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FACTSHEET 08 – WITHDRAWAL / RE-INSTATEMENT OF A LABORATORY DURING PARTICIPATION OF AN EQA SCHEME

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CROSS REFERENCES

- None

<u>SCOPE</u>

A laboratory may decide to withdraw from an EQA scheme for many reasons; this factsheet has been written as a guide to help EMQN members withdraw from participation of an EQA scheme. N.B. If the reason for withdrawal is resolved by the laboratory, then they may re-instate themselves into the scheme. There is no limit on the number of times a laboratory can change their decision but note that the final deadline for notifying EMQN of withdrawal is that scheme's result submission deadline (as defined in the Scheme Instructions and/or on the EMQN website).

Laboratories which have not notified EMQN of their intention to withdraw from a scheme and who do not submit results may be subject to classification as a Poor Performer due to non-participation. Therefore, all laboratories are required to make this decision BEFORE the results submission deadline.

1. Instructions – Withdrawing from an EQA scheme participation

- 1. Go to the EMQN website (www.emqn.org) and log into your account.
- 2. Click on "Schemes" menu button.
- 3. Click on blue menu bar next to the scheme from which you want to withdraw (Figure 1).

Important note: The complete history of this document including its author, authoriser(s) and revision date, can be found on Q-Pulse

QA Manager EMQN	Scheme Re	eports			Server Time Tue 07 Ja Vise Time 1/7/2028	Dr EMQN Official
솘 Home	Search					
O Purchase		Name		Scheme Season 2020		•
🞇 Orders	SEARCH	VIEW LABORATORY DOCUMENTS				
Schemes		or EMQN Test Account - 9999				
boratory Summary	This is a list of a	all the schemes your lab has registered for. Please note:				
Laboratory Staff	 If you hav Click on T 	I due for completion are shown in green. Future activities is re recomity registered for a scheme and it is not in the list. Details: to view the scheme details and upload your report emes you have registered for in other years by selecting a	then your registration is awaiting approval. 5.			
	(1 a) a (1					Found 3 Record
		Name :	Registration Approved	Next Activity For Completion (From-To)	Season :	withdrawn :
	۹. –	AZF	16 Sep 2019		2020	
	s, -	BWS/SRS	22 NOV 2019		2020	
	s, -	COLORECTAL CANCER (sporadic)	16 Sep 2019	₱ 15/06/2020 00:00 - 31/08/2020 00:00	2020	
						Found 3 Records

4. A new window will open. Provide a reason for withdrawing from the scheme (Figure 2). Please try to ensure that your explanation gives sufficient information for the EMQN team to understand why you will not be submitting results.

Figure 2	
 Mome Purchase Orders Schemes Laboratory Summary Laboratory Staff User Preferences 	Withdraw from scheme AZF 2020 • You are currently participating in the scheme AZF 2020. • The season is running between 01/01/2020-31/12/2020. • Fill in this form to withdraw from the scheme. • You must provide a reason for this action. • This is the participation for EMQN Test Account 9999. • Reason ?* Enter withdrawal reason here
	CANCEL SAVE

- 5. You must press "Save" to confirm withdrawal and return back to the main scheme menu page. If you do not complete this step, your withdrawal will not take effect.
- 6. Confirmation of your withdrawal from the scheme is shown by a green tick (Figure 3).

QA Manager EMQN	Scheme Re	eports				Denier Tonie - Main 96 Jan 2020 16 Naur Tonie - 06 07/2020, 16 44	🚥 over Dr EMQN Office
🏷 Home	Search						
Purchase		Name			Scheme Season 2020		
🕰 Orders	SEARCH	VEW LABORATORY DOCUMENTS					
Schemes	EQA Schemes fo	or EMQN Test Account - 9999					
Summary Summary	This is a list of a	If the schemes your lab has registered for. Please note:					
Laboratory Staff	 If you have Click on 1 	due for completion are shown in green. Puture activities re recently registered for a scheme and it is not in the list Details' to view the scheme details and upload your repor emes you have registered for in other years by selecting a	then your registration is awaiting approval.				
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		Name 🛔	Registration Approved	Next Activity For Completion (From-To)		Season :	Withdrawn 🕻
	<u>е</u> , –	AZF	16 Sep 2019			2020	
	9. –	BWS/SRS	22 Nov 2019			2020	
	9	COLORECTAL CANCER (sporadic)	16 Sep 2019	H 15/06/2020 00:00 - 31/08/2020 00:00		2020	

- 2. Instructions Re-instating an EQA scheme participation
 - 1. Go to the EMQN website (www.emqn.org) and log into your account.
 - 2. Click on "Schemes" menu button.
 - 3. Click on blue menu bar next to the scheme for which you want to reinstate participation.
 - 4. A new window will open. Provide a reason for reinstating your participation in the scheme (Figure 4).

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Figure 4	
EMQN	Scheme Reports
🇞 Home	Re-enter scheme AZF 2020
Purchase	 You have withdrawn on 06/01/2020 from the scheme AZF 2020.
Corders Orders	The season is running between 01/01/2020-31/12/2020. Fill in this form to re-enter the scheme.
Schemes	 You must provide a reason for this action.
Summary Summary	 This is the participation for EMQN Test Account 9999.
Laboratory Staff	Reason ** Enter reason for re-activating participation in this scheme
	CANCEL SAVE

- 5. <u>Press "Save" to confirm reinstatement</u> and return back to the main scheme menu page. If you do not complete this step, your reinstatement will not take effect.
- 6. The green tick is no longer visible confirming that you have been reinstated in the scheme (Figure 5).

Figure 5 QA Manager EMQN	Scheme Rep	orts				Server Time Ken 16 Jan 2023 Your Time (86/01/2023, 17 2	Dr EMQN Office
🐑 Home	Search	Name		Scheme	Season 2020		
Corders		W LABORATORY DOCUMENTS					
Laboratory Summary		MQN Test Account - 9999 te schemes your lab has registered for. Please note:					
Laboratory Staff	 Activities du If you have n Click on 'Deta 	e for completion are shown in green. Future activities controly registered for a scheme and it is not in the log, alls' to view the scheme details and upload your report	then your registration is availing approval.				
							Found 3 Records.
		Name :	Registration Approved	Next Activity For Completion (From-To)		Season :	Withdraws :
	9, -	AZY	16 Sep 2019			2020	
	Q -	8WS/SRS	22 Nov 2019			2020	
	Q -	COLORECTAL GANCER (sporadic)	16 Sep 2019	₩ 15/06/2020 00:00 - 31/08/2020 00:00		2020	
							Found 3 Records.

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