

## **2016 Enrolments will open 1<sup>st</sup> September 2015**

The myQAP system has undergone additional software developments to further enhance the 2016 enrolment experience. Below is a checklist that we hope will assist with the enrolment preparation process.

### **Enrolling for 2016 - Check List (✓)**

|    |  |  |
|----|--|--|
| 1  | Review Organisational structure in myQAP prior to the opening of enrolments. For adjustments, log a myQAP Request.   |  |
| 2  | If any staff have left the Organisation, notify the RCPAQAP immediately via a Request so the contacts' myQAP access can be disabled.   |  |
| 3  | Check address/contact information and myQAP profile access levels.   |  |
| 4  | Ensure that contacts have access to all required participant numbers.  |  |
| 5  | Review Invoices – if there are ' <u>Unpaid Invoices</u> ' from last year, the portal will <u>block</u> access to enrol for the upcoming enrolment period.  |  |
| 6  | Ensure staff are available to enrol their laboratory when enrolments open.   |  |
| 7  | Review ' <u>Previous Year Enrolments</u> ' via the 'Enrolments' tab for easy registration.   |  |
| 8  | Director of Pathology and Quality Manager details are required for <u>All Participants</u> . This does not prevent the enrolment from being processed. Please notify RCPAQAP of these details via a Request as soon as possible. |  |
| 9  | Review New Product Catalogue for current module options, test list and sample volume information.  |  |
| 10 | The 'Participant Handbooks' will include program changes, newly available modules and survey schedules that can be accessed via the 'Documents' tab.   |  |

**PLEASE NOTE:** the RCPAQAP can ONLY guarantee sample availability between the months of September through to the end of December 2015

### **Reminders**

- 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.
- '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 for existing participants upon re-enrolling.
- Participants are reminded that communication can be logged via the myQAP 'Requests' tab to avoid delayed responses.

## **RCPAQAP - Future Developments**

### **Important Upcoming Changes to the Company**

Since the arrival of our new CEO – Tony Badrick in February this year, the RCPAQAP has commenced work on several LEAN Projects in an attempt to further improve our services and our participant's experience. We are aware of several areas within the business where there is potential opportunity for improvement and we strive to excel in all aspects of the services we provide.

#### **Telephone System**

After various Focus Group meetings and information obtained through customer feedback, it was brought to our attention that the current RCPAQAP telephone system required review. As a result of this, a decision has been made to change the current telephone structure to allow for a more streamlined method of contact and to ensure that calls are directed to the most appropriate department to offer assistance and promptly resolve any enquiries.

#### **EQuAlity (Participant Numbering Project)**

We are currently in the process of researching the possible benefits of changing the Participant Numbering logic. Our aim is to enable contacts to easily manage multiple participant numbers via myQAP and allow for a single point of access for on-line submission of results. This Project is in the early research phase and we are keen to obtain advice from a business analyst before we move forward. Obtaining feedback from our participants during this process is crucial. We value our user's opinions, therefore, no changes will be made to the numbering system until we have consulted with our customers to obtain information regarding the necessary requirements.

#### **Quality Review System (PDF Reports)**

In addition to the Electronic PDF reports that were introduced in 2013, the RCPAQAP has developed a Quality Review feature within myQAP that allows participant contacts to review, flag and add comments to survey reports. This functionality was trialled with a small test group of participants and as a result of the positive feedback, it has now been made available to all Organisations. This feature can be utilised by laboratory staff and Quality Managers and offers the advantage of easily managing the performance of multiple laboratories/sites.

We are interested to hear what our participants think of these proposed changes. If you have any comments or suggestions, we would encourage you to contact us via one of the below methods.

- myQAP Request ([www.myqap.com.au](http://www.myqap.com.au))
- [www.rcpaqap.com.au](http://www.rcpaqap.com.au) – Contact Form
- Telephone 1300 78 29 20 or +61 2 9045 6000

RCPAQAP Business Hours are Monday to Friday: 8:00am – 5:00pm AEST (Australian Eastern Standard Time)

If you have contacted the RCPAQAP outside of office hours, a QAP representative will respond to your enquiry as soon as possible during business hours.

## **Important Changes to Programs for 2016**

### **Anatomical Pathology**

- Commencing 2016 the Immunohistochemistry Breast Markers module (IHB) will be offered only as a technical proficiency exercise, i.e. no diagnostic interpretation required.
- HER2 BRISH Breast will be a purely diagnostic proficiency exercise comprising virtual stained slides for interpretation.
- Participants enrolled in the Immunohistochemistry modules are now required to also submit their routine controls for assessment.
- The Breast Diagnostic module (BR) will in future comprise two surveys (20 cases) per year, i.e. reduced from the previous three surveys per year.
- Generic and Supplementary Generic Reports will now be generated for all the diagnostic modules, as provided for the General Module in 2015.
- In conjunction with the Australasian College of Dermatologists the Program now offers an online module for Mohs Diagnostic Pathology.
- A new specialist diagnostic module in gastrointestinal pathology will be offered in 2016.
- The Immunohistochemistry Diagnostic module (IHD) has been discontinued.
- In 2016 the Technical Module H&E staining exercise will be the second survey of three, rather than the first exercise as previously. The first survey will include the first special stain exercise, and the repeat special stain exercise will be the third survey as previously. This rearrangement will provide participants maximum opportunity to review their staining performance and staining methodology.

