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| Process for Receiving, Referring and Distributing to WG joint Chairs Nominations of CRMs, RMM/Ps and RMSs and for Membership on JCTLM Working Group Review Teams | | | |
| Author: R I Wielgosz | Date : 12 Nov. 2008 Version : 1.1 | Authorized : JCTLM Executive | JCTLM Sec P-01 |

**PROCESS FOR RECEIVING,
REFERRING AND DISTRIBUTING
TO WG JOINT CHAIRS
NOMINATIONS OF CERTIFIED
REFERENCE MATERIALS,
REFERENCE MEASUREMENT
METHODS/PROCEDURES AND
REFERENCE MEASUREMENT
SERVICES AND FOR MEMBERSHIP
ON JCTLM WORKING GROUP
REVIEW TEAMS**

PROCEDURE

JCTLM SECRETARIAT P-01

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PROCESS FOR RECEIVING, REFERRING AND DISTRIBUTING TO WG JOINT CHAIRS NOMINATIONS OF CERTIFIED REFERENCE MATERIALS, REFERENCE MEASUREMENT METHODS/PROCEDURES AND REFERENCE MEASUREMENT SERVICES AND FOR MEMBERSHIP ON JCTLM WORKING GROUP REVIEW TEAMS

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2. Purpose

This procedure describes the process to be followed by the JCTLM Secretariat for receiving, referring and distributing nominations of CRMs, RMM/Ps and RMSs delivered by RMLs and nominations for membership on JCTLM WG RTs to the joint Chairs of JCTLM WGs.

3. Scope

The procedure applies to all nominations submitted by individuals or organizations for review by the WGs of the JCTLM for listing in the JCTLM database of available CRMs, RMM/Ps of a higher metrological order and approved RMSs and for membership on JCTLM WG RTs.

4. Acronyms

Acronyms used in this procedure are defined in the document JCTLM WG1-P-00, Quality Policy and Definitions and JCTLM WG2-P-00, Outline of the Calibration and Measurement Hierarchy in Laboratory Medicine - Quality Policy and Definitions.

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5. Definitions

Definitions for the terms used in this procedure are given in the document JCTLM WG1-P-00, Quality Policy and Definitions and JCTLM WG2-P-00, Outline of the Calibration and Measurement Hierarchy in Laboratory Medicine - Quality Policy and Definitions.

6. Responsibilities and Authorizations

- 6.1. The JCTLM Secretariat has the responsibility and authority to receive, manage and transfer nominations of CRMs, RMM/Ps and RMSs and nominations for membership on JCTLM WG RTs to the JCTLM WG joint Chairs.
- 6.2. The JCTLM Secretariat has the authority to communicate on behalf of the JCTLM with parties submitting nominations of CRMs, RMM/Ps and RMSs and nominations for membership on JCTLM WG RTs.
 - 6.2.1. The JCTLM Secretariat has the responsibility for the preliminary review of nomination forms for completeness and to communicate deficiencies to the nominating party.
 - 6.2.2. The JCTLM Secretariat may at its discretion seek advice from the JCTLM Executive and/or WG joint Chairs as necessary or prudent.

7. Procedures

7.1. Receiving Nominations for CRMs, RMM/Ps, RMSs

- 7.1.1. The JCTLM Secretariat will receive nominations between the time of the solicitation and the date specified in the solicitation as the last date for receipt (closing date) for the particular nomination cycle as described in WG1-P-02 and WG2-P-02.
 - 7.1.1.1. The JCTLM Secretariat will acknowledge receipt of the nomination form and documents to the party submitting documentation.
- 7.1.2. The JCTLM Secretariat will not process nominations received after the specified closing date, but will defer the nomination until the subsequent review cycle.
 - 7.1.2.1. Exceptions to the preceding restriction can only be made under highly unusual circumstances and **ONLY** with the consent of the WG joint Chairs of the relevant working group.

Fairness to all nominating parties is the sole basis for the restriction indicated above.

7.2. Receiving Nominations for WG RTs membership

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- 7.2.1. The JCTLM Secretariat will receive nominations from individuals wishing to serve or organizations nominating individuals to serve as WG RTL or RT member as described in WG1-P-06.
- 7.2.1.1. The JCTLM Secretariat will acknowledge receipt of the application/nomination form to the party submitting the form.
- 7.2.1.2. The JCTLM Secretariat will make completed nomination/application forms available to the JCTLM Executive and WG joint Chairs for their review.
- 7.2.1.3. The JCTLM Secretariat will inform the individual applying for membership of a Review Team of the JCTLM Executive's decision on their application.

