Committee: Clinical Laboratory Scientists Working Group  
Document: Terms of Reference (ToR)  

Dates: Prepared by the Committee, November 2021
Reviewed and approved by the committee
Approved by the Board of Directors, February 9, 2022

Brief Description

Clinical Laboratory Scientists, including Clinical Laboratory Geneticists, Clinical Biochemists and Clinical Microbiologists, represent a professional group who hold post-doctoral specialty training in their disciplines and are recognized by national and international credentialing bodies. Their professional responsibilities directly impact patient care. Despite this, their activities in Canada remain unregulated. Several provincial efforts to advocate for regulation of laboratory scientist as health care professionals are ongoing, but prior to 2021 there were no national strategies to facilitate or align the efforts in different regions. The Clinical Laboratory Scientist Working Group was founded to better understand the progress in each province and to identify opportunities to better support the ongoing efforts to attain health professional regulation.

Timeline

November-December 2021: Terms of reference finalization and CCMG board approval

Fall/Winter 2021-2022: Development and review of a debriefing document to highlight clinical laboratory scientist roles and overview of high level arguments for health professional regulation

Fall 2021 – Fall 2022: Preparation and submission of a manuscript to provide information about the roles of clinical laboratory scientists in the Canadian healthcare system and highlight the need for health professional regulation

Early 2022: Development of a framework for the development of a permanent Canadian Council of Laboratory Scientists that represents Clinical Laboratory Geneticists, Clinical Biochemists and Clinical Microbiologists nationally

Late 2022: Transition of working groups activities to the Canadian Council of Laboratory Scientists.

The working group will disband once the Canadian Council of Laboratory Scientists is established and formerly launched.

Mandate

1. To mediate interactions between provincial clinical laboratory scientist groups seeking health profession regulation.
2. To promote national collaborations to support ongoing efforts to regulate clinical laboratory scientists within each province.
3. To facilitate preparation of documents to support provincial regulation applications and communication with relevant governing bodies.
4. To enable the creation of a more permanent clinical laboratory scientist group representing all clinical laboratory scientists groups that can facilitate regulation processes or other pertinent matters relating to shared practice or matters that may arise in the future.

Membership

- The working group shall consist of a minimum of 10 clinical laboratory scientists who are certified through the CCMG, the Canadian Society of Clinical Chemists (CSCC) or the Canadian College of Microbiologists (CCM).
- The working group shall consist of at least 2 members in good standing from the CCMG, 2 members in good standing from the CSCC, and 2 members in good standing from the CCM.
- Representation of working group members from each province is recommended.
- The working group shall include a CCMG board representative who will liaise between the working group and CCMG board.
- At least one Clinical Biochemist in the working group will act as a liaison to the CSCC board directors.
- At least one Clinical Microbiologist in the working group will act as a liaison to the CCM board of directors.

Appointment and term of chair

A chair will be selected from the membership of the ad hoc working group for the duration of the existence of the working group.

Conduct of meetings

- The chair will convene regular virtual meeting of the working group, with a minimum of one meeting quarterly or more frequent if required.
- Quorum for decision will be at least 50% of working group members.
- Draft minutes of all meetings will be prepared and circulated to the working group members for comment, ideally within 10 working days of the meeting.
- All meeting minutes will be made available to the CCMG Board of Directors via the Board of Directors Representative.

Reporting
The chair will report to the CCMG Board of Directors via the Board representative for monthly updates.

After completion of the manuscript it will be submitted to the Board of Directors of the CCMG, CSCC and CCM to seek feedback from appropriate society committees.

The final manuscript will be submitted to the CCMG Board of Directors for approval. It will also be submitted to the CSCC and CCM Board of Directors according to their preferences.