### **Biosecurity**

- Rabies Specimen Modules - includes Serological testing – New Module.
- SSBA African Viral Specimen Module - Lassa Fever Virus now included – New Module.
- SSBA eLearning Modules for both Anthrax and Smallpox – New Module.

### **Chemical Pathology**

- PoCT Chemistry Program – is no longer available.
- Only Supervisor Reports will be available in 2016. Participants will need to enrol through the myQAP portal.
- Liquid Serum Chemistry Program - the following analytes have been added to the program: Holotranscobalamin (Active B12), DHT, P1NP, s-βCTX.
- Endocrine Program – the following analytes have been added to the program: P1NP, Holotranscobalamin (Active B12), s-βCTX, DHT.
- Endocrine Program: < 5 analytes option has been introduced.
- Tumour Markers: < 5 analytes option has been introduced.
- General Serum Chemistry: <5 analytes option has been introduced.

### **Cytopathology**

- All cases in each of the non-gynaecological modules, General (GEN) and Fine Needle Aspiration (FNA), will be provided in virtual format only in 2016. Cases will be available in both DVD and web-based format. Glass slide cases will no longer be distributed.

## Haematology

In 2016 the RCPAQAP Haematology will increase the scope of the programs offered to include:

- Bone Marrow Morphology program, which will supply participants with digital images of peripheral blood, bone marrow aspirate and trephine to interpret, provide a BM differential and diagnosis.
- POC - Thromboelastometry module for the ROTEM instruments. A trial survey for a POC - Thromboelastography module will be sent out in 2016 (TEG instruments).
- Malarial Parasite Rapid Kit Testing module specific to kits that detect HRPII antigen.

There will be a name change to the Oncology Immunophenotyping module, now referred to as the “Haematology Immunophenotyping” module.

The Automated Differential – Module 6 (3 part diff analysers) will no longer be available in 2016 due to the reduction in participation.

## Immunology

- New Serum Exchange Program for rare disorder analytes with low participant numbers. Registration of interest in each program will be sought once samples have been sourced.
- EN Program (Rheumatic Disease Serology) – introduction of IgA Cardiolipin and IgA  $\beta$ 2GP1 antibody testing
- MP Program (Vasculitis Serology) – introduction of numeric reporting of Glomerular Basement Membrane antibody results.
- Pilot Program for hsCRP.

## Microbiology

- A *Streptococcus pneumoniae* (pneumococcal) urinary antigen testing pilot will be offered.
- A pilot Gastrointestinal Pathogens NAT will be offered.

## Molecular Genetics

- The Massively Parallel Sequencing (Next Gen Sequencing) pilot module will be offered by the RCPAQAP in 2016.
- The ALK Translocation in NSCLC pilot module (incorporating both IHC & FISH) will be offered by the RCPAQAP in 2016.
- The RCPAQAP “BRAF Mutation Screening module” will be re-named to “Mutation Detection in Melanoma” to incorporate additional gene targets in the testing and analysis.
- The RCPAQAP “EGFR Mutation Screening module” will be re-named to “Mutation Detection in Lung Cancer” to incorporate other gene targets in the testing and analysis.
- The RCPAQAP “KRAS Mutation Screening module” will be re-named to “Mutation Detection in Colorectal Cancer” to allow for other gene targets to be included in the testing and analysis.
- Testing for the NRAS gene will be incorporated into the RCPAQAP "Mutation Detection in Melanoma" and RCPAQAP "Mutation Detection in Colorectal Cancer" modules in 2016.
- The RCPAQAP “Fragile X PCR Screening” module will be re-named to “FMR1-Related Disorders" to allow for pre- mutation and full-mutation samples to be included in the module.
- Refer to the handbook for details on those Sample Exchanges being offered in 2016, as the previous exchanges were associated with a grant deliverable\*.
- There will be a single dispatch for Thrombosis, JAK2 and Haemochromatosis modules in the RCPAQAP Molecular Haematology Program.

- Thalassemia has been added to the list of online data entry (ODE) modules in the RCPAQAP Molecular Haematology Program, which will streamline the analysis and reporting process.
- The RCPAQAP Molecular Haematology Program will include NPM1 as a pilot module in 2016.
- The EMQN has increased pricing for their modules in 2016. There is a mandatory membership admin fee charged by the EMQN.
- The EMQN will dispatch a single pilot module, incorporating Beckwith-Wiedemann syndrome and Silver-Russell syndrome called 11p-Imprinting Disorders (BWS/SRS) (pilot) in 2016. There will be restrictions on the number of participants.
- Please note: any additional sample requests for the EMQN and RCPAQAP modules will incur an administration and processing fee.

\* 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.

## Serology

- *Chlamydia pneumoniae* Serology will be re-named to Chlamydia genus serology in the Bacterial Program.
- Lyme Disease Serology is a new module in the Parasite and Spirochaete Program.
- A pilot Gastrointestinal Pathogens NAT will be offered.
- Respiratory Pathogens NAT will be offered.

## Synovial Fluid

- Synovial Fluid Educational Component will be available on DVD only.

## Training and Competency Assessment

The Training and Competency Assessment project was successfully piloted in 2012. 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 any time.

Modules available in 2016 are:

- Quality Control and Quality Assurance – suitable for multi-test analysers in Chemical Pathology /Haematology/ Immunology – (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\*.

### NEW for 2016

Haematology Morphology course offering Red Cell, White Cell, Platelets and Paediatric Morphology.

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