



Achieve Peak Performance with the CAP's Accreditation Resources

The College of American Pathologists provides a wide range of free informative and educational resources for every step of the accreditation journey and beyond. Frequently updated, our resources walk you through our accreditation cycle. You will find guidance and tips through videos, webinars, checklists, and more.

Easily accessible through our e-LAB Solutions Suite (ELSS) portal, find our Accreditation Resources by choosing the ELSS Main Page from the dropdown menu.

Simplify your compliance with our resources.

Application/Reapplication Process ▶
Accreditation Manuals/ Retention Guidelines
Laboratory Webinars
Focus on Compliance
Laboratory Inspection Preparation Course
Proficiency Testing (PT)/External Quality Assurance (EQA) Toolbox
PT Compliance Notice (PTCN)
Checklist Resources
Accreditation Checklists
Checklist Requirement Q & A
Quality Management
IQCP Toolbox
External Resources
Inspector Training & Tools
Self & Post Inspection Toolbox

<div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;">Application/Reapplication Process</div> <div style="padding: 2px; margin-bottom: 2px;">Accreditation Manuals/ Retention Guidelines</div> <div style="padding: 2px; margin-bottom: 2px;">Laboratory Webinars</div> <div style="background-color: #444; color: white; padding: 2px; margin-bottom: 2px;">Focus on Compliance ▶</div> <div style="padding: 2px; margin-bottom: 2px;">Proficiency Testing (PT)/External Quality Assurance (EQA) Toolbox</div> <div style="padding: 2px; margin-bottom: 2px;">PT Compliance Notice (PTCN)</div> <div style="padding: 2px; margin-bottom: 2px;">Checklist Resources</div> <div style="padding: 2px; margin-bottom: 2px;"> Accreditation Checklists</div> <div style="padding: 2px; margin-bottom: 2px;"> Checklist Requirement Q & A</div> <div style="padding: 2px; margin-bottom: 2px;"> Quality Management</div> <div style="padding: 2px; margin-bottom: 2px;"> IQCP Toolbox</div> <div style="padding: 2px; margin-bottom: 2px;"> External Resources</div> <div style="padding: 2px; margin-bottom: 2px;">Inspector Training & Tools</div> <div style="padding: 2px; margin-bottom: 2px;">Self & Post Inspection Toolbox</div>	<h3>Focus on Compliance</h3> <p>! This library of past webinars focuses on timely compliance topics.</p> <p>2020</p> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> ▶ Root Cause Analysis: From Blame to Gain <small>Focus on Compliance (FOC) webinar that outlines the Root Cause Analysis process</small> <ul style="list-style-type: none"> • Presentation Slides (PDF) • Question & Answers (PDF) <p>2019</p> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> ▶ Most Frequently Asked accred@cap.org Questions <small>Focus on Compliance (FOC) webinar that provides answers to common accreditation questions.</small> <ul style="list-style-type: none"> • Presentation Slides (PDF) • Question & Answers (PDF) <li style="margin-bottom: 10px;"> ▶ Preparing Your POC Area for Inspection: Avoiding POC Pitfalls <small>Understand how to avoid Point of Care (POC) pitfalls while preparing your area for inspection.</small> <ul style="list-style-type: none"> • Presentation Slides (PDF) • Question & Answers (PDF) <li style="margin-bottom: 10px;"> ▶ Analytic and Clinical Validation Requirements for NGS LDTs <small>An overview of the CAP accreditation requirements for the analytical and clinical validation of NGS-based LDTs listed in the Molecular Pathology Checklist</small> <li style="margin-bottom: 10px;"> ▶ Quality Management: Looking at the Big Picture Questions <small>Focus on Compliance (FOC) webinar that addresses all aspects of quality management.</small> <ul style="list-style-type: none"> • Presentation Slides (PDF) • Question & Answers (PDF) • Toolkit (ZIP) <li style="margin-bottom: 10px;"> ▶ Getting the Most from the CAP Website: Accreditation Tools and Where to Find Them <small>Focus on Compliance (FOC) webinar that describes where resources are located on the website.</small> <ul style="list-style-type: none"> • Presentation Slides (PDF) • Question & Answers (PDF) <li style="margin-bottom: 10px;"> ▶ 2019 CAP Accreditation Checklist Updates: Changes that Matter <small>Focus on Compliance (FOC) webinar that addresses the 2019 Checklist changes.</small> <ul style="list-style-type: none"> • Presentation Slides (PDF) • Question & Answers (PDF)
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Focus on Compliance

