
- AU Activity Menu (list of procedures and analytes)
- Inspector Summation Report from previous inspection
- Checklist

Inspection packet should also contain:

- Name tag (wear at all times during the inspection)
- Team Member Evaluation form (complete after inspection and return to CAP)
- Reimbursement form (if travel is involved). Provide the address for the reimbursement check, and sign the reimbursement form. Accounts payable cannot issue checks without the signature of the inspector to be reimbursed

4) Examine inspection materials carefully prior to the inspection date to ensure that you are familiar with the printed checklist version to be used and the analytes/procedures to be inspected. Other ways to prepare are:

- Be sure that you feel qualified to carry out the inspection(s) assigned. Discuss any questions with the inspection Team Leader prior to the inspection.
- If you have question about interpretation of Checklist items, email a question to the CAP (accred@cap.org), or phone 847-832-7000 or 800-323-4040.
- Perform a mock inspection of your own laboratory using the checklist provided

5) During the inspection:

- Arrive on-time
- Maintain a professional attitude at all times!
- If inspecting more than one section, develop a schedule with the section supervisors.
- For each section, review documentation and observe actual testing.
- Review deficiencies cited at the last on-site inspection, paying particular attention to recurring deficiencies. Ensure that the laboratory is following the procedures or processes that are appropriate to meet the College's Standards.
- Discuss all deficiencies with the supervisor/laboratory representative as they are identified and summarize them at the end of the section inspection.
- During lunchtime, inform the Team Leader of your progress.
- If uncertain about the interpretation of a checklist question, discuss with the Team Leader. If still uncertain, call the CAP at 1-800-323-4040.

6) At the pre-summation conference:

- Discuss all deficiencies with the Team Leader. Warn the Team Leader if there has been a disagreement over a checklist item with the supervisor.
- Write deficiencies on the appropriate Deficiency (pink) page for each checklist. For each citation, record the requirement ID and the specific reason the laboratory is deficient. If no deficiencies, check the "This lab section had no deficiencies" box at the top of the page.
- Write recommendations on the appropriate Recommendations (yellow) page for each checklist. Recommendations need not relate to a specific checklist requirement.
- Print and sign your name in the bottom section of each Deficiencies and Recommendations page.

7) When presenting your findings at the Summation conference:

- Thank the supervisor that you worked with by name.
- "Findings" include both positive and negative observations. Compliments for good work set a favorable tone.
- Present deficiencies in a straightforward manner. Do not inter mix recommendations with deficiencies.
- If the lab personnel disagree with a citation, listen carefully to their explanation, but do not get into an argument. If you continue to believe your finding is a deficiency, the lab can provide documentation to the CAP as to why it believes it is non-compliance. The CAP will decide which interpretation is correct.
- Return Deficiency and Recommendations forms to the Team Leader for collation and copying. Return even if not used.
- Don't be in a rush to leave immediately after Summation. If you have performed your job with fairness and respect, there are usually good feelings to be shared at the end of the day.

Revision History

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