

EPT User Documentation (Participant Guide)

About

Laboratory External Quality Assurance (EQA) programs evaluate performance of laboratories for specific tests using proficiency testing (PT) schemes, specimen rechecking and retesting, and site visits. Multiple times per year proficiency testing items (under a proficiency testing scheme) are sent to participating laboratories who submit results for review to the PT providers.

NPHL receives all PT results and reports for public health laboratories from PT providers. Ensuring the correct analysis of patient samples is a critical component of the health care system and PT is one component of quality assurance that can identify problems for follow up and corrective action to ensure accurate test results.

The Integrated EQA System is an online web-based application for managing the activities and data related to EQA programs.

Web access

The links to the platform are as follows:

1. Site URL: <https://ept.nphl.go.ke>

For this documentation and for all other training purposes, we are going to use the test site, i.e. ept-pilot.nphl.go.ke

N.B: Please ensure that you are visiting the correct site for the correct purpose, e.g. don't enter test/training data on the live site and vice-versa.

Available scopes

The system has been configured to accommodate the scopes providing Proficiency Testing in the country. The list of scopes is available on the site as shown below:

Scopes

[KNEQAS HIV RECENCY PT](#)

[KNEQAS HIV EID PT](#)

[KNEQAS TUBERCULOSIS XPert PT](#)

[KNEQAS HIV SEROLOGY PT](#)

[KNEQAS MICROBIOLOGY PT](#)

[KNEQAS TUBERCULOSIS TrueNAT PT](#)

[KNEQAS TUBERCULOSIS MICROSCOPY PT](#)

[KNEQAS HPV PT](#)

[KNEQAS HIV VIRAL-LOAD PT](#)

[KNEQAS SARS-CoV2 PT](#)

KNEQAS TUBERCULOSIS TrueNAT PT

KNEQAS TUBERCULOSIS TrueNAT PT

Target type

Lab

Scoring criteria

Custom

EPT Calendar

The calendar of activities is also available publicly on the site as shown below:

The screenshot displays the EPT website's calendar interface for the year 2025. At the top, there is a navigation bar with links for Home, About, Scopes, **Calendar**, and Learning Centre. On the right side of the navigation bar, there are two buttons: "Log in" and "Enrol now". Below the navigation bar, the page title is "2025 Calendar" with a sub-header "0 events". To the right of the page title, there is a dropdown menu showing "2025" with a downward arrow. The main content area is a grid of nine month cards, arranged in three rows and three columns. The months shown are JANUARY, FEBRUARY, MARCH, APRIL, MAY, JUNE, JULY, AUGUST, and SEPTEMBER. Each month card has a light blue header with the month name and a white body containing the text "No scheduled events".

This shows the schedule of Proficiency Testing cycles for all the scopes configured in the system. At the top-right corner, there is a dropdown to switch between years.

Enrolment:

To create an account in the system, simply click the 'Enrol now' button at the top-right corner of the web page.

This will open the sign-up form as shown below:

EPT [Home](#) [About](#) [Scopes](#) [Calendar](#) [Learning Centre](#) [Log in](#) [Enrol now](#)

Create an account

First name: Last name:

National ID: Email: Phone:

Password: Repeat password:

[Create an account](#)

By creating an account, you agree to the terms and conditions and the privacy policy of this application website.

Have an account? [Log in](#) [Forgot Password](#)

We are also going to import user accounts from the existing EPT systems. If your account is imported, you will find that you will not be able to sign up with the same email or phone number. If that is the case, simply try resetting your password. As shown below.

The screenshot shows the EPT website's 'Forgot Password' page. The header includes the EPT logo and navigation links: Home, About, Scopes, Calendar, and Learning Centre. There are also 'Log in' and 'Enrol now' buttons. The main content area features two tabs: 'Use email' (selected) and 'Use SMS'. Below the tabs is a 'Forgot Password' section with a heading, a sub-heading, and a text prompt: 'Enter your email address and we will send you a link to reset your password.' There is an 'Email' label and a text input field containing 'email'. A 'Send password reset link' button is positioned below the input field. At the bottom of the form, there are two links: 'Create an account' and 'Log in'.

