



**DNA Identification Testing Division
Quality Assurance Committee Meeting**

{Date}
Wednesday @ 9:30 am

FOLLOW PROVIDED WEBEX INSTRUCTIONS

THIS MEETING IS RECORDED

- I. Approval of Previous Minutes: {Month} Minutes
- II. ACTION ITEMS / NEW BUSINESS:
- III. PROFICIENCY TESTING / REVIEW OF PT FAILURES:
- IV. REVIEW OF QUALITY INCIDENT REPORTS:
- V. REVIEW OF DEPARTMENTAL ASPECTS OF CARE

Specimen Handling Man Over-board	Joe Maggi/ Patricia Yancey Adena Hockaday
Customer Service -- Paternity Problem Sheets	Teresa Clifton Onnette Moore Shernell Radcliffe
Customer Service – HLA HLA Client Inquiry BM Specimen Inquiry BM TAT	David Pruitt
HLA Result Review / Release	Kenny Omoseebi
Class I HLA **Methodology and Instrument Comparison**	Brett Smith / Ruth Koester
Class II HLA	Jennifer Barham



****Methodology and Instrument Comparison****

COVID Testing	Jason Munroe
ImmuKnow and Antibody Analysis *Redraws and technical failures*	Adena Hockaday
Clinical Trials Updates	Erin Padget Bill Light
Inspections and Accreditation Corrected Reports Trial Calculation Verification	Beth Clifton
Internal Proficiency Testing Failures Results of the Monthly Internal Audit	Aric Ringeisen
Paternity TAT	Dr. George Maha
UAT / Production User Testing Updates	Amber Bradsher
ABI Repeat Rate ABI Technical Failure DNA Discrepant Result Resolution **Methodology and Instrument Comparison**	Kathy Von Cannon/ Stephanie Wars Williams
Biosample Processing	Isha Shah
Annual Competency Testing	COMPLETE BY YEAR END
Records Updates Continuing Education Updates	Charlotte Dunn
IS Updates	Leslie Roberts
Validation Updates	Jon Williams Mark Ladd
Equipment Updates	Hilary Clement Richard Gamble

REMINDERS:

- ✓ Email {Name} for attendance.
- ✓ Send area reports to {Name}



Next meeting: {Date}