



College of Physicians and Surgeons of British Columbia  
DIAGNOSTIC ACCREDITATION PROGRAM

## Accessing Your Spirometry Quality Control Report on the DAP Website

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### Purpose

At the conclusion of each DAP spirometry quality control reporting cycle, each site's final report will be posted to the secure document folder located on the DAP website. Access to each participant's individual report is protected by a username and password.

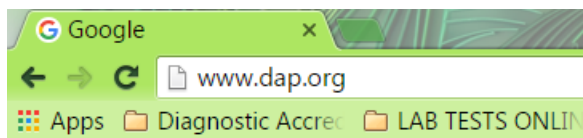
The purpose of this document is to provide access instructions to your reports posted on the DAP website ([www.dap.org](http://www.dap.org)).

### Procedure

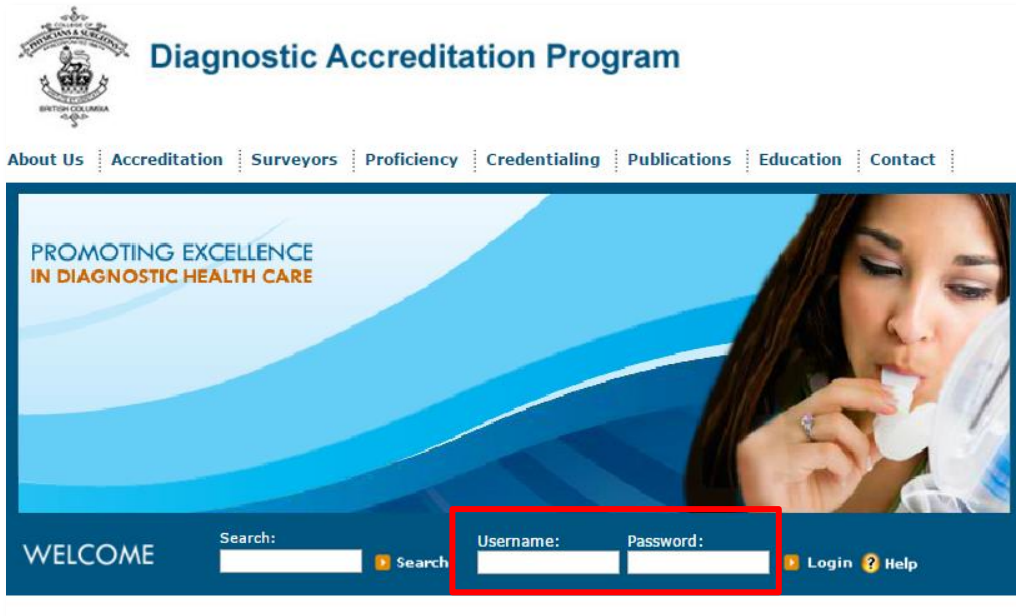
1. If you do not already have one, contact any DAP administrative assistant to obtain a username and password at 604-733-7758 extension 2635.
2. Record your username and password here, or in a secure location:

|                 |  |
|-----------------|--|
| <b>Username</b> |  |
| <b>Password</b> |  |

3. Open your web browser.
4. Go to the DAP website at [www.dap.org](http://www.dap.org).



5. Locate the **Username** and **Password** boxes and enter your username and password, respectively, as provided to you by the DAP diagnostic services administrative assistant.



6. Click **Login**.



- You will be redirected to your personal web page. In the left menu, under **Home**, click the highest cycle number for your spirometry QC report. In the example below, it is Cycle 8.

The screenshot shows the DAP website interface. At the top left is the logo of the College of Physicians and Surgeons of British Columbia. The main header reads "Diagnostic Accreditation Program". A navigation menu includes: About Us, Accreditation, Surveyors, Proficiency, Credentialing, Publications, Education, and Contact. Below the menu is a search bar and a welcome message: "Welcome ABC Hospital DAP Documents Logout Help". On the left side, there is a sidebar menu with "Online Forms GO", "Document Folders", and "Home". Under "Home", the link "Spirometry QC Report Cycle 8" is highlighted with a red box. The main content area is titled "DAP Documents" and contains the text: "Welcome to the DAP document repository. Please select the document that you would like to view from the menu that appears on the left hand side of this page."

- Click **Download**.

This screenshot shows the same DAP website interface as above, but with the "Spirometry QC Report Cycle 8" link in the left-hand menu highlighted with a red box. The main content area displays a table of documents. The table has columns for "Filename" and "Size". The row for "Spirometry QC Report Cycle 8.pdf" has a size of "23.59KB" and a "Download" button highlighted with a red box.

| Filename                         | Size    |
|----------------------------------|---------|
| Spirometry QC Report Cycle 8.pdf | 23.59KB |

9. Your site's personal report will appear and is ready for printing and viewing.



College of Physicians and Surgeons of British Columbia  
 Diagnostic Accreditation Program

*Spirometry Quality Review*

|                        |                      |                                 |                      |
|------------------------|----------------------|---------------------------------|----------------------|
| <b>Hospital</b>        | <input type="text"/> | <b>Review period</b>            | July – December 2015 |
| <b>Spirometer Name</b> | Koko #1              | <b>Spirometer purchase date</b> | July 2005            |
| <b>Make/Model</b>      | KoKo                 | <b>Software Version</b>         | 4.11 2010            |

| <i>Review of BioQC and mechanical models</i> |  |  |                    |
|--|--|--|--------------------|
| <i>General</i>                               | <i>Observations</i>                                | <i>Comments</i>  | <i>Action Item</i> |
| BioQC  | All data reported according to DAP recommendations | The site is compliant with all DAP recommendation for test frequency | None               |
| Mechanical models                            | Syringe Linearity Testing                          | Completed as recommended   | None               |
|  | Calibration syringe                                | Acceptable validation (2014)   | None               |

If you have any questions or difficulty with these steps, please contact a DAP administrative assistant at 604-733-7758 extension 2635.