Scotland and Northern Ireland EQA Scheme in General Histopathology

EQAI02

CHANGING A PARTICIPANT'S CODE

ISO 17043:2010 ref	4.3.1; 4.4.4; 4.7.1
LOCATION OF COPIES	Q-Pulse (Electronic Master)
	Master Copy held by Quality Manager
	Standard Operating Procedures – Scottish Pathology Network
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Review and Amendment History			
Date Reviewed / Amended	Version Replaces	Pages Changed	Details of review/Amendment
Feb 2021	1.3	1 Pages (Front)	Updated: location of copies (front pg)

Rationale

On very rare occasions, and on the instructions of the Scheme Administrator, a participant may require a new code. This procedure details the method for changing the code in the database and informing the participant of the new code.

Method

1. Open the database

2. Add a new entry to the Medics table, duplicating all the participant's details from the previous code.

3. Disable, but do not delete, the previous code by adding an 'N' to the participant field and adding the date to the 'Excluded from Batches' field. Add a comment to the comment field about the change.

4. Open the Results table and replace all instances of the old code with the new one.

5. Open the Educational Batches table and replace all instances of the old code with the new one.

6. Check that the following tables do not include the old code -
   Codes Chosen
   T19 before exclusion of D
   T21 Before ACP Changes
   tblExclusions
   JHG Summary
   tblJHGSummaryTxx
   EducationalReturnsExx
   and if they do, replace with the new code.

7. Inform Scheme Secretary of the change so that they can issue the new code to the participant.

8. As this step should not be taken without a great deal of correspondence, there is no need to retain any further details of the change in the database.