

WEBSITE USER GUIDE



pSMILE
SAFETY • QUALITY • RESULTS

JUN 2023

Patient Safety Monitoring & International Laboratory Evaluation

pSMILE is a contractual resource at Johns Hopkins University designed to evaluate and develop the capability of laboratories to participate in the National Institute of Health (NIH) - Division of AIDS (DAIDS) - supported prevention, vaccine and therapeutic clinical studies conducted in developing countries; and ensure the integrity and reliability of tests for monitoring patient safety.

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website user guide

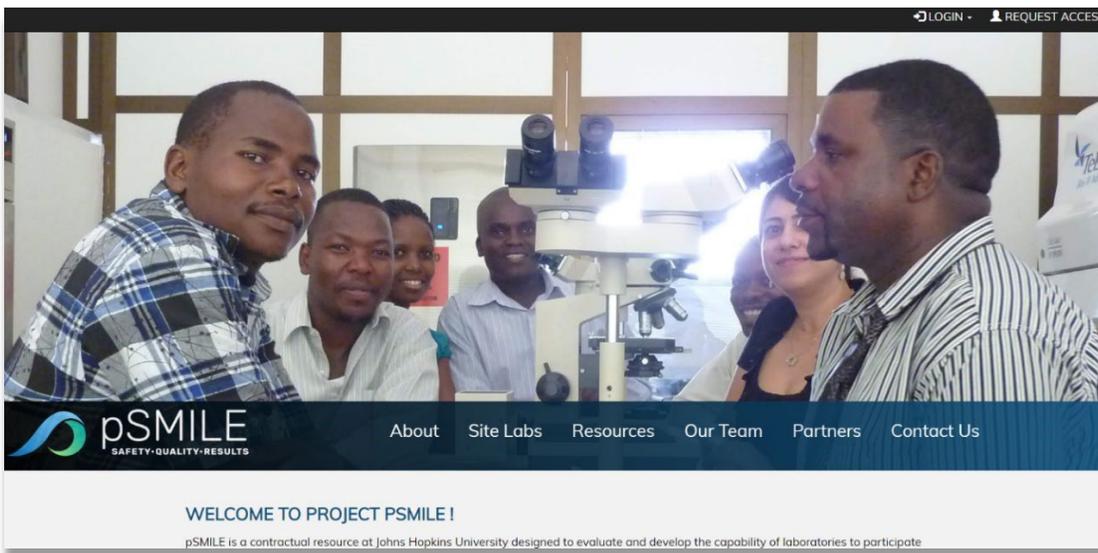
PATIENT SAFETY MONITORING & INTERNATIONAL LABORATORY EVALUATION

PUBLIC ACCESS

The pages described in this section of the user guide are open and available to the public at <https://psmile.org>.

Homepage

All users, including casual visitors, have access to all of the links displayed on the main navigation of the home page except the “Site Labs” link. The Site Labs pages contain confidential evaluation information for participating laboratories.

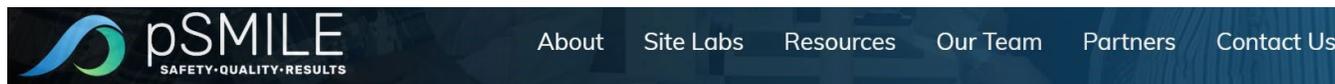


Scroll down on the Homepage to see the Quick Links, links to Additional Resources and the Access Request form.

