Tips for Performing Your CAP Self-Inspection

Performing your CAP self-inspection will help you achieve:
• Ongoing compliance with the CAP Checklist Requirements
• Improved preparedness for your next unannounced inspection
• Improved laboratory performance and better patient care

1) PREPARE
• Have your self-inspection simulate a real inspection event.
  - Formalize a self-inspection procedure.
• View the Laboratory Data Report on e-LAB Solutions™ for accuracy.
  - Notify the CAP of any demographic changes.
• Confirm that proficiency testing (PT) is being performed for each required analyte.
  - View the Laboratory Activity Menu with PT Options (or the Missing PT Enrollment) Report online.
  - The 2010 CAP Surveys catalog, Tab 21, can provide you with a list analytes for which PT is required.
  - Notify the CAP of any changes to your Activity Menu that might 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 to prepare and cultivate new team members.
  - Include a mix of supervisory staff, non-supervisory 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.
  Available courses include:
  - Accreditation Education Activities—at www.cap.org/education
  - Virtual library of audioconferences—from the CAP home page, click on the Accreditation and Laboratory Improvement tab; under CAP Accreditation and Inspection Information, choose Virtual Library of Past Audioconferences; then choose Performing Effective Self-Inspections
  - Laboratory Accreditation Manual and Checklist Activities—from the CAP home page, click on the Education Programs tab; under Course Catalog, choose Accreditation Education Activities; under Subcategories, choose Optional Education Activities

2) CONDUCT
• Review previously cited deficiencies and proficiency testing performance.
• Check deficiency responses against current practice.
• Ensure compliance with each checklist question including any new CAP requirements.
• Communicate with a variety of staff levels.
• As you experience 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?
  - Are you aware where various policies are located?
  - Are you aware where quality control and instrument maintenance records are located?

3) IMPROVE
• Conduct a summation conference.
• Review cited deficiencies.
• Develop a corrective action plan with appropriate staff members.
• Implement the plan to review corrections and ensure compliance.
• Retain self-inspection documentation for the next onsite inspection team to review.

Return the Self-Inspection Instructions and Verification Form to the CAP within 60 calendar days.

Need assistance?
Call the CAP at 800-323-4040 or 1-847-832-7000 or e-mail us at accred@cap.org.

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