Advisory Committee on Laboratory Medicine

Terms of Reference

Purpose

The Advisory Committee on Laboratory Medicine oversees the College’s accreditation program for medical diagnostic laboratories; for private facilities as defined in College by-laws and for public facilities through contract with Alberta Health Services. Through the development of evidence based standards and monitoring facility compliance with those standards, the Committee promotes high standards of medical practice in diagnostic facilities.

Roles and Responsibilities

1. Develop and maintain evidence based standards/guidelines for laboratory practice;
2. Provide advice to the Medical Facility Accreditation Committee (MFAC) on pending decisions relating to the provision of laboratory medicine services;
3. Monitor compliance with College approved standards through on-site inspections for accreditation;
4. Monitor the proficiency of laboratory testing through the Alberta Laboratory Quality Enhancement Program (ALQEP);
5. Facilitate the introduction of new technologies;
6. Provide advice to others in the health care system on the use of off-site/point-of-care laboratory testing by non-laboratorians;
7. Provide education to promote safety and quality improvement initiatives;
8. Respond to the needs of stakeholders for improved laboratory services in Alberta;
9. Review and audit of the business practices of the facility to ensure compliance with relevant College By-laws and Standards.

Membership and Tenure

Committee members are appointed by the Medical Facility Accreditation Committee (MFAC) for an undefined term. Membership considers expertise, geographic location, urban versus rural and public versus private representation. Members who serve by virtue of their position, serve as long as they fill that position. Current membership includes:

- 7 Laboratory Physicians
- 1 Clinical Laboratory Doctoral Scientist
- 1 Laboratory Technologist
- Director of ALQEP

Non-Voting Members:
- 4 Assessment Coordinators
Chair

The Chair is selected from the membership and appointed by MFAC. In the absence of the chair, an alternate will be selected from the members present.

Meetings

A minimum of four meetings (in person and/or tele-conferences) are held each year. Additional meetings are held at the request of the Chair.

Decisions

General decisions are reached by consensus of the members present. Decisions supported by motions require that a minimum of half of the voting members are in attendance. The Chair is included in the quorum count. The Chair does not vote, except in the event of a tie; the Chair will cast the deciding vote.

Accountability

The Advisory Committee reports to MFAC.

The College will retain a copy of the minutes of the meeting for a minimum of 10 years.

Confidentiality

All written materials and discussions related to decisions made at the meetings of the Committee are confidential except that information deemed necessary to communicate the decision to stakeholders.

All Committee members are required to sign confidentiality agreements prior to serving on the Committee.