You can either reset your password using an email or phone number.

The screenshot shows the 'Forgot Password' form on the EPT website. The header includes the EPT logo and navigation links: Home, About, Scopes, Calendar, and Learning Centre. There are 'Log in' and 'Enrol now' buttons in the top right. The form itself has two options: 'Use email' and 'Use SMS', with 'Use SMS' selected. The title is 'Forgot Password'. Below the title, it says 'Enter your phone number and we will send you a code to reset your password.' There is a text input field for the phone number containing '07WWXXXYYY'. Below the input field is a 'Send SMS code' button. At the bottom of the form are two links: 'Create an account' and 'Log in'.

If you use SMS, you will receive a code on the phone number entered. Also, you will see fields to enter the code and your new password, as shown below:

Code sent. Please check your SMS messages for password reset code

[Use email](#)

[Use SMS](#)

Forgot Password

Enter your phone number and we will send you a code to reset your password.

Phone number

Code

Enter the code sent to your phone number.

New password

Enter your new password.

Confirm password

Confirm your new password.

[Verify code & reset](#)

[Resend code](#)

[Create an account](#)

[Log in](#)

For email, you should see the following:

EPT Home About Scopes Calendar Learning Centre [Login](#) [Enrol now](#)

An email has been sent with instructions and a link to reset your password. Please check your inbox or spam folder.

[Use email](#) [Use SMS](#)

Forgot Password

Enter your email address and we will send you a link to reset your password.

Email

[Send password reset link](#)

[Create an account](#) [Log in](#)

The email will look like this:

NPHL EPT

Hello!

You are receiving this email because we received a password reset request for your account.

[Reset Password](#)

This password reset link will expire in 60 minutes.

If you did not request a password reset, no further action is required.

