

Example Molecular Assessment Program Time Line and Site Visit Itinerary

8-12 Weeks Prior to Site Visit

Recruit State Public Health MAP Team Members
Make travel arrangements

4 Weeks Prior to Site Visit

Conference call with State Program, MAP Team Members and APHL
 Discuss scope of visit and expectations
 Distribute copies of molecular method SOPs and relevant QA/QM documents for review
 Finalize site visit logistics

Week of Visit

Tuesday, Day prior to laboratory site visit

5:00pm	MAP team meet to review SOPs and site visit logistics
6:00pm	Dinner with hosting laboratory program

Wednesday, Day 1 of laboratory site visit

8:00am	Meet in hotel lobby, leave for laboratory
8:30am – 10:00am	Overview by program and details of molecular testing
10:00am – 12:00pm	Laboratory visit, teams 1 and 2 to perform review of respective methods
12:00pm – 1:00pm	Lunch
1:00pm – 3:00pm	Laboratory visit, teams 1 and 2 to perform review of respective methods
3:00pm – 5:00pm	Discuss laboratory workflow, validation, QA/QC, SOP, reporting questions
After 6:00pm	Dinner and team member reviews

Thursday, Day 2 of laboratory site visit

8:30am - 11:00pm	Exit Visit Discussion
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3-4 Weeks Post Site Visit

Draft report distributed to State Public Health Laboratory team members for comment and review

8 Weeks Post Site Visit

Draft report for State Program for comment and review