Creating, restructuring and retiring Review Teams

1. Purpose

The purpose of the procedure for creating, restructuring and retiring Database WG Review Teams (RTs) 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 Database WG to make management of review teams a transparent process that is available to all interested parties.

The procedures provided in this document are those by which Database WG RTs are managed by the Database WG Chairpersons and the Executive.

2. Contents

3. Scope

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

4. Acronyms and definitions

All acronyms and definitions employed in the procedures of the JCTLM DB WG Quality Manual are given in the procedure document JCTLM EXE-G01, Glossary of terms and definitions.

5. Responsibilities and Authorizations

5.1. The Chairs of the Database WG are responsible for proposing and creating new RTs in response to need for expert review of CRMs, RMM/Ps and RMLs as identified and described in DB WG-P-02A&B and the applicable Executive Procedure.

5.2. The vice-chairs of DB WG are responsible for leading RTs in the process of evaluating nominated CRMs, RMM/Ps and RMLs for listing as being of a higher metrological order. To effectively achieve this task, the DB WG vice-chairs is/are authorized to:

   5.2.1. Recruit technical experts to serve as RT members according to DB WG-P-06 and nominate individual with the requisite expertise to the Executive for their approval.

   5.2.2. Identify and nominate RT leaders from among RT members.

   5.2.3. Organize review teams and RT members to ensure the effectiveness of the reviewing process.

   5.2.4. Create a structure or structures within the RTs to facilitate the review and recommendation process in a transparent manner.

   5.2.5. Establish timelines for completing the review process and making recommendations for listing.

   5.2.6. Delegate the responsibility and authority to RT Leaders that is necessary for the RTs to accomplish the review tasks efficiently.

5.3. The DB WG Chairs are responsible for presenting the recommendations from RTs at the annual Executive meeting and communicating those to the Executive via the JCTLM Secretariat as described in DB WG-P-05.

5.4. The DB WG Chairs 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:

   5.4.1. Restructuring, consolidating or retiring review teams in response to reviewing needs.

   5.4.2. Reallocating or relieving RT members of their obligation to the DB WG when expertise demands change or obligations cannot be met by the member.

   5.4.3. Retiring an entire RT when the reviewing demand is insufficient to require a full team to perform the reviews.

      5.4.3.1. RT reorganization should commence only after the Executive is informed that such actions are to occur.

      5.4.3.2. All restructuring, reorganizing or retiring of RTs should occur only when support for such actions is assured by the Executive.

6. Procedure

Creation of a New Review Team within DB WG

6.1. 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 DB WG-P-02A&B and the JCTLM Executive Procedures.

   6.1.1. Individuals from the following organizations are specifically encouraged to communicate needs for improving traceability to the JCTLM Executive:

6.1.1.1.1. National Metrology Institutes (NMIs),

6.1.1.1.2. clinical laboratories,

6.1.1.1.3. manufacturers of IVD devices,

6.1.1.1.4. reference measurement laboratories,

6.1.1.1.5. JCTLM Member Organizations.

6.2. Upon communication to the DB WG Chairs of requests or suggestions from the Executive, the DB WG Chairs prepare a plan for action to meet the stated needs.

6.2.1. A proposal for the establishment of a new RT is forwarded to the Executive.

6.3. Upon agreement of the Executive that a new RT to address the expressed need should be formed, the DB WG Chairs solicit applications according to DB WG-P-06 and nominate individuals with the appropriate expertise to serve on the RT. Recruiting may be of any individuals with appropriate expertise, particularly:

6.3.1. From within existing teams if members with the appropriate expertise are already experienced in the DB WG review process.

6.3.2. From outside current teams as described in DB WG-P-06.

Restructuring Review Team within DB WG

6.4. An existing review team can be restructured by reducing its size when its work load of reviewing CRMs, RMM/Ps and RMLs 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.

6.5. 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, RMM/Ps and RMLs. Restructuring can occur by dividing an existing team into two or more groups if new or additional technical expertise is required to effectively review CRMs, RMM/Ps and RMLs.

6.6. Restructuring is initiated by the DB WG Chairs whenever work load considerations indicate diminished or increased need for members for a particular RT.

6.7. Restructuring is performed in consultation with the appropriate RT Leaders.

6.8. Upon developing a restructuring plan, the DB WG Chairs inform the Executive according to the procedure for receiving and reviewing nominations.

6.9. Restructuring occurs upon notification of the DB WG Chairs that the Executive supports the restructuring plan.

Retiring a Review Team within DB WG

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

6.11. The DB WG Chairs recommend retiring a RT to the Executive and informs the Executive according to the procedure for receiving and reviewing nominations.

7. Related documents

JCTLM DB WG-P-02A   Requesting and accepting nominations for Certified Reference Materials and Reference Measurement Methods/Procedures

JCTLM DB WG-P-02B   Requesting and processing for JCTLM listing of reference measurement laboratory services

JCTLM DB WG-P-05   Communicating Database WG Recommendations

JCTLM DB WG-P-06   Application, nomination and approval for Membership on JCTLM Review Teams

JCTLM Executive Committee Procedures; and

JCTLM EXE-G01 Glossary of terms and definitions;

Available at: https://www.bipm.org/en/committees/jc/jctlm/jctlm-procedures

8. 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
2.0	27/01/2017	Document revised after implementation of new organizational structure of JCTLM and its Working Groups
2.1	01/02/2022	Editorial changes

9. FLOWCHART

PROCESS FOR CREATING, RESTRUCTURING AND RETIRING DB WG REVIEW TEAMS
DB WG-P-08