7.3. Verification of Completeness of CRMs, RMM/Ps and RMSs Nomination Forms

- 7.3.1. All nomination forms received by the Secretariat will be reviewed as a courtesy to the nominating party to ensure that the information required for review by WG RTs is present on the form as described in WG1-P-02 and WG2-P-02.
- 7.3.1.1. The courtesy review by the JCTLM Secretariat is concerned **ONLY** with the presence of information in the fields of the nomination form(s), **NOT** the content of the fields.
- 7.3.2. Forms found to be missing information will be returned to the nominating party for completion.
- 7.3.2.1. The JCTLM Secretariat will provide advice to the nominating party regarding the deficiencies identified during this preliminary review.
- 7.3.2.1.1. Advice may be limited to noting the requirements of the relevant review standards described in the appropriate WG procedure documents.
- 7.3.2.1.1.1. Under no circumstances can the Secretariat be considered responsible for omissions in the advice of the courtesy review for completeness and any subsequent deferral or non-approval of a nomination.
- 7.3.3. Forms returned to nominating party **MUST** be received by the Secretariat within two (2) weeks with the requested information present to be accepted for review during the current cycle.
- 7.3.4. Forms returned because of missing information that are **NOT** received within two (2) weeks may at the discretion of the Secretariat be deferred for review until the subsequent annual review cycle.

This is a grace period for replies to queries to nominations submitted by the initial closing date, but which require additional information for review.

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7.3.5. The JCTLM Secretariat will assign a nomination code (number) to the nomination submitted for review by the JCTLM WGs for tracking the receipt, review and decision history of the nomination.

7.3.5.1. The assigned nomination (code) number will take into account of the number of the review cycle (*X*) for each of the WGs and the order (*Y*) in which the nomination was received by the JCTLM Secretariat; and will have the following format: *CX RMY* for CRMs, *CX RMPY* for RMM/Ps and *CX RMSY* for RMSs.

7.4. Verification of Completeness of Nomination Forms for WG RTs membership

7.4.1. Nomination forms received by the Secretariat will be reviewed as a courtesy to the nominating party to ensure that the information required for review by WG joint Chairs is present on the form.

7.4.2. Forms found to be missing information will be returned to the nominating party for completion.

7.4.2.1. Forms returned to nominating party **MUST** be received by the Secretariat with the requested information present to be accepted for review by the joint Chairs of the WGs and the JCTLM Executive.

7.5. Distribution of Nominations to WGs

7.5.1. The JCTLM Secretariat will distribute the completed nomination forms to the WG joint Chairs after the verification described in 7.3 and 7.4.

7.5.1.1. Nomination forms of CRMs, RMM/Ps and RMSs will be distributed by the Secretariat no later than one month after the closing date specified in the solicitation.

7.5.1.2. The Secretariat may, with prior consent of the WG joint Chairs send completed nomination forms of CRMs, RMM/Ps and RMSs to the relevant WG RTLs to expedite the review process.

7.5.1.2.1. Assignment of responsibility for the review of nominations by WG RTLs remains the responsibility of the WG joint Chairs. Because nominations assigned by this expedited process may be incorrect, reassignment is expected to occur in some instances. Reassignment by the WG Chairs is authorized under all circumstances.

7.5.1.2.1.1. Reassignment of nominations within WGs to RTLs and RTs is the sole responsibility of the WG joint Chairs and the WG RTLs.

8. Related Documents

JCTLM WG1-P-00 Quality Policy and Definitions

JCTLM WG1-P-02 Process for Requesting and Accepting Nominations for Certified Materials and Reference Measurement Methods/Procedures

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| JCTLM WG1-P-06 | Application, Nomination and Approval for Membership on WG1 Review teams |
| JCTLM WG2-P-00 | Outline of the Calibration and Measurement Hierarchy in Laboratory Medicine - Quality Policy and Definitions |
| JCTLM WG2-P-02 | Process for the Requesting and Processing Nominations for JCTLM Listing of Reference Measurement Laboratory Services |

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9. Revision History

| Version number | Date of Issue/Review | Summary of change |
|----------------|----------------------|--|
| 0.1 | 10 Aug. 2007 | Initial draft of Secretariat Quality System Procedures |
| 1.0 | 04 Dec. 2007 | Initial issue of Procedure |
| 1.1 | 12 Nov. 2008 | Secretariat review |

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10. Flowchart

Revised on 12 November 2008

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