

APPENDIX C:**Role of Primary Care Clinics, Regional Respiratory Therapy and the PHC program in Spirometry Testing and Quality Assurance**

Primary Care Clinics	Regional Respiratory Therapy	Primary Care Program
<ul style="list-style-type: none">• Provide Spirometry in accordance with the Primary Care Practice Guideline on Spirometry• Ensure staff conduct at least 5 tests/month (if not meeting this minimum, please contact regional respiratory therapy immediately)• For the first year, complete the Quarterly Spirometry Report Form indicating how many tests each tester has completed, along with 5 sets of sample results (after the first year, these will be submitted periodically at the request of regional respiratory therapy)• Calibrate equipment/perform calibration checks; complete the Spirometer Quality Control Log and submit quarterly (after the first year, these will be submitted periodically at the request of regional respiratory therapy)• Work with a suitably trained person to have spirometry results read• Ensure a plan is in place for equipment failure including calibration malfunction• When ordering new equipment, review Oct 2016 RFP and order accordingly• Provide clinic's EMR Practice Efficiency Indicator Cluster Report annually (COPD)	<ul style="list-style-type: none">• Provide an initial clinic support visit after a clinic receives training<ul style="list-style-type: none">○ Provide training specific to the clinic's own machine and ask clinic staff demonstrate use of equipment to show that everything is working○ Review calibration/calibration checks, rate of checks required, and Spirometer Quality Control Log• For the first year, review Quarterly Spirometry Report Forms, sample results and Spirometer Quality Control Logs (after the first year, these will be submitted periodically at the request of regional respiratory therapy)• Provide feedback to staff and clinics regarding the quality of spirometry tests and provide follow-up assistance/mentoring as required• Provide assistance in finding a suitably trained person to read spirometry results• Answer questions and provide support ongoing (a contact person will be assigned to each site/MyHealth Team)• Work with the PHC program in the development and planning of quality assurance process	<ul style="list-style-type: none">• Draft Primary Care Practice Guideline on Spirometry and implementation tools based on Canadian Thoracic Society guidelines and the input of clinic partners; seek approval; revise and update as required.• Partner with Regional Respiratory Therapy to assist with evaluation and quality assurance

