



2015 Enrolments will open 1st September 2014

Important Changes - Terms of Trade

In 2014, many enrolment cancellations were received from participants as a result of selecting incorrect modules. When an enrolment cancellation is received, valuable time is required to manually process these requests, which leads to a significant increase in workload for Enrolment staff.

In an effort to reduce the number of cancellation requests, the RCPAQAP has implemented the new Terms of Trade Policy. We urge all participants to 'Check Enrolment Selections' carefully at the time of 'Checkout' and review the 'Enrolment Invoice', as this will clearly list all enrolment selections. If any changes are required, please contact the Enrolment Office via the myQAP 'Requests' tab immediately. Contacts responsible for processing a large number of enrolments can reduce the number of times they accept the Terms of Trade by checking out multiple enrolments at the Discipline or Site level.

Terms of Trade

Payment

All prices displayed are in Australian Dollars **\$AUD** and should be paid in Australian Dollars. Invoices must be finalised and **paid within 30 days**. If payment is not received within 60 days, RCPAQAP will withhold access to all reports and online submission of results until such time as the invoice is paid.

If payment is still not received by 90 days RCPAQAP will suspend all services (no survey material or reports will be issued). A laboratory is considered not enrolled until payment has been received and an Enrolment Certificate is issued. Australian participants are reminded that NPAAC requirements state that "pathology laboratories must be enrolled in external quality assurance" to meet their accreditation requirements.

Failure to pay within these terms will result in the cessation of delivery of material and reports to the participant.

RCPAQAP reserves the right to vary the Terms of Trade.

Refund Policy

Invoices must be checked carefully as no refund will be paid on invoices greater than 30 days or where survey material has been dispatched. The full amount of the invoice will be payable, if a cancellation is received after 30 days or after material has been dispatched.

If participants do not provide the required information for a Refund (account and banking details) within 30 days, RCPAQAP reserve the right not to make the payment.

Pro-Rata Rates

Pro-rata rates apply on any enrolments after March of the current enrolment year. Approval will be required by RCPAQAP to determine sample availability. If samples are available the following rates will apply;

- Enrolments for 6 or more months, the full (100%) year enrolment cost
- Enrolments for less than 6 months, half (50%) of yearly enrolment cost

Certificates

A fee of \$50 will be charged (per copy) for hard copy of certificates.



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The myQAP system has undergone additional software developments to further enhance the 2015 enrolment experience.

New Features

- Access the [myQAP system instructions](#) via the new 'Help' tab.
- New modules will be highlighted with a green '[New](#)' icon in the 'Enrolments' tab.
- Edit the report e-mail notification frequency via the '[Profile](#)' tab.
- Nominate an accounts payable contact to be added at the Organisation level.
- Edit invoice Address & Purchase Order Number details via the '[Invoices](#)' tab.
- New - '[Documents](#)' tab - Participant Handbooks & Survey Schedules will be stored here.
- '[Training](#)' - access training courses via this tab. Enrol in these courses via the 'Enrolments' tab.
- '[See previous Year Enrolments](#)' - will automatically be displayed when you re-enroll via the 'Enrolments' tab.
- Participants are reminded that communication can be logged via the myQAP 'Requests' tab to avoid delayed responses.

Please note that the RCPAQAP can ONLY guarantee sample availability between the months of September through to the end of December 2014.

Enrolling for 2015 - Check List_(✓)

1	Review Organisational structure in myQAP prior to the opening of enrolments. For adjustments, log a Request.	
2	Check address/contact information and myQAP profile access level.	
3	Check that contacts have access to all required participant numbers.	
4	Check there are no ' Unpaid Invoices ' from last year – if so the portal will block enrolment for the upcoming enrolment period.	
5	Ensure staff are available to enroll the laboratory when enrolments open.	
6	Review ' Previous Year Enrolments ' via the 'Enrolments' tab for easy registration.	
7	Director of Pathology details required for Australian participants only . This does not prevent the enrolment from being processed.	
8	Review Product Catalogue for current module options, test list and sample volume information.	
9	The 'Participant Handbooks' will include program changes and newly available modules via the 'Docs' tab.	

NOTE: If you are required to obtain a purchase order number before enrolling, please make certain that you enrol by "checking out" and "generating" an invoice first. Participants are able to edit their invoices before forwarding these onto the accounts department by simply clicking on the invoice link, in the Invoices tab, and select the "edit" button and "save".

Important Changes to Programs for 2015

Anatomical Pathology

- The Breast Markers Audit will be offered as a separate module and comprise one survey per year. Enrolment in this module will attract an enrolment fee. The survey designation will be IA14-1.
- The Technical Module “Laboratory Practice Questionnaire”, traditionally included in the first scheduled survey each year, will in future be provided every two years commencing in 2015.
- The Electron Microscopy Module “Laboratory Practice Questionnaire”, traditionally included as the first exercise will in future be provided every two years and will alternate with an “Education Only” case.
- HER2 BRISH Gastric module will be discontinued due to minimal participant interest.
- The Oral Pathology Module will be renamed Oral and Maxillofacial Pathology Module.
- The scheduled turnaround times for participant submissions and issue of Generic Reports and Assessments has been reviewed.