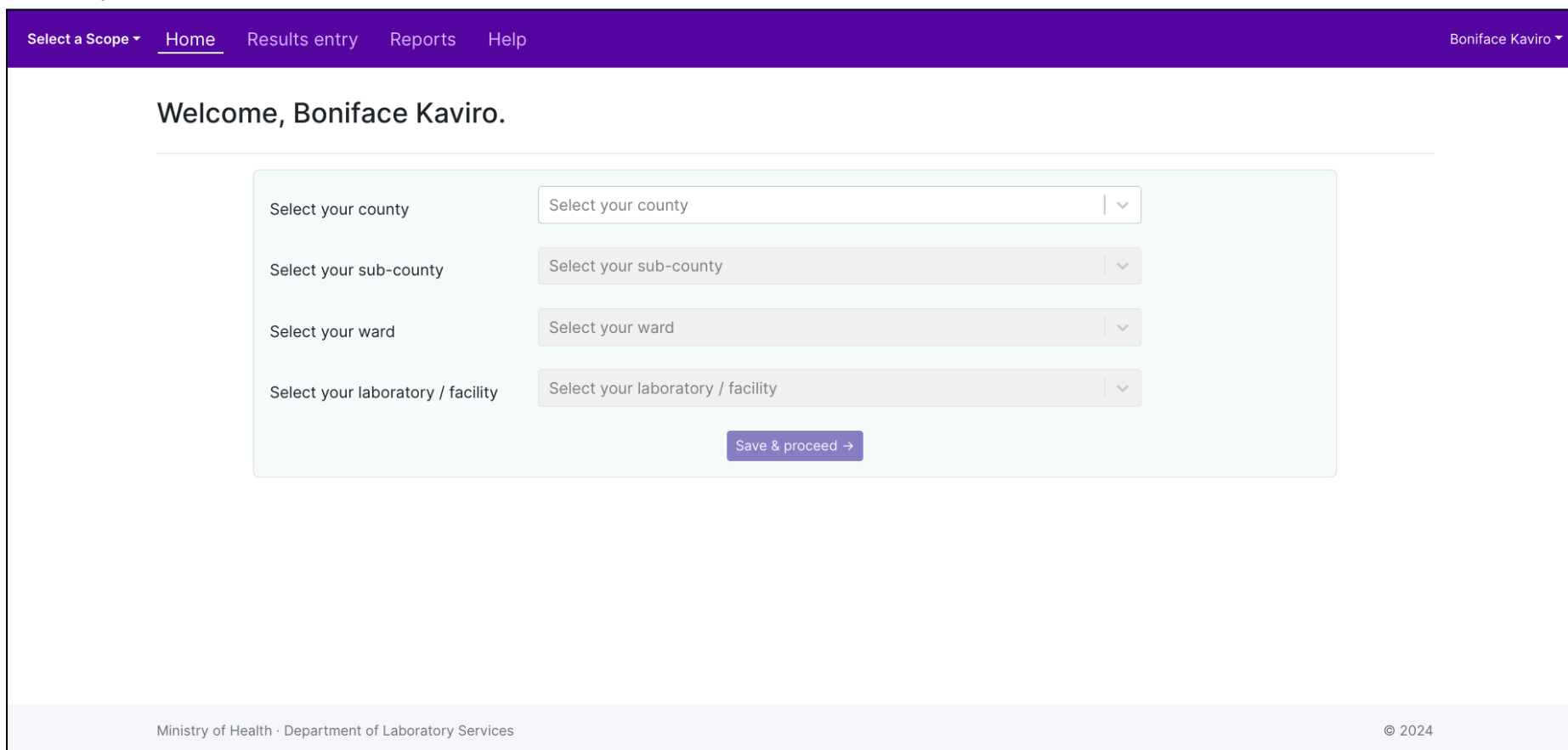
Regards,
NPHL EPT

To log in, simply enter your email and password on the login page.

Onboarding:

1. Facility -> site selection

Upon first log-in you may be presented with a screen where you will be able to pick your county, sub-county, ward and facility site / laboratory, as shown below:



The screenshot shows a web application interface with a purple header. The header contains navigation links: "Select a Scope", "Home", "Results entry", "Reports", and "Help". The user's name "Boniface Kaviro" is displayed in the top right corner. Below the header, the main content area has a light blue background and displays the text "Welcome, Boniface Kaviro." followed by a form for site selection. The form consists of four dropdown menus stacked vertically, each with a label on the left and a dropdown box on the right. The labels are "Select your county", "Select your sub-county", "Select your ward", and "Select your laboratory / facility". The dropdown boxes contain the same text as the labels. Below the dropdowns is a purple button labeled "Save & proceed →". At the bottom of the page, there is a footer with the text "Ministry of Health · Department of Laboratory Services" on the left and "© 2024" on the right.

Select a Scope ▾ Home Results entry Reports Help Boniface Kaviro ▾

Welcome, Boniface Kaviro.

Select your county Select your county | ▾

Select your sub-county Select your sub-county | ▾

Select your ward Select your ward | ▾

Select your laboratory / facility Select your laboratory / facility | ▾

Save & proceed →

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Select all these and click the 'Save & proceed' button.

2. Automatic enrolment to scopes

Once you have picked your organisation unit (county, sub-county, ward & facility / laboratory), you will automatically be enrolled to all the scopes that the laboratory is subscribed to.

In case you do not see any scopes after enrolment as shown above, please reach out to the administrator or your county/sub-county coordinator for assistance

