

UK NEQAS for Leucocyte Immunophenotyping Policy for the Use of Reports by Individuals and Organisations

Policy Statement

All reports produced by UK NEQAS LI are subject to copyright, they are for the purposes of External Quality Assessment and are intended only for use by participants in the programmes to assist in good laboratory practice. However it is recognized that the data included in the reports is of use to other parties, but this use must be in accordance with the following policy:

This document applies to the following staff groups

Be aware of – All staff

Work to- Senior scientists and top management

Scope

The aims of the policy are to

- Ensure UK NEQAS LI reports are used in areas outside of EQA with appropriate permissions
- Ensure UK NEQAS LI reports are used in areas outside of EQA with appropriate recognition

Key definitions

UK NEQAS LI reports- any EQA report (or any data contained within) issued by UK NEQAS LI to a participating laboratory

Individuals – an individual person

Organisations –a participating laboratory, an external stakeholder group, professional body or commercial company

Policy Specifics

Individual participating laboratories can disclose their own results at any time to stakeholders if they so wish.

Permission must be sought from UK NEQAS LI for the use of data and/or reports in any media (including but not limited to presentations, scientific papers or websites) prior to use. Such permission must be granted by Top Management.

If permission is granted then UK NEQAS LI must be acknowledged in the associated presentation/website/scientific paper.

If the use of UK NEQAS LI data is allowed and is fundamental to a scientific paper then a member of UK NEQAS LI staff should be added as an author to the publication, this will normally be the lead scientist for the appropriate programme.

All group data used must be anonymous and must not breach participant confidentiality.