



ALBERTA LABORATORY QUALITY ENHANCEMENT PROGRAM
College of Physicians and Surgeons of Alberta

Alberta Laboratory Quality Enhancement Program

Terms of Reference

Purpose

The Committee of the *Alberta Laboratory Quality Enhancement Program (ALQEP)* oversees the proficiency of laboratory testing performed in Alberta laboratories; for private facilities as defined in College by-laws and for public facilities through contract with Regional Health Authorities. The Committee monitors laboratory proficiency through review of external quality assessment performance, provides educational support through enhanced resource and reference materials and through the coordination of quality assurance activities, and promotes standardization of best laboratory practices through patterns-of-practice surveys and annual facility profiling.

Through monitoring laboratory testing, providing education and promoting standardization of laboratory practices, the ALQEP Committee promotes high standards of medical practice in diagnostic medical laboratories.

Roles and Responsibilities

The Committee considers all issues related to the quality of laboratory testing which may include, but are not restricted to the following:

1. Monitors the level of proficiency of laboratories through assessment of laboratory results;
2. Provides education to promote safety and quality improvement initiatives;
3. Provides advice on new technologies and instrumentation;
4. Responds to the needs of stakeholders for improved proficiency testing initiatives in Alberta;
5. Participates in promoting national quality assurance initiatives.

Membership and Tenure

Committee members are appointed by the Medical Facility Assessment Committee for an undefined term. Membership considers expertise, geographic location, urban versus rural and public versus private representation. Current membership includes:

- Program Director
- Chemistry Consultant
- Cytopathology Consultant
- Hematology Consultant
- Microbiology Consultant
- Transfusion Medicine Consultant

Chair

The Program Director assumes the role of Chair. In the absence of the chair, an alternate will be selected from the members present.

Meetings

Meetings are held at the request of the Chair and as required.

Decisions

General decisions are reached by consensus of the members present. Decisions supported by motions require a quorum or a minimum of half of the voting members 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 ALQEP Committee functions in parallel with the Advisory Committee on Laboratory Accreditation. It liaises with the Advisory Committee on matters pertaining to the level of proficiency in independent and public medical diagnostic facilities.

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.