

Tips for Performing Your CAP Self-Inspection

Need assistance?
Call 800-323-4040 or 847-832-7000
or email accred@cap.org.

Performing a comprehensive self-inspection will help you achieve:

- Ongoing compliance with the CAP checklist requirements
- Continual state of readiness for your next on-site CAP inspection
- Improved laboratory performance and better patient care

1 PREPARE

• **Have your self-inspection simulate a real on-site inspection event.**

- Formalize a self-inspection procedure.

• **View the Laboratory Data Report on e-LAB Solutions™ for accuracy.**

- Notify the CAP of any demographic and/or test activity changes.

• **Confirm that proficiency testing (PT) is being performed for each required analyte.**

- Review the Laboratory Activity Menu with PT Options (or the Missing PT Enrollment) Reports for required PT program enrollment vs. alternate performance assessment.

- Notify CAP of any Activity Menu changes that may affect PT enrollment.

• **Determine the date that the inspection will occur. (Remember that this should be unannounced.)**

Select a team to perform the unannounced inspection.

- Involve a variety of staff levels

- Include a mix of supervisory staff, nonsupervisory staff, residents, and fellows.

- Consider using a sister facility and cross discipline lines for a fresh, unbiased perspective.

• **Encourage staff and inspectors to complete inspector education.**

To access the courses:

1. Go to cap.org and log in to e-LAB Solutions Suite with your individual user ID and password.
2. Select CAP Accreditation, CAP Accreditation Resources, Inspector Resources, Online Inspector Training
3. Register for the Team Leader or Team Member training session

2 CONDUCT

• **Review previously cited deficiencies and proficiency testing performance.**

- Is there documentation of evaluation of all unacceptable PT results?
- Has the laboratory maintained continued compliance with corrective measures taken?

• **Check deficiency responses against current practice.**

• **Ensure compliance with each applicable checklist question, including any new CAP requirements**

• **Communicate with a variety of staff levels.**

- Include all personnel involved in the testing process, such as: phlebotomists, accessioning/processing techs, bench techs, and supervisors/managers.

• **As you perform the self-inspection, consider how you would respond to the following if the supervisor or laboratory director was not present:**

- Are you prepared to explain a certain procedure or practice?
- Do you know where various policies are located?
- Do you know where quality control and instrument maintenance records are located?

3 IMPROVE

• **Conduct a summation conference.**

• **Review cited deficiencies.**

• **Develop and document a corrective action plan with appropriate staff members.**

• **Demonstrate implementation of the plan with review of follow-up corrective action taken to ensure compliance.**

• **Self-inspection documentation must be readily accessible for the next on-site inspection**