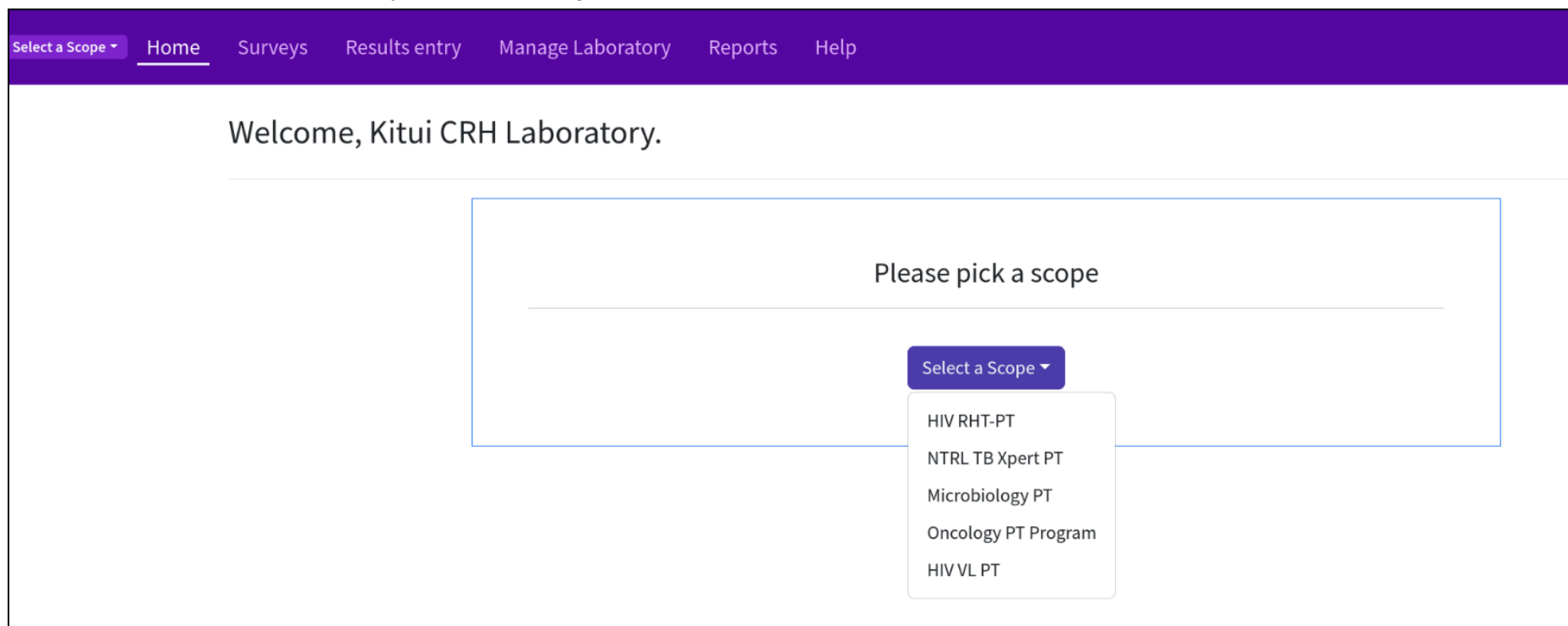
3. Laboratory managers (rights escalation)

Laboratory managers will be granted privileges to manage information about their facilities / laboratories on a case-by-case basis. Therefore, as a laboratory manager, after creating an account, please reach out to your county/sub-county coordinator or administrator for your account rights to be upgraded accordingly.

Participation:

1. Navigation & switching scopes:

After successful enrolment, you will see a page as follows:



This page allows you to pick a scope to proceed with in the current session. The dropdown button titled '*Please pick a scope*' will list all the scopes that your primary organisation unit (facility laboratory) is eligible and enrolled to.

You can also switch between the scopes with the button at the top left hand side of the screen from any page once you are logged in

2. Cycle participation:

Cycles are listed on the landing page after logging in as a participant and selecting a scope as guided above:

HIV RHT-PT ▾ Home Surveys Results entry Manage Laboratory Reports Help Kitui CRH Laboratory ▾
12366 Kitui County Referral Hospital

Welcome, Kitui CRH Laboratory.