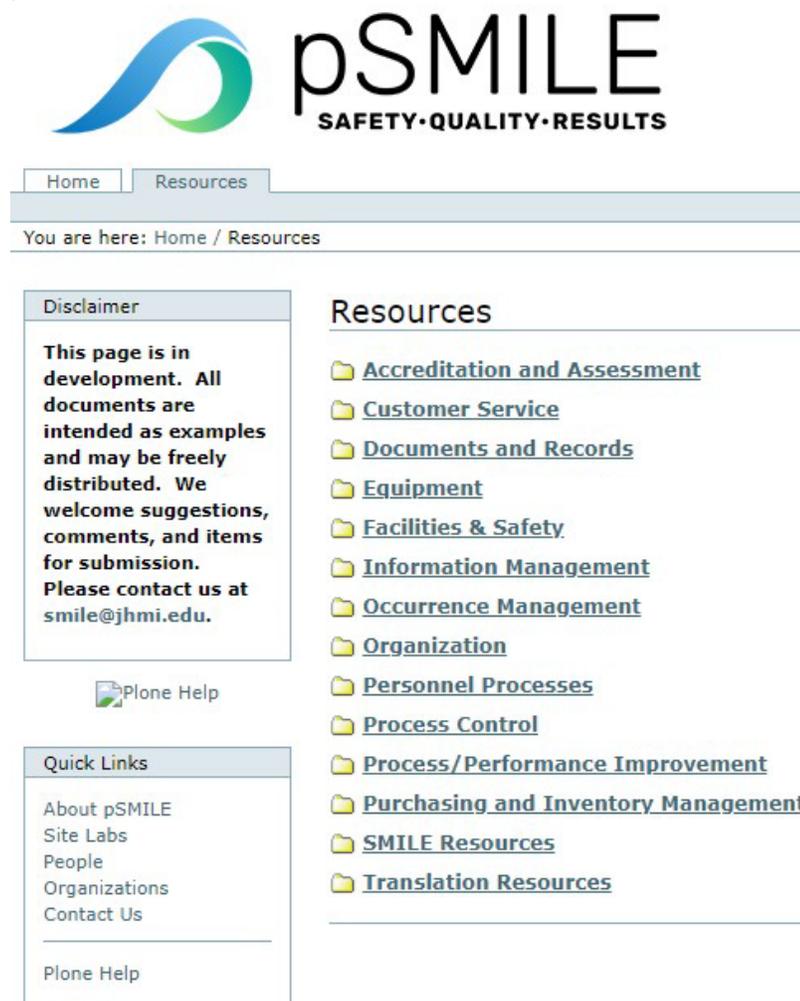


Resources

The Resources section of the site contains documents, forms, templates and links that are open for public use. These documents are provided by the pSMILE group, our participating partner organizations, labs and networks.

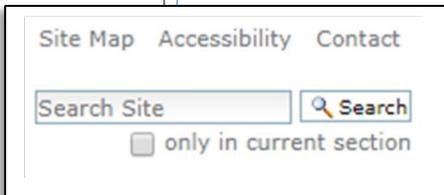


Click the navigation button “Resources” to explore all of the resource documents that are available from the pSMILE website.



Categories

Resources are categorized by topic. Also the search capabilities have been enhanced to make it easier for you to find what you need.



Resources cont.



pSMILE

SAFETY • QUALITY • RESULTS

Home

Resources

You are here: Home / Resources / Process Control / EQA / General EQA Documents

Disclaimer

This page is in development. All documents are intended as examples and may be freely distributed. We welcome suggestions, comments, and items for submission. Please contact us at smile@jhmi.edu.



Quick Links

- About pSMILE
- Site Labs
- People
- Organizations
- Contact Us

Phone Help

General EQA Documents

[Related Items Stored in Other Folders](#)

[EQA checklist](#)

Audit Reference - EQA Section - Excel - EQA checklist

[Proficiency Testing Policy.](#)

Audit Reference: EQA

[Alternative Proficiency Assessment Policy.](#)

Audit reference: EQA Section

[Proficiency Testing SOP Example](#)

Audit reference: EQA Section

[General Investigation Form Guidleline v2.1](#)

Audit reference: EQA Section

[Microbiology Investigation Form Guidleline. V2.1](#)

Audit Reference: External Quality Assurance

[Alternative Proficiency Assessment Policy](#)

Audit Reference - EQA Section

[Guidelines for Manual EQA Evaluations-Chemistry](#)

Audit Reference - External Quality Assurance (EQA) - SOP for the manual evaluati

[Chemistry Manual Evaluation Template](#)

External Quality Assurance (EQA) - Excel template for manual evaluation of CAP a

[CAP Chemistry Manual Evaluation Example](#)

Audit Reference: External Quality Assurance (EQA) - Example of how to manually

All resource documents available from pSMILE are intended as examples and may be freely distributed. pSMILE welcomes user suggestions, comments, and items for submission.

Contact Us

For questions, inquiries or suggestions, you can contact pSMILE at smile@jhmi.edu or you can click the Contact Us link in the main navigation.