Chemical Pathology

- Basic Serum Chemistry Program – deleted
- Condensed Serum Chemistry Program - <5 analytes option has been introduced
- Liquid Serum Chemistry Program - The following analytes have been added to the program: Calculated LDL, Globulins, Non HDL Cholesterol, Transferrin Saturation, DHEA Sulphate, Folate, FSH, Growth Hormone, LH, Oestradiol, Progesterone, Prolactin, SHBG, Testosterone, Vitamin B12, Vitamin D3
- Endocrine Program – The following analyte has been added to the program: P1NP
- PoCT Program – PoCT Chemistry, PoCT Troponin and PoCT Blood Gas programs will remain as two cycle programs
- Vitamins Program – Name changed from “Vitamins-Plasma” to “Vitamins-Serum”
- Sweats Program – Sodium has been removed from the program

Haematology

SPECIAL HAEMOSTASIS: In 2014 the RCPAQAP Haematology conducted trials on the new oral anticoagulants, Apixaban and Rivaroxaban, for the introduction of a Proficiency testing module. The first trial survey was dispatched in late 2014, with positive feedback and the analysis of results are proving to be worthwhile for continued assessment of laboratory testing.

- New module options will therefore be introduced for Apixaban and Rivaroxaban, which will be available when enrolling under Special Haemostasis - Module G.
- Special Haemostasis introduces Factor XIII, which can be located when enrolling as Special Haemostasis – Module H.
- The POC-INR program will increase the frequency of the survey dispatches from 5 to 6 surveys per year.

Immunology

- Rheumatoid Factor
 - CCP (Cyclic Citrullinated Peptide) has been removed from the RF program. CCP was included at no charge in the RF program several years ago. It has now become impossible to guarantee the stability of a commercial preparation containing both CCP and RF. We decided to take this opportunity to review the program and have decided that it is more appropriate to split the RF and CCP analytes into separate programs. While RF will continue to be based on commercial serum, CCP will use patient sera. This will enable us to include clinical notes which will improve the program.

- Rheumatoid Factor samples will be reduced from 2 cycles/year with 6 pairs of samples each, to 1 cycle/year with 8 pairs of samples. This reflects a more appropriate frequency of testing. The Program cost has subsequently been reduced.
- Laboratories who wish to take both RF and CCP programs will unfortunately face a small increase in cost but we feel this will be outweighed by the advantage of using patient serum with associated clinical information.
- CCP - is now a separate program. As explained above, we are unable to continue inclusion of CCP in RF samples. The CCP samples will now be patient based instead of commercial, which will enable us to include clinical notes. There will be 1 cycle/year with 8 samples.
- IgE - samples will be reduced from 2 cycles/year with 6 pairs of samples each, to 1 cycle/year with 8 pairs of samples. This reflects a more appropriate frequency of testing. The Program cost has subsequently been reduced.
- Coeliac Serology - For gliadin, only deamidated results will be accepted.
- Immunophenotyping - Gamma/delta cells have been removed.
- HLA B27 - Scoring system has been removed.

Microbiology

- Pneumococcal serotyping has been deleted from the Program. Please order “Bacterial serotyping Test” which includes: serotyping of *Streptococcus pneumoniae*, *Haemophilus species* and *Neisseria meningitidis*.

Serology

- *Chlamydia trachomatis* NAT has been deleted from our Program. We suggest participants consider the *Chlamydia trachomatis* NAT program offered by RCPAQAP Microbiology, as an alternative.
- Alphavirus and Flavivirus NAT will be offered in two surveys per annum, six specimens per survey.
- Hepatitis B DNA (Qualitative/Quantitative) will be offered in two surveys per annum, six specimens per survey.
- Hepatitis C RNA (Qualitative/Quantitative) will be offered in two surveys per annum, six specimens per survey.
- Hepatitis C Genotyping will be offered in two surveys per annum, six specimens per survey.
- HIV-1 RNA (Quantitative) will be offered in two surveys per annum, six specimens per survey.
- Human Papillomavirus DNA will be offered in two surveys per annum, six specimens per survey.

Molecular Genetics

- A pilot Next Gen Sequencing (Massively parallel sequencing) module will be offered in the Technical Program.
- The Sample Exchange Program “ALK Translocation in NSCLC” will be converted into a pilot QA module under the Molecular Histopathology Program.
- The NRAS module has been added to the Molecular Histopathology program.
- There are two additions to the Sample Exchange program modules:
 - Alpha 1 Antitrypsin Genotyping and CYP2D6.

The EMQN has the following changes:

- There are three new disease-specific modules:
 - Autosomal Dominant Polycystic Kidney disease (Pilot),
 - Beckwith-Wiedemann syndrome (Pilot) and,
 - Silver-Russell syndrome (Pilot).
- Familial autosomal dominant hypercholesterolemia and Oncogene Panel Testing are no longer pilot modules.

- A name change has been instituted for Hereditary Non-Polyposis Colon Cancer (HNPCC). It will now be referred to as Lynch Syndrome.
- A survey for Aicardi-Gotieres Syndrome (AGS) has been deleted.

Training and Competency Assessment

The Training and Competency Assessment project was successfully piloted in 2012 and RCPAQAP has conducted further development of the modules throughout 2013. The aim is to support laboratory technical training and provide a resource for continuing education. RCPAQAP is working with experts to ensure the modules meet participants learning needs. Web-based delivery offers flexible learning where learners can access the modules anywhere and at anytime.

Modules coming soon are:

- Chemical Pathology – Quality Assurance and Quality Control (Basic scientists level)
- Snake and snakebite: The role of pathology laboratories
- Pre-Analytical Module - Select safe sites for venepuncture
- Cytopathology Module 1 - Anatomy of the Female Genital Tract
- Cytopathology Module 2 - Cytological Identification of normal epithelial cells and other cellular components of cervical and vaginal smears

* RCPAQAP acknowledges the Department of Health and Ageing for the support in this project via funding under the Australian Government's Quality Use of Pathology Program.

Participants will be able to enrol in these modules via the Enrolments tab and then view the modules in the Training tab in myQAP (customer portal) once payment is received.