These archived webinars help you understand the complex and ever-changing rules of compliance through various topics, leading to improved laboratory operations, a smoother accreditation process, and improved patient care.

Proficiency Testing (PT)/External Quality Assurance (EQA) Toolbox

Everything you need to know about PT/EQA.

1. Escalation Process for PT/EQA Event Failures
 Escalation process for PT unsatisfactory, unsuccessful, or repeat unsuccessful events.
[Escalation Process for PT Failures of Regulated Analytes \(PDF\)](#)
[PTCN Exception Code List \(PDF\)](#)
 Refer to this document to review exception code definitions that appear on your PT Compliance Notice (PTCN).

2. PT/EQA Result Failure Investigation
 Guidance documents to review PT failures.

3. PT Exception Investigation Worksheet (Word)
[Review of Patient Results in Response to a PT Failure \(PDF\)](#)
[Reinstatement Process in Response to a Cease Testing Notification \(PDF\)](#)
 Guidance document for laboratories directed to cease patient testing for an analyte/subspecialty due to repeat unsuccessful proficiency testing (PT) performance, which includes performing a Root Cause Analysis.

4. CAP PT Evaluation Exception Codes (PDF)
 Refer to this document to review definitions of exception reason codes that appear in Participant Summary Reports.

4. PT/EQA Do's and Don'ts
 Frequently asked questions related to PT compliance including preventing interlaboratory communication.
[PT Compliance FAQs \(PDF\)](#)
[Preventing Interlaboratory Communication \(PDF\)](#)

5. Alternative Performance Assessment
 Alternative performance assessment toolbox and test list.
[Alternative Performance Assessment Toolbox \(PDF\)](#)
[Alternative Performance Test List \(Word\)](#)

Navigation: Application/Reapplication Process, Accreditation Manuals/ Retention Guidelines, Laboratory Webinars, Focus on Compliance, Laboratory Inspection Preparation Course, Accreditation Checklists, Checklist Requirement Q & A, Quality Management, IQCP Toolbox, External Resources, Inspector Training & Tools, Self & Post Inspection Toolbox.

Proficiency Testing (PT)/External Quality Assurance (EQA) Toolbox

Proficiency Testing (PT)/External Quality Assurance (EQA) Toolbox

Download documents about the escalation process for PT unsatisfactory, unsuccessful, or repeat unsuccessful events as well as troubleshooting guides and frequently asked questions related to PT compliance.

Checklist Requirement Q&A

Search for answers to the most common checklist questions across disciplines as well as templates for analytical verification and validation, competency assessment, personnel file checklist, and more.

Checklist Requirement Q & A

Checklist Requirement Q & A

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All Common

Anatomic Pathology

Biorepository

Chemistry and Toxicology

CHM.13600 (PDF)
 AMR Verification of chemistry instruments at defined frequencies and with appropriate materials.

CHM.14916 (PDF)
 Documenting QC review monthly in chemistry departments.

CHM.13750 (PDF)
 Quantitative cut off values used to report a qualitative result in chemistry and when you must verify those results.

CHM.24400 (PDF)
 Pipette carryover for chemistry instrumentation and when it is required.

CHM.14600 (PDF)
 QC Corrective actions in chemistry when QC is out of range or missed and how to ensure appropriate documentation of corrective actions.