HIV RHT-PT Cycles

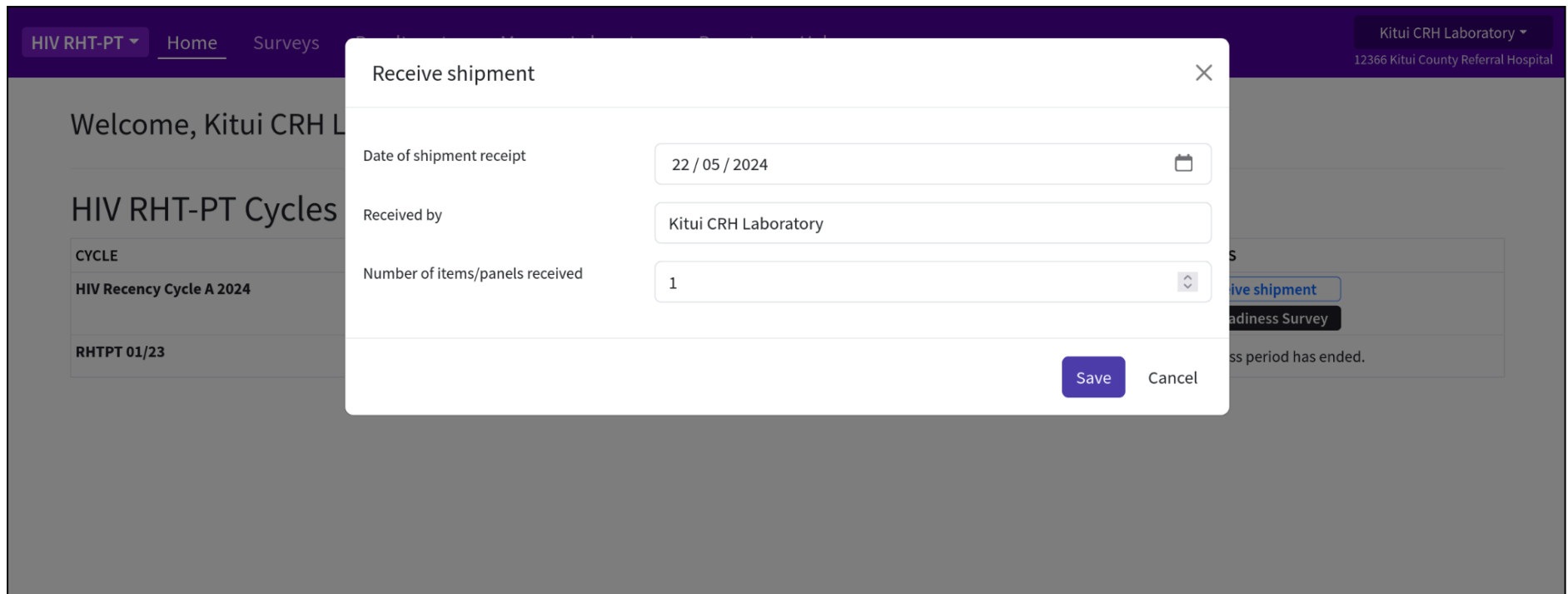
CYCLE	STATUS	PERIOD (START - END)	SHIPMENT	ACTIONS
HIV Recency Cycle A 2024	Open	Tue May 07 2024 - Fri Jun 07 2024	Shipped on Wed May 08 2024	Receive shipment Fill Readiness Survey
RHTPT 01/23	Open	Mon Oct 16 2023 - Sat Nov 30 2024	Shipped on Mon Oct 23 2023	Readiness period has ended.