This will open page with the below form that will send email to the appropriate SMILE personnel. Enter the required information, whatever feedback that you may have and hit "Send Feedback".

Give us your Feedback

For questions, issues or suggestions, please contact us by [Clicking Here](#) or complete the form below:

Name - not required

Email Address - not required

Subject

Feedback

Enter Text from Below

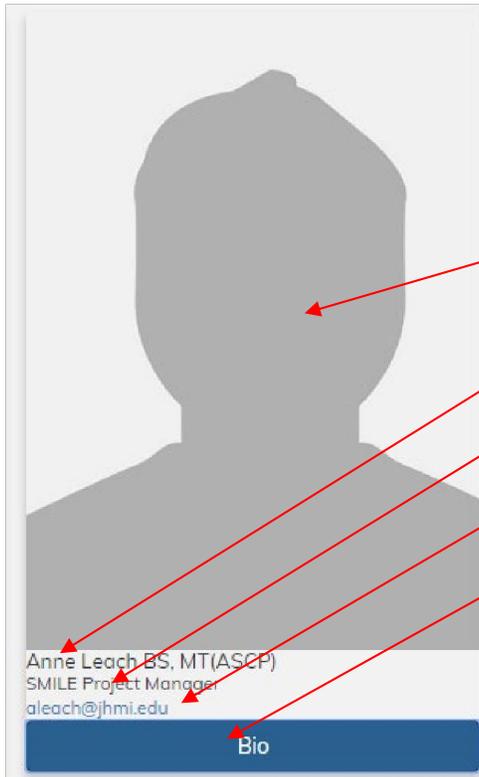


Send Feedback

You can leave the name and email address fields blank if you prefer to send anonymous comments but, if you would like a response to your feedback or questions, you need to at least put your email address.

The pSMILE Team

Click on the “Our Team” tab to see the people that make the pSMILE program work.



On the Our Team page you'll see

- Photos of the team
- Their names
- Titles
- Email Addresses and
- Links to their biographies

Click on the Bio button to see a short Biographical Sketch.



Anne Leach BS, MT(ASCP)

Anne Leach

Anne Leach, BS, MT(ASCP) is the Project Manager at pSMILE. She has over 30 years of experience in the Clinical Laboratory with an emphasis in Chemistry. She began her career at SMILE in 2007 as an International QA/QC Coordinator and assumed the leadership of the project in 2017. Anne is a graduate of the University of Nebraska and holds a Bachelor of Science degree in Medical Technology. She is ASCP registered as a Medical Technologist.

Partners

Click the navigation button “Partners” to view the names of the agencies and organizations that collaborate with pSMILE in this program.

National Institutes of Health (NIH)+

National Institute of Allergy and Infectious Disease (NIAID)+

Division of Acquired Immunodeficiency Syndrome (DAIDS)+

A list of our collaborative partners is displayed on the page. Click on the plus sign next to their name to see more information.

National Institutes of Health (NIH)–



National Institutes of Health

Turning Discovery Into Health

A part of the U.S. Department of Health and Human Services, NIH is the largest biomedical research agency in the world. NIH's mission is to seek fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to enhance health, lengthen life, and reduce illness and disability. [Go to site](#)

Links are provided to the Websites of the organizations listed.

AUTHORIZED ACCESS

As stated earlier, access to the Site Labs section is restricted to authorized users.

A Site Lab is any participating lab that is performing External Quality Assurance (EQA). The Site Labs section is a secured section of the web site which provides access to documents and laboratory information that are specific to a participating laboratory. Site Lab information is posted and maintained by the SMILE operations staff.

Parts of the web site may only be used by pSMILE staff, DAIDS staff, designated DAIDS grantees, contractors, subcontractors and other groups explicitly authorized by DAIDS. Your access to Site Labs will be restricted to those labs for which you have been authorized by the pSMILE site administrator.

How Can I Get a Login ID

If you believe that you have a legitimate need to access the laboratory evaluations, you may petition pSMILE for access by clicking on “REQUEST ACCESS” next to the login button in the upper right corner of the screen.



Once you click “REQUEST ACCESS” you will be taken to the New User Registration form.

Request Access to pSMILE

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Doe"/>
E-Mail	<input type="text" value="jdoe@abccompany.org"/>
Affiliation	<input type="text" value="Laboratory Staff"/>
Reason for Request	<input type="text" value="Need Access to pSMILE lab data"/>
Verify	<input type="text" value="CAPTCHA TEXT"/>

Enter all of the required information in the form and hit Submit.