Cytogenetics

Cytopathology

Application/Reapplication Process	Quality Management	
Accreditation Manuals/ Retention Guidelines	Quality Management	Root Cause Analysis
Laboratory Webinars	<p>Toolbox for quality indicator monitoring.</p> <p>Annual Quality Assessment Flowchart (PDF)</p> <p>Reference for GEN.16902 Quality Management; QM; Quality Management Annual Review; QM Review; QM Program.</p> <p>BAP QM Presentation (PDF)</p> <p>BAP Quality Monitor Example (PDF)</p> <p>BAP Quality Manual Template Example (PDF)</p> <p>Download the Laboratory Benchmarks</p>	<p>Root Cause Analysis Toolkit (Excel)</p> <p>The Root Cause Analysis Toolkit contains resources to define a problem, map current process, find root cause, develop a solution, implement a solution, and assess effectiveness.</p> <p>Root Cause Analysis Toolkit (completed example)</p> <p>Click on the Performance Tool, Feedback Tool, and RCA Project Scorecard tabs to review an example of a root cause analysis (RCA) for ESR results. Note: The 2019 CAP checklist only requires RCA for sentinel events. This example shows how RCA can address more common, less serious issues in your laboratory also.</p> <p>Root Cause Analysis Check Sheet (Word)</p> <p>Quality Management, Root Cause Analysis, RCA</p>
Focus on Compliance		Quality Management Templates
Laboratory Inspection Preparation Course	Quality Indicator Monitoring (PDF)	<p>Template: Error Tracking Log example (Word)</p> <p>Reference for GEN.20208 Quality Management; QM; Incident Report; Occurrence Report; Variance Report</p> <p>Template: Incident/Error/Problem Report example (Word)</p> <p>Reference for GEN.20208 Quality Management; QM; Incident Report; Occurrence Report; Variance Report</p> <p>Template: Monthly Quality (QA) Monitoring example (Excel)</p> <p>Quality indicator monitoring reference for GEN. 20316</p> <p>Template: Quality Oversight Committee Report example (Excel)</p> <p>Quality Management; QM; Quality Management Committee; QM Review; QM Program</p> <p>Template: Quality Management Plan Annual Assessment Summary Form</p>
Proficiency Testing (PT)/External Quality Assurance (EQA) Toolbox	Quality Management Cycle (PDF)	
PT Compliance Notice (PTCN)	15189 Walkthrough Course (PDF)	
Checklist Resources		
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Quality Management ▶

Quality Management

Find Quality Management templates, a Root Cause Analysis Toolkit, and a CAP 15189SM Walkthrough Course.

IQCP Toolbox

Learn about Individualized Quality Control Plan options for your test systems and laboratory to meet checklist requirements and achieve CLIA compliance.

Application/Reapplication Process	IQCP Toolbox	
Accreditation Manuals/ Retention Guidelines	<p>IQCP at your fingertips.</p> <p>IQCP Guidance</p> <p>IQCP eligibility determination (PDF)</p> <p>IQCP Frequently Asked Questions (PDF)</p> <p>IQCP Webinar</p> <p>IQCP in Microbiology (PDF)</p> <p>Jointly Developed Resources</p> <p>View materials developed jointly by members from the CAP, American Society of Microbiology, and the Clinical and Laboratory Standards Institute. Use of this material does not guarantee approval by licensing, certifying, or accrediting agencies or organizations.</p> <p>AST IQCP Introduction (PDF)</p> <p>AST IQCP Q&A (PDF)</p> <p>AST IQCP Template (PDF)</p> <p>AST IQCP Example (Word)</p> <p>Disk Diffusion IQCP Example (Word)</p>	IQCP Forms and Examples
Laboratory Webinars		<p>Link: Developing an IQCP (CMS website)</p> <p>IQCP, Risk Assessment, Quality Control Plan, Quality Assessment</p> <p>Instructions for completing the IQCP Form (PDF)</p> <p>IQCP List Form (Word)</p> <p>IQCP Assessment Example Form (Word)</p> <p>Annual assessment example form. Guidance for complying with COM 50600.</p> <p>Microbiology ID Systems (Streamline QC) IQCP Example (PDF)</p> <p>Microbiology Media (CLSI Exempt) IQCP Example PDF Word</p>
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IQCP Toolbox ▶

Check back often as new resources are added regularly.