This shows all the cycles for that particular scope and action buttons at the right side of the table. The action buttons given are:

- I. Receiving shipment of panels
- II. Filling readiness surveys
- III. Entering results

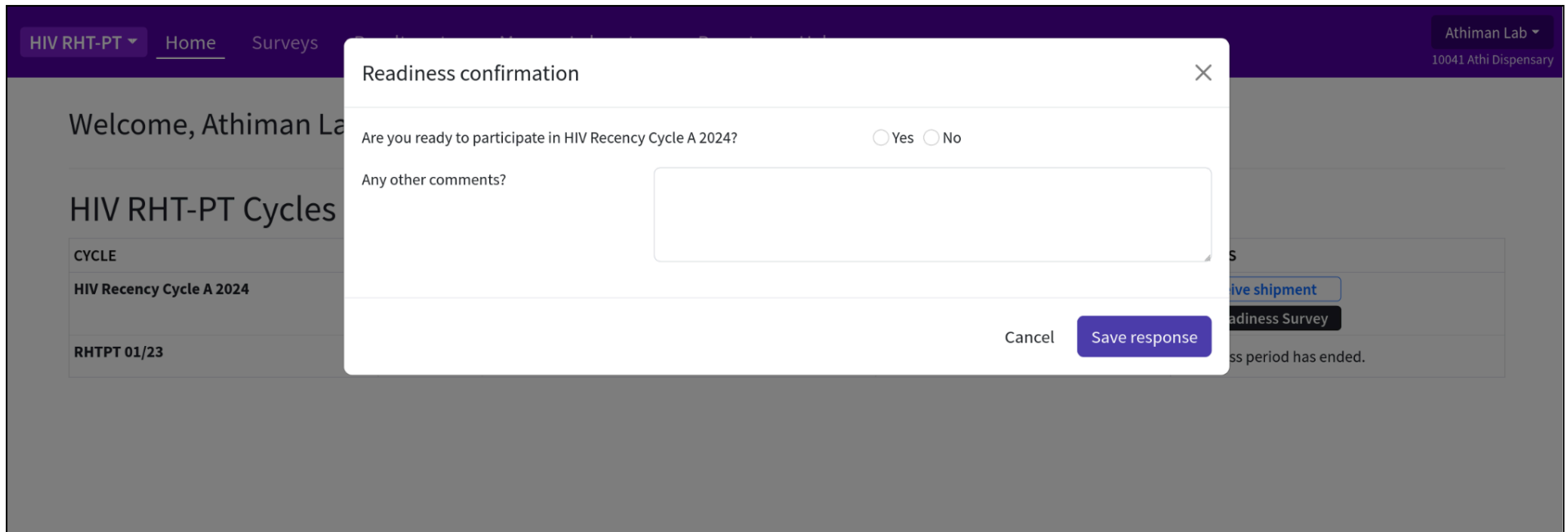
a. Shipment receipt

Clicking 'Receive shipment' brings up the following form, capturing the date you received the shipment, the person who received it and the number of items/panels in the shipment



b. Readiness confirmation

When you click the 'Fill readiness survey', you get the following form:



Enter the 'Yes' / 'No' response for readiness. If there are any other comments, such as reasons for not being ready, enter them in the box given.

You will also be able to specify the platforms/equipment you have for the relevant scopes in this step.

c. Results entry

Once the shipment and readiness requirements are filled, you should see the 'Enter results' button appear, as shown below

HIV RHT-PT ▾ [Home](#) [Surveys](#) [Results entry](#) [Manage Laboratory](#) [Reports](#) [Help](#) Kitui C
12366 Kitui

Welcome, Kitui CRH Laboratory.

HIV RHT-PT Cycles

CYCLE	STATUS	PERIOD (START - END)	SHIPMENT	ACTIONS
HIV Recency Cycle A 2024	Open	Tue May 07 2024 - Fri Jun 07 2024	Shipped on Wed May 08 2024	Enter results
RHTPT 01/23	Open	Mon Oct 16 2023 - Sat Nov 30 2024	Shipped on Mon Oct 23 2023	Readiness period has ended.

Clicking 'Enter results' will open the results entry form. This varies from scope to scope, depending on the fields of data needed for capturing test results and interpretation.

Fill all fields following the testing instructions as indicated and submit your results.

► Data

HIV RHT-PT

[← Back](#)

Welcome to the latest cycle of evaluation for HIV Recency proficiency testing among medical laboratories. In this phase, participating labs will undergo rigorous assessment to ensure adherence to standards and proficiency in HIV testing protocols. This evaluation serves as a critical measure to uphold quality assurance and accuracy in HIV diagnostics across healthcare settings.