- First Name
- Last Name
- E-mail Address
- Reason for Request
- CAPTCHA Security Text

You will receive an email within a week's time letting you know if you were Granted or Denied access to Site Lab information. If you received an email stating that you are not able to be set up on the open Resources section is still available to you! If you believe that you were denied access in error, you our Feedback Form mentioned above in the Contact Us section, and someone will assist you.

First Login

After you are granted access to restricted information you will receive a confirmation email from a pSMILE coordinator containing your permanent user id and a temporary password. See example below. Follow the instructions in the email to navigate to psmile.org.

Your registration is now complete.

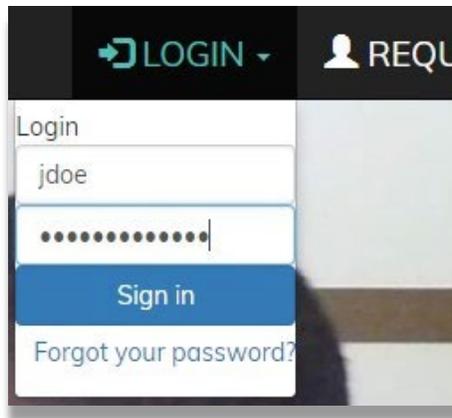
Username: jdoe

Password: 4cc3ssGr4nt3d

To Login click [here](#) or copy this url into your address window

["http://www.psmile.org/login.cfm"](http://www.psmile.org/login.cfm).

Once you are logged in, please change your password to something that you will remember.



- Click on Login Dropdown
- Enter your username
- Enter your password.

You will be re-directed to a page where you will be required to change your password. Enter your temporary password in “Old Password” field. Enter your new password in the “New Password” field and confirm it by re-entering the new password in the “Confirm Password” field. Hit Submit.

Because of security maintenance requirements you must change your password to continue using this site.
Thank you.

All Fields are Required

Old Password:

New Password:

Confirm Password:

SUBMIT ✓ CANCEL ✕

Once this process is complete you will be taken to the homepage.

How Do I Access EQA Documents for a Site Lab?

Once you've logged in, click on "Site Labs".



Site Labs

Select a Country to Begin:

Select a Laboratory: ** Indicates Labs That are Under pSMILE Oversight

Select a Category:

Select Year:

Click icon to download

- BHHRL EQA Summary
- BHHRL EQA Summary
- BHHRL_CAP16QF-A_Rev

Once on the Site Labs page, you will be asked to select a country. Only the countries that house labs which you are authorized to view will be available as options.

- Click on the Country to proceed.
- A list of available Labs will appear. Select one.
- A list of available Documents. Select one.
- A list of available Years. Select one.
- Finally a list of documents for that year, category and lab will be shown that is available for download.
- Click on the document name or icon to download.

How Do I Access Electronic IRs for a Site Lab?

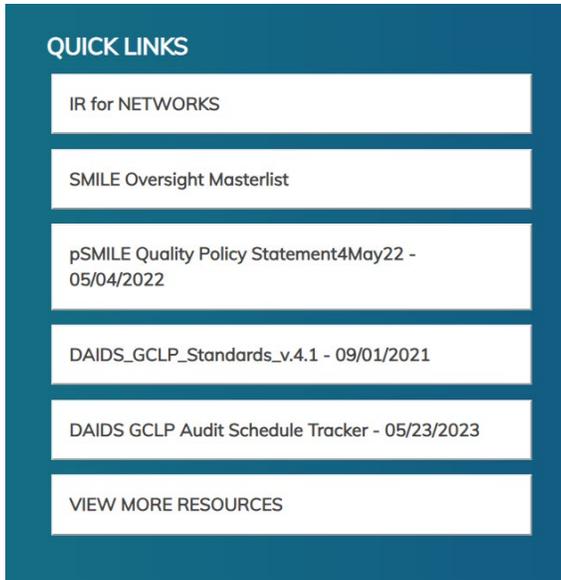


Figure 1 - Quick Links Navigation

After Logging in, scroll down on the homepage until you see QUICK LINKS (figure 1)

