

SUBGROUP COORDINATOR REPORT AUTHORISATION

Dear Participant

The RCPA Serology QAP has introduced in 2008 a 'Subgroup Coordinator Report', which enables the coordinator of an organisational group to assess performance of each participant in the subgroup both graphically and by data analysis. Due to confidentiality, participant information must be kept in strict confidence by the subgroup organisers. The coordinator of each subgroup is also responsible to keep the name of each laboratory confidential.

The laboratory wishing to join a subgroup must sign a written document for the release of their data. The coordinator of a subgroup acts as a reference point for the subgroup and communicates with their participants.

The subgroup coordinator may either be a laboratory manager or an authorised representative of a relevant company. The coordinator will be the focus point for communication between the Serology QAP organisers and the participants in the subgroup. Subgroup coordinators will have access to the names and addresses of the subgroup members, but this must be maintained in strict confidentiality. A Subgroup Summary Report will be issued to the coordinator of a subgroup after each survey. The forms attached need to be completed by the subgroup coordinator and the participants of their subgroup. It is the responsibility of the subgroup coordinator to obtain permission from their participants and return to the Serology QAP for the release of their data.

SUBGROUP COORDINATOR

The coordinator of a subgroup acts as the reference point for the subgroup and communicates with both the subgroup members and the RCPA Serology QAP. The information supplied to the subgroup coordinator is given by the Serology QAP on the understanding that it will be used to benefit all the members of the subgroup. The information supplied is in no way to be used for the promotion or sales of any company products. Laboratories have agreed to release their data to the subgroup on the understanding that their identity will be kept confidential. The subgroup coordinator must abide by this agreement for individual laboratory confidentiality.

HOW TO COMPLETE THIS FORM: The Subgroup Coordinator to complete Section 1 of this form, then forward copies to relevant subgroup labs to complete Section 2. Subgroup coordinator organises collection of forms from subgroup labs and forwards completed copies to:

RCPA Serology QAP
Locked Bag 2239
North Ryde NSW 1670
AUSTRALIA
Tel: + 61 2 9779 5915
Fax: + 61 2 9779 5916
email: sqap@rcpaqap.com.au

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SECTION 1

SUBGROUP COORDINATOR REPORT AUTHORISATION

I, Serology QAP Participant Number: (if applicable)

of
(Organisation Name)

.....
(Organisation Address)

am authorised to be the Subgroup Coordinator of RCPA Serology QAP Participant Assessment Reports.

I understand the aspects of the role as outlined above, concerning communication, confidentiality and appropriate use of the data.

Signed:

Dated:

SECTION 2

PERMISSION ADVICE FROM PARTICIPATING LABORATORY TO PARTICIPATE IN SUBGROUP

I, Serology QAP Participant Number: (if applicable)

of
(Organisation Name)

.....
(Organisation Address)

hereby authorise the disclosure of my results to the subgroup coordinator:
(please print Subgroup Coordinator's name)

Signed:

Dated:

If the participating laboratory wishes to revoke their permission to participate in the subgroup and disclose their results to the subgroup coordinator, they must notify the RCPA Serology QAP in writing.

Once Section 2 is complete **please return this form to your Subgroup Coordinator** who will forward onto the RCPA Serology QAP.

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