Instructions

Testing instructions for the HIV proficiency testing panel:


1. Ensure that all samples provided in the panel are handled according to your laboratory's standard operating procedures (SOPs) for sample processing and testing.
2. Perform HIV testing on each of the five samples included in the panel using your laboratory's established testing methodologies and equipment.
3. Adhere strictly to your laboratory's quality control measures during testing to maintain accuracy and reliability of results.
4. Record and interpret the test results for each sample accurately, following your laboratory's protocols for result documentation and reporting.
5. If any discrepancies or challenges arise during testing, refer to your laboratory's SOPs for troubleshooting and resolution.
6. Complete the testing within the designated timeframe and submit your results promptly according to the instructions provided by the proficiency testing program coordinator.
7. Maintain confidentiality and security of all testing materials and results in compliance with applicable regulations and ethical standards.

BASIC INFORMATION


Date PT samples reconstituted

dd / mm / yyyy 


Testing date

dd / mm / yyyy 

Sample type



Kit expiry date

dd / mm / yyyy 

Date kit received


dd / mm / yyyy 

Name of test

Kit lot number

PT Lot number

PT lot/panel date received

dd / mm / yyyy 

Justification for PT testing



SAMPLE	INTERPRETATION
	<input type="radio"/> Long term

d. Reports

Evaluations are performed after the results are submitted and reports are generated. These reports are accessible on the 'Reports' page for the selected scope, as shown below:

The screenshot shows the 'Reports' page for 'HIV RHT-PT'. The navigation bar includes 'Home', 'Surveys', 'Results entry', 'Manage Laboratory', 'Reports', and 'Help'. The page title is 'Reports'. There is a search bar and a link to 'Export to CSV'. The main content is a table with the following data:

ROUND	STATUS	START DATE	END DATE	SUBMITTED ON	ACTIONS
No submissions found					
RHTPT 01/23	Open	Mon Oct 16 2023	Sat Nov 30 2024	Fri Nov 03 2023	View report

Participants can view/download their evaluation reports by clicking the 'View report' button for each listed cycle in the page:

3. Surveys

Surveys are forms in the system used to capture supplementary data, such as customer feedback forms, random questionnaires, suggestion/complaint forms etc.

The 'Surveys' link at the top of the page leads a participant to a page listing all surveys for the selected scope:

The screenshot shows the 'Surveys' page for 'HIV RHT-PT'. The navigation bar includes 'Home', 'Surveys', 'Results entry', 'Manage Laboratory', 'Reports', and 'Help'. The page title is 'Surveys'. There is a search bar. The main content is a table with the following data:

TITLE	SUBMITTED?	ACTIONS
Customer Feedback Form	No	Fill Survey

Clicking 'Fill survey' shows the form. The form varies from survey to survey.

The screenshot shows a web application interface for a Customer Feedback Form. At the top, there is a purple navigation bar with the following items: 'HIV RHT-PT' (with a dropdown arrow), 'Home', 'Surveys', 'Results entry', 'Manage Laboratory', 'Reports', and 'Help'. On the right side of the navigation bar, it says 'Kitui CRH Laboratory' (with a dropdown arrow) and '12366 Kitui County Referral Hospital'.

Below the navigation bar, there is a breadcrumb trail: 'Data' and a blue link 'Back'. The main heading is 'Customer Feedback Form' in a large, bold, black font. Below the heading, it says 'Please give us feedback on your experience in using the platform · 1 sections'. There is a blue button labeled 'Section 1'.