You'll be taken to a page where you can access all of the open IRs for your labs. (figure 2)

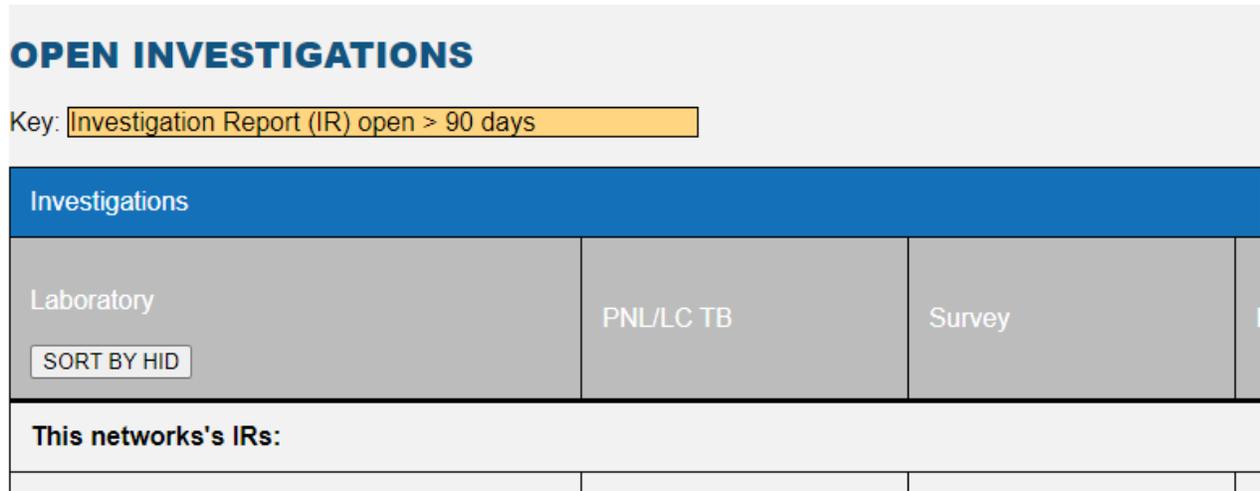


Figure 2 - Electronic IRs

PUV00AV@A[& { ^ } 0 5 A A ca] | ^ A } | ^ A } ~ • 0 5 ^ A ^ ç a ^ a A A ^ ^ & a [~ | A ca q A ^ & a a A | [& • • ^ • A a a p | A ^ & a a A | [ç & | A ^ ~ a ^ { ^ } • È

All Fields are Required

Old Password:

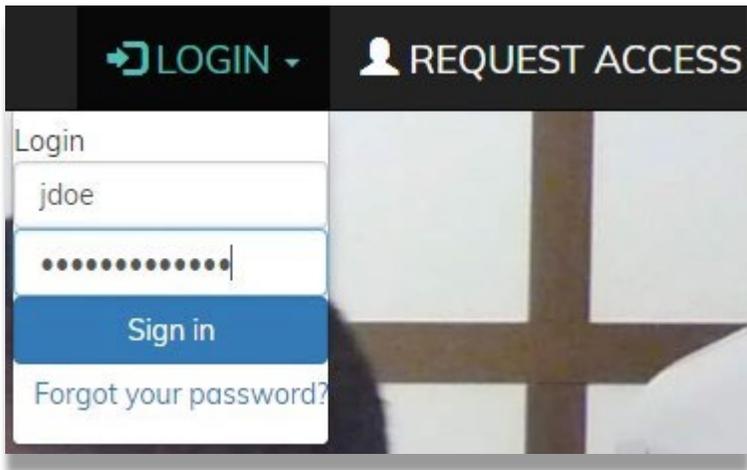
New Password:

Confirm Password:

Users will be required to change their password on a regular basis.

Forgot My Password

If you have forgotten your password you can reset it by clicking on the Forgot Password link found in the Login drop down.



0 5 | [ç ^ a A a & ~ | ^ } ç 0 ~ & ç ^ A ca a * A ç È | È ç È ç È ç A ^ ca , ^ a A } A ç È | È ç È ç È Y 00 A I È | A ç ^ i • a } A ç È | A UT ç 0 A ^ a • a ^ A ^ i A 0 ~ a ^ È U ç ^ A I A - A I

