Key basic information (KBI)

Some basic information concerning the test can be marked as crucial – then it is called **key basic information** (denoted as **KBI**).

Principle
There are a number of tests in the EQA system whose results are almost useless (i.e. cannot be evaluated) if the participant does not also provide some additional information in addition to the results.

> *Example: The results of all tests in the Tumour Markers scheme are evaluated in peer groups that are constructed on the basis of the principles of measurement (code M) and the manufacturers of reagents (code R) reported by the participants. If a participant does not provide code M and/or code R, his results cannot be included in the corresponding group and then evaluated. Therefore, codes M and R are crucial and the instruction to the participants is:*
> *Key basic information: Codes M and R for all tests.*

How and when does KBI arise?
SEKK defines KBI as a part of the annual EQA plan after consultation with the supervisors of individual EQA schemes.

How do the participants of the round become aware of the KBI?
Information about whether there is any KBI defined for a given round beyond the KBI, which are always required (see next paragraph), is announced in the application Cibule, in the window with information about the round (this window appears above the list of tests when entering results).

What KBI will always be required?
Two types of information are **always considered to be key information** without special notification in the documentation to the individual rounds:

- Participants who ordered an **additional evaluation** are required to indicate **the identification of the measuring system** for each test (both for the mother and derived codes).
- If the participant does not find the required item in some list (index) and thus selects the item "Another ..." (eg. another measuring principle, another manufacturer, another system etc.), he must provide the description in the note to the round. **A note to the round with the description of the information that the participant was missing in the list (index) is therefore always key information for items marked as KBI** (in other words: the key item that is not found in the index must always be described in a note to the round).

What other information can be classified as KBI?
KBI will always represent a basic minimum of information – the target is not to annoy the participants but to collect the information necessary for the proper processing of the EQA results. KBI may include (but is not limited to) the following information (the list is an example; it is not complete as we cannot predict future development):

- Most KBI arises from the necessity to provide the principle of measurement (code M) and/or the manufacturer of reagents (code R).
- Sometimes the participant may be required, after entering the results of one test, to enter the results of another test.
- The results of a certain test can only be reported for a specific measuring system or systems.
- It may be required to enter certain information in the note to the test.

What happens if the participant does not provide the KBI?
SEKK will neither accept nor process the results of tests where the KBI is missing (or is incomplete or irrelevant). If the participant fails to enter KBI for all tests of the round, the result will be the same as if he did not participate in the given EQA round at all (or as if no results were sent at all).

Participants who enter their results in the web application Cibule have a big advantage. This application automatically rejects results when KBI is missing, or warns about situations that could lead to the rejection of the results.

The final decision on whether the KBI is proper and valid is made by SEKK during processing of the results.

> *Example: Unfortunately, it is not always possible for the software to decide whether or not the KBI was entered correctly. For example, if the principle of measurement (code M) is marked as KBI and the participant chooses "Another principle" (M = 99) in the list of principles of measurement, the Cibule app checks whether the note to the round is empty (another principle must be explained, it is KBI). If the note is empty, it warns the participant that he forgot to describe the principle of measurement. However, if the participant for instance "No information." writes to the note in advance, then the Cibule app will be "satisfied" (the note is not empty) and the test will be refused at the level of SEKK data processing and validation.*