The main content area is a light blue box titled 'SECTION 1'. It contains three questions, each with a 5-point Likert scale:

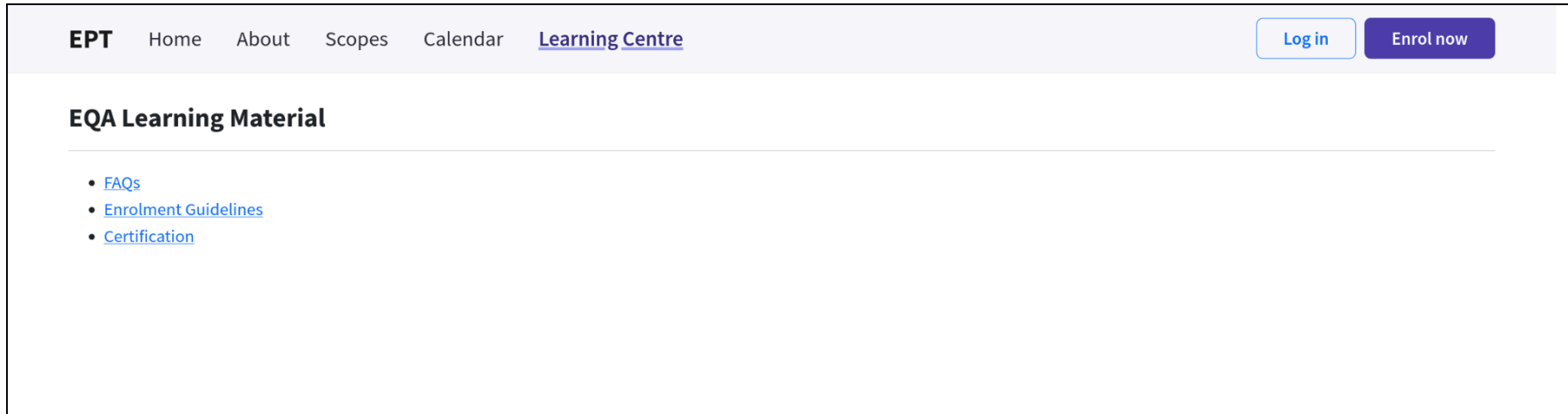
- Question 1: 'How is the user support experience?' with radio buttons for 5. Excellent, 4. Good, 3. Fair/Average, 2. Poor, and 1. Bad.
- Question 2: 'How easy was the platform to navigate and find what you were looking for?' with radio buttons for 5. Excellent, 4. Good, 3. Fair, 2. Poor, and 1. Bad.
- Question 3: 'On a scale of 1 to 5, please give a score on the user experience of this platform' with radio buttons for 5. Excellent, 4. Good, 3. Fair, 2. Poor, and 1. Bad.

Below the questions, there are navigation buttons: '← Previous', '1 of 1', and 'Next →'. At the bottom of the form, there are two buttons: 'Submit' (in a blue box) and 'Cancel'.

At the very bottom of the page, there is a footer with the text 'Ministry of Health · Department of Laboratory Services' on the left and '© 2024' on the right.

You can then view your submissions after sending them.

Help & support:



The screenshot shows the top navigation bar of the EPT platform. On the left, there are links for 'EPT', 'Home', 'About', 'Scopes', 'Calendar', and 'Learning Centre'. On the right, there are 'Log in' and 'Enrol now' buttons. Below the navigation bar, the page title is 'EQA Learning Material'. Underneath, there is a list of links: 'FAQs', 'Enrolment Guidelines', and 'Certification'.

1. Accessing guides & learning material

- On the public page of the EPT platform, there is a link labelled 'Learning Centre' at the top of the page. This is a page where all learning resources for the platform will be listed. These include FAQs, Enrolment Guidelines, information on certification etc.
- Additionally, upon logging in as a participant or coordinator, there is a link at the top of the page labelled 'Help'. This will also point you to learning resources for the platform

2. Sub-national support (champions & in-county support)

- For issues regarding enrolment of your laboratory to scopes, laboratory manager rights and other issues regarding your enrolment, please reach out to your respective sub-county coordinator or county coordinator for assistance

3. Contact us

- You may find a customer feedback form in the system. In some cases there will be scope-specific feedback forms. Use those to send feedback to us