

Process for Creating, Restructuring and Retiring Review Teams			
Author: C. M. Jackson	Date: 2006/01/24 Version : 1.1	Authorized : JCTLM Executive	JCTLM WG1-P-08

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JCTLM WG1-P-08

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2. Purpose

The purpose of the procedure for creating, restructuring and retiring WG1RTs is to enable and foster the optimal use of the volunteer experts who comprise the teams that support the mission of the JCTLM.

It is the policy of WG1 to make management of review teams a transparent process that is available to all interested parties.

The procedures provided in this Quality System document are those by which WG1RTs are managed by the WG1 Chair(s) and the Executive.

3. Scope

This document applies to the management of all activities of WG1 review teams and review team members.

4. Acronyms

All acronyms employed in JCTLM Procedure Documents are given in the procedure document WG1-P-00, Quality Policy and Definitions.

5. Definitions

All definitions employed in JCTLM Procedure Documents are given in the procedure document WG1-P-00, Quality Policy and Definitions.

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6. Related documents

JCTLM WG1-P-02	Process for Requesting and Accepting Nominations for Certified Reference Materials (CRMs) and Reference Measurement Methods/Procedures (RMM/Ps)
JCTLM WG1-P-05	Process for Consensus Review of Recommendations from WG1 Review Teams and Communicating the Recommendations to the JCTLM Secretariat
JCTLM WG1-P-06	Application, Nomination and Approval for Membership on WG1 Review Teams
JCTLM WG1-P-07	Process for Making Changes in WG1 Quality System Procedures
JCTLM WG1-P-09	Process for Appealing Decisions of the JCTLM Executive

7. Responsibilities and Authorizations

- 7.1. The Chair(s) of WG1 is/are responsible for proposing and creating new RTs in response to need for expert review of CRMs and RMM/Ps as identified and described in WG1-P-02 and the applicable Executive Quality System Procedure.
- 7.2. The Chair(s) of WG1 is/are responsible for leading WG1RTs in the process of evaluating nominated CRMs and RMM/Ps for suitability for listing as higher order materials or methods/procedures. To effectively achieve this task, the WG1 Chair(s) is/are authorized to:
 - 7.2.1. Recruit technical experts to serve as RT members according to WG1-P-06 and nominate individual with the requisite expertise to the Executive for their approval.
 - 7.2.2. Identify and nominate RT leaders from among RT members.
 - 7.2.3. Organize review teams and RT members to ensure the effectiveness of the reviewing process.
 - 7.2.4. Create a structure or structures within the RTs to facilitate the review and recommendation process in a transparent manner.
 - 7.2.5. Establish timelines for completing the review process and making recommendations for listing.
 - 7.2.6. Delegate the responsibility and authority to RTLs that is necessary for the RTs to accomplish the review tasks efficiently.
- 7.3. The Chair(s) of WG1 is/are responsible for communicating recommendations from RTs of WG1 to the Executive via the JCTLM Secretariat as described in WG1-P-05.
- 7.4. The Chair(s) of WG1 is/are responsible for and authorized to reorganize existing RTs and RT members when required to ensure that reviewing timelines and goals are met. Reorganizing may include:
 - 7.4.1. Restructuring, consolidating or retiring review teams in response to reviewing needs.

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- 7.4.2. Reallocating or relieving RT members of their obligation to the WG1 when expertise demands change or obligations cannot be met by the member.
- 7.4.3. Retiring an entire RT when the reviewing demand is insufficient to require a full team to perform the reviews.
 - 7.4.3.1. RT reorganization should commence only after the Executive is informed that such actions are to occur.
 - 7.4.3.2. All restructuring, reorganizing or retiring of RTs should occur only when support for such actions is assured by the Executive.

8. Procedure

Creation of a New Review Team within WG1

- 8.1. A new RT is created when needs broadly identified within laboratory medicine that can be met through improved traceability are identified by the Executive as the result of requests or suggestions to the JCTLM Executive as described in WG1-P-02 and the JCTLM Executive Quality System Procedure.
 - 8.1.1. Individuals from the following organizations are specifically encouraged to communicate needs for improving traceability to the JCTLM Executive:
 - 8.1.1.1.1. National Metrology Institutes (NMIs),
 - 8.1.1.1.2. clinical laboratories,
 - 8.1.1.1.3. manufacturers of IVD devices,
 - 8.1.1.1.4. reference measurement laboratories.
- 8.2. Upon communication to the WG1 Chair(s) of requests or suggestions from the Executive, the WG1 Chair(s) prepare(s) a plan for action to meet the stated needs.
 - 8.2.1. A proposal for the establishment of a new RT is forwarded to the Executive.
- 8.3. Upon agreement of the Executive that a new RT to address the expressed need should be formed, the WG1 Chair(s) solicit applications according to WG1-P-06 and nominate individuals with the appropriate expertise to serve on the RT. Recruiting may be of any individuals with appropriate expertise, particularly:
 - 8.3.1. From within existing teams if members with the appropriate expertise are already experienced in the WG1 review process.
 - 8.3.2. From outside current teams as described in WG1-P-06.

Restructuring Review Team within WG1

- 8.4. An existing review team can be restructured by reducing its size when its work load of CRMs and RMM/Ps is reduced to a minimal level for the anticipated next review cycle. Restructuring can occur by merging one team with another review team with similar technical expertise requirements.
- 8.5. An existing review team can be restructured by increasing its size when its work load exceeds the capacity of the current group to review nominations of CRMs and RMM/Ps. Restructuring can occur by dividing an existing team into two or more

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groups if new or additional technical expertise is required to effectively review CRMs or RMM/Ps.

8.5.1. Restructuring is initiated by the WG1 Chair(s) whenever work load considerations indicate diminished or increased need for members for a particular RT.

8.5.2. Restructuring is performed in consultation with the appropriate RTLs.

8.6. Upon developing a restructuring plan, the WG1 Chair(s) inform the Executive according to the procedure for receiving and reviewing nominations, a procedure within the Secretariat Quality System.

8.7. Restructuring occurs upon notification of the Chair(s) of WG1 that the Executive supports the restructuring plan.

Retiring a Review Team within WG1

8.8. An existing review team is retired when its work load no longer demands that an independent group exist to review the nominations of CRMs and RMM/Ps in the particular measurand group.

8.9. The Chair(s) of WG1 recommend(s) retiring a RT to the Executive and informs the Executive according to the procedure for receiving and reviewing nominations.

9. Revision History

Version number	Date of Issue/Review	Summary of change
1.0	11-15-2005	Initial issue of WG1 Quality System Procedure for Creating, Restructuring and Retiring Review Teams
1.1	24/11/2006	Minor text corrections

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10. FLOWCHART

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