

## CRM Fact Sheet 20 How do I apply for a Flexible Scope on my existing accredited scope?

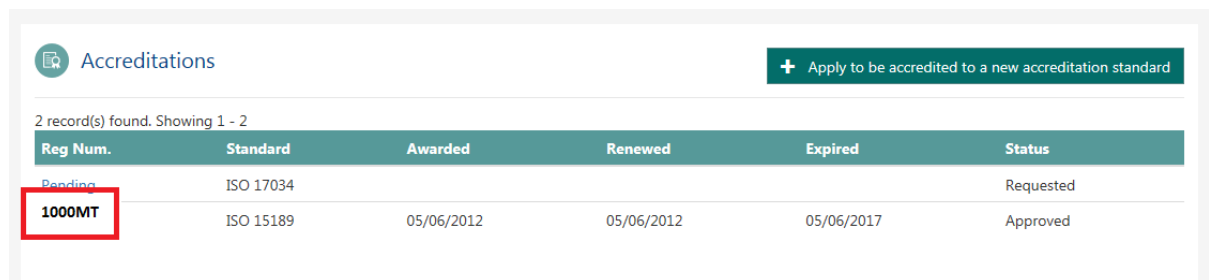
### How do I apply for a Flexible Scope on my existing accredited Scope?

A CAB can apply for a flexible scope on their existing **scope on the CRM** - by applying for an extension to scope via the CAB portal.

**NB For flexible scopes - CABs should only amend their existing scope in the table as presented at step 3 of the Ext to Scope application process. Do not download the excel template.**

#### Where to start?

- Log into the CAB Portal.
- Apply to amend or extend your accreditation
- By clicking into your ACCREDITATION



Reg Num.	Standard	Awarded	Renewed	Expired	Status
Pending	ISO 17034				Requested
1000MT	ISO 15189	05/06/2012	05/06/2012	05/06/2017	Approved

- Insert Description: i.e FLEXIBLE SCOPE
- Select relevant sub scopes / standard

#### STEP 1

- Select the relevant standard/Sub scopes

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### Apply for Scope Extension

Step 1 of 4 - Standards and Sub Scope

Scope Extension Description\* ? FLEXIBLE SCOPE APPLICATION

Select a Standard\* ISO 15189 ▼

Select Sub-Scope(s)\*

Haematology ▼ Add Another Sub Scope +

Histopathology and Cytopathology ▼

Microbiology and Virology ▼

If you wish to extend your current scope rather than adding a new Sub Scope, click next to continue to the next screen

✕ Cancel Delete ✕ Save and Proceed to Next Step >

## STEP 2

Complete relevant information on application.

## STEP 3 – SCOPE OF ACCREDITATION

- Identify the scope element you wish to make flexible / under the relevant sub scope
- BELOW IS THE TABLE PRESENTED – this should be used where you are modifying your existing scope to apply for a FLEXIBLE SCOPE.

### Apply for Scope Extension

Step 3 of 4 - Scope of Accreditation

Haematology Histopathology and Cytopathology Microbiology and Virology

Status	Site	Medical pathol	Category	Test/Assay	Specimen Type	Technique	Range of Meas	Method (CE/Nc	Std. Ref & SOP
Accredited	Raheen Site-Microbiology	1030 Haematology - .20 Bone marrow examination	A	1					
Accredited	Head Office	1030 Haematology - .02 Visual examination of blood films	A	Blood Film **1234	EDTA Whole Blood	Hematek Staining machine and manual microscopy	N/A	N/A	LP-HAEM-009
Accredited	Head Office	1030 Haematology - .03 Erythrocyte sedimentation rate	A	ESR ** 1234	Sodium Citrate	S-Sediplus ® Enclosed ESR System	N/A	N/A	LP-HAEM-008
Accredited	Head Office	1030	A	Full Blood	EDTA Whole	Cell Dyn Ruby	N/A	WBC 0.02 –	LP-HAEM-019

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- Edit the “Test Name” field of the relevant scope element to include the required footnotes described in PS11.
- To edit - Double click in the Cell to make the cursor active at the end of the test.
- Process: input two spaces, two asterisks followed by the relevant number, i.e.  
Albumin \*\*1,2,3,4”.

### What do I do if I wish to add in a new scope element with this flexible scope application for my existing scope?

- Scroll to the end of the table, and you can add in your new scope element that you wish to apply for.

The screenshot shows a web application interface for managing scope elements. At the top, there is a table with a yellow border. The first row contains 'Head Office' and '1030 Haematology - .01 Blood counts'. Below this table, a dropdown menu is open, displaying a list of scope elements: '1030 Haematology - .01 Blood co...', '1030 Haematology - .02 Visual exa...', '1030 Haematology - .03 Erthrocyte...', '1030 Haematology - .05 Automated...', '1030 Haematology - .06 Automated...', '1030 Haematology - .08 Blood film...', '1030 Haematology - .09 Examinatio...', '1030 Haematology - .20 Bone marr...', '1030 Haematology - .25 Progenitor...', and '1030 Haematology - .30 Tests for h...'. To the right of the dropdown, there are buttons for 'Clear Table' and 'Save'. Below the dropdown, there is a section titled 'for this accreditation' with a link to 'your accreditation'.

- Choose the site, scope item and category from the dropdown menus and complete the text cells with relevant information.
- Save and proceed to next stage.

## STAGE 4

Submit the application.

### Why can't I download an excel template to modify my existing scope to flexible scope?

The excel template is a blank document; this should only be used where you are adding in **NEW scope elements**. The excel template was introduced for CABs that may have a large extension to scope – the excel template allows users copy cells –where they may have repeated scope elements.