

## **QUALITY ASSURANCE SURVEILLANCE PLAN**

**For:** Sterile Processing Technician

**Contract Number:**

**Contract Description:** Sterile Processing Technician Services

**Contractor's name:** TBD

### **1. PURPOSE**

This Quality Assurance Surveillance Plan (QASP) provides a systematic method to evaluate performance for the stated contract. This QASP explains the following:

- What will be monitored?
- How will monitoring take place?
- Who will conduct the monitoring?
- How will monitoring efforts and results be documented?

This QASP does not detail how the contractor accomplishes the work. Rather, the QASP is created with the premise that the contractor is responsible for management and quality control actions to meet the terms of the contract. It is the Government's responsibility to be objective, fair, and consistent in evaluating performance.

This QASP is a "living document" and the Government may review and revise it on a regular basis. However, the Government shall coordinate changes with the contractor. Copies of the original QASP and revisions shall be provided to the contractor and Government officials implementing surveillance activities.

### **2. GOVERNMENT ROLES AND RESPONSIBILITIES**

The following personnel shall oversee and coordinate surveillance activities.

a. Contracting Officer (CO) - The CO shall ensure performance of all necessary actions for effective contracting, ensure compliance with the contract terms, and shall safeguard the interests of the United States in the contractual relationship. The CO shall also assure that the contractor receives impartial, fair, and equitable treatment under this contract. The CO is ultimately responsible for the final determination of the adequacy of the contractor's performance.

Assigned CO: Chris Lankford

Organization or Agency: VA Network Contracting Office 15

b. Contracting Officer's Representative (COR) - The COR is responsible for technical administration of the contract and shall assure proper Government surveillance of the contractor's performance. The COR shall keep a quality assurance file. The COR is not

empowered to make any contractual commitments or to authorize any contractual changes on the Government's behalf.

Assigned COR: Jodi McKinney

### **3. CONTRACTOR REPRESENTATIVES**

The following employees of the contractor serve as the contractor's program manager for this contract.

- a. Program Manager –
- b. Other

### **4. PERFORMANCE STANDARDS**

Performance standards define desired services. The Government performs surveillance to determine if the contractor exceeds, meets or does not meet these standards.

The Quality Assurance requirement includes performance standards. The Government shall use these standards to determine contractor performance and shall compare contractor performance to the Acceptable Quality Level (AQL).

#### **PERFORMANCE STANDARDS MATRIX**

<b>TASK</b>	<b>Performance Indicator</b>	<b>Performance Standard-Acceptable Quality Level (AQL)</b>	<b>Method of Surveillance</b>	<b>Incentive</b>
1. The Contractor SPS Technician employees shall be competent in the skills.  PWS Location: 1.1.2.1.	Provide documentation of this skill set at time of assignment	100%	COR will verify.	Positive performance rating.

<b>TASK</b>	<b>Performance Indicator</b>	<b>Performance Standard- Acceptable Quality Level (AQL)</b>	<b>Method of Surveillance</b>	<b>Incentive</b>
2. Unscheduled absences per quarter.  PWS Location: 1.1.3.	Unplanned absences	No more than 2 unplanned absences	COR checking clinical records and time and attendance logs and review of any other appropriate electronic records	Positive performance rating.
3. Experience as an Sterile Processing Technician  PWS Location: 1.1.4.	Minimum of two (2) years experience	100% compliance required.	COR will verify prior to assignment.	Positive performance rating.
4. Contractor's discovery any disciplinary action taken by federal and local state agencies  PWS Location: 1.8.2.	Within twenty-four (24) hours	100% compliance required.	Inspecting the services to determine whether or not the performance meets the performance standards; and review of any other appropriate electronic records.	Contract Termination.
5. Customer Service/Patient Complaints.  PWS Location: 2.1.	Zero complaints	100% compliance required.	Inspecting the services to determine whether or not the performance meets the performance standards; and review of any other appropriate electronic records.	Positive performance rating.  Contractor Employee not being allowed to perform continued service.

## **5. INCENTIVES**

The Government shall use favorable past performance ratings as incentives. Incentives shall be based on meeting, or failing to meet performance standards. Failure to meet required standards may result in unfavorable past performance ratings or termination of the contract.

## **6. METHODS OF QA SURVEILLANCE**

Various methods exist to monitor performance. The COR shall use the surveillance methods listed below in the administration of this QASP.

Review of surgical cases and inspection of reports provided. Review of number of clinics held/cancelled. Review of patient complaints/complications.
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a. RANDOM SAMPLING. (Designed to evaluate performance by randomly selecting and inspecting a sample of cases.)

None

b. 100% INSPECTION. (Evaluates all reports provided.)

Tasks 1-5

## **7. RATINGS**

Metrics and methods are designed to determine if performance exceeds, meets, or does not meet a given standard and acceptable quality level. A rating scale shall be used to determine a positive, neutral, or negative outcome. The following ratings shall be used:

Exceeds Standards/Meets Standards/Below Standards
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## **8. DOCUMENTING PERFORMANCE**

a. EXCEEDS/MEETS STANDARDS

The Government shall document positive performance. Reports may become a part of the supporting documentation for any contractual action.

b. BELOW STANDARDS

When unacceptable performance occurs, the COR shall inform the contractor and the responsible Contracting Officer. This will normally be in writing unless circumstances necessitate verbal communication. The COR will send a written report to the Contracting Officer and contractor which summarizes the verbal communication. In any case the COR shall document the discussion and place it in the COR file.

When the COR determines formal written communication is required, the COR shall prepare a Contract Discrepancy Report (CDR) and send it to the Contracting Officer for review before forwarding it to the Contractor's Program Manager.

The contractor shall acknowledge receipt of the CDR in writing. The CDR will specify if the contractor is required to prepare a corrective action plan to document how the contractor shall correct the unacceptable performance and avoid a recurrence. The CDR will also state how long after receipt the Contractor has to present this corrective action plan to the COR and the responsible Contracting Officer. The Government shall review the contractor's corrective action plan to determine acceptability.

CDRs may become a part of the supporting documentation for any contractual action deemed necessary by the Contracting Officer.

## **9. FREQUENCY OF MEASUREMENT**

### **a. Frequency of Measurement.**

During contract performance, the COR will periodically analyze whether the negotiated frequency of surveillance is appropriate for the work being performed.

### **b. Frequency of Performance Assessment Meetings.**

The COR shall meet with the contractor when necessary to assess performance and shall provide a assessment to the contractor and Contracting Officer.

After award of the contract, the contractor's Program Manager, the COR and the Contracting Officer shall sign this document.

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Signature – Contractor Program Manager

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Signature – Contracting Officer's Representative