

PTSOP minutes – Dec.15<sup>th</sup>, 2017

Attendees:

Nicole Cairns  
Shawn Kassner  
Stacie Crandall  
Reggie Morgan  
Stacie Fry  
Susan Jackson  
Gil Dichter

Meeting was called to order at 1:05 PM (Eastern Time)

Minutes from July. A motion was made by Nicole to accept with an editorial change in 2016 to 2017 and was 2<sup>nd</sup> by Stacie Crandall. The minutes were approved by the committee. No one abstained or voted negative.

The PT-SOP Subcommittee started to review section 6 of the SOP 4-101. During this call, the subcommittee reviewed a draft document sent earlier this year by Marie relating to FoPT updates, what triggers them, frequency, etc. The committee began to evaluate the SOP to incorporate this information. It became clear to the subcommittee that there would be a lot of duplication of information or cross-referencing needed to incorporate these topics into existing or new SOPs. This scenario could create a headache for the committee in the future; requiring the committee to be aware of how changes/updates to one document effect other documents and the need ensure that all documents are in “sync” and obtain approval up the “ladder” at the same time.

The subcommittee instead propose that the 2 documents itemized below be incorporated into one document along with the items requested in the draft “FoPT Updates” document sent earlier this year. This updated outline for the procedures from the subcommittee was forwarded to Marie requesting the PTPEC’s approval to proceed with this proposal for

- SOP 4-101 re. Calculation of Acceptance Limits
- SOP 4-107 re. FoPT Table Management
- Recommended Outline of Procedure:
  1. FoPT Tables
  2. Types of FoPT Table Updates
  3. Triggers
  4. FoPT Table Update Processes
  5. Request PT Data
  6. Calculation of Acceptance Criteria for FoPT
  7. Recommendation of Acceptance Criteria for Fields of Proficiency Testing (FoPT)
  8. Setting FoPT Effective Date
  9. Notification of FoPT Table Updates
  10. Monitoring Updates
  11. Document Control
  12. Records Management

### 13. SOP Review Process

Our next meeting will be on Friday, Jan. 19<sup>th</sup>, 2018  
Meeting adjourned at 2:20 PM

Respectfully submitted  
Gil