

EDUCATION & MANAGEMENT DIVISION

9.0 Minutes of the meeting of the EMD Executive Committee

Milano, IT (January 9th-10th, 2014)

Unconfirmed



Members	Position	Term	Time of Office
Maurizio FERRARI – MF (IT)	Chair	1 st	2012 01 – 2014 12
Elizabeth FRANK – EF (IN)	Secretary / VLP	1 st	2012 01 – 2014 12
Paolo FORTINA – PF (US)	Member	1 st	2013 01 – 2015 12
Ana Leticia MASELLI (GT)	Member	1 st	2014 01 – 2016 12
Christoph EBERT – CE (DE)	Corp. Rep.	1 st	2013 01 – 2015 12

1. Welcome and introductions

MF welcomed the committee members especially the newest EMD-EC Member, AML, and wished everyone a pleasant stay and good discussions. The EMD-EC again thanked LL for the invaluable contribution to the EMD activities.

2. Notification of other business and finalization of agenda

MF reviewed the agenda. He recommended that all divisions be more active and submit a work plan for the next three years. At the end of January, the 2014 budget will be discussed with the EB Treasurer.

ACTION ITEM: SC will send a reminder to those Committee and WG Chairs who did not submit the annual report and work plan.

3. Review of minutes of EMD-EC meeting – Bali, October 2013

The minutes were discussed and approved.

4. Report from Executive Board

Following the Bali meeting, no additional information was received from the EB.

5. Review of Committees and Working Groups

▪ 9.02.04 Clinical Molecular Biology Curriculum (C-CMBC)

Evi Lianidou	(GR)	Chair	1 st	2014 01-2016 12
Andrea Ferreira-Gonzalez	(US)	Member	2 nd	2014 01-2016 12
Verena Haselmann	(DE)	Member	1 st	2014 01-2016 12
Kenji Izuhara	(JP)	Member	2 nd	2012 01-2014 12

No report was received for 2013; however, the 2014 workplan was received after the Bali meeting.

ACTION: SC will send a message to EL requesting information on the location and contents of the 2014 C-CMBC Course, as well as proposals (if any) for advanced courses.

MF will write to EL to clarify the IFCC coverage for C-CMBC Junior Members (recommendations: max 1 JM to the course, max 2 JM to C-CMBC meetings, accommodations for JM for max 2 nights, lump sum to cover travel arrangements).

▪ 9.02.05 Analytical Quality (C-AQ)

Egon Amann	(DE)	Chair	2 nd	2014 01-2016 12
David Grenache	(US)	Member	1 st	2013 08-2015 12
Graciela Velazquez	(PY)	Member	1 st	2012 06-2014 12

2013 annual report and 2014 work plan was received. The terms of reference were reviewed by the committee and are listed below.

Term of reference 1:

To provide education and training on the various aspects of analytical quality in the clinical laboratory, which include:

1. Methods and Instrument validation
2. Traceability concepts
3. Measurement uncertainty
4. Internal quality control procedures

5. External quality assessment programs

List of accomplishments for this Term of Reference completed in 2013.

Directory of EQA services:

Aim: To establish a directory of worldwide EQA services.

A worksheet has been established to collect information including country, organizing body, EQA, website, e-mail, contact, open to international participation, disciplines. This has initially been distributed to C-AQ members & corresponding members. The IFCC Office will hopefully also distribute it to member countries. This database will be located on the C-AQ website as a resource for anyone wishing to join an EQA.

List planned activities in 2014 for this Term of Reference:

To finalize the Directory of EQA services in 2014 and to designate this database on the C-AQ website as a source of useful information for anyone seeking contacts in his/her country on external quality assessment programs.

Term of reference 2:

Education and training will be provided in many ways including:

1. Written material
2. Electronic teaching
3. Workshop and seminars
4. Invited lectures
5. Consultation and advice

List 2013 accomplishments for this Term of Reference:

Develop e-learning Presentations

Aim: To work with the Committee on Distance Learning to develop presentations of the 'Principles of EQA' and the 'Principles of IQC'. The 'Principles of EQA' PowerPoint presentation is currently being prepared and discussions with the C-DL regarding the recording of the presentation are ongoing.

List planned activities in 2014 for this Term of Reference:

To finalize both PowerPoint presentations in 2014 and to provide these in collaboration with C-DL to interested IFCC members, parties and countries upon request, and also proactively in case that respective need is recognized by C-AQ, C-DL or any other IFCC body.

Term of reference 3: To ensure proper control of pre-analytical and post-analytical variables

List 2013 accomplishments for this Term of Reference:

Planning an EQA Scheme

Aim: To develop a checklist of items that need to be considered by countries that are planning to design and set up their own EQA scheme. This is a re-modelling of a project that was previously called an Analytical Quality Checklist.

The first draft has been presented to C-AQ and will be developed further. It will be placed on the C-AQ website when completed.

List planned activities in 2014 for this Term of Reference:

Complete the "EQA Scheme" checklist in 2014. Place it on the C-AQ website in 2014 for use by any interested organisation, party or country.

Term of reference 4:

To address the educational and training needs of emerging nations on analytical quality.

List of accomplishments for this Term of Reference 2013 :

Resource Table for EQA Website

Aim: To collate a directory of various relevant resources for pre & post analytical QA, IQC and EQA, which will reside on the C-AQ section of the IFCC website. This work was started in 2013 and is still being worked on.

List planned activities in 2014 for this Term of Reference:

Finalize the Resource Table for EQA Website in 2014.

Additional information

Other ongoing C-AQ projects include:

EQA Consultation

Aim: Upon request of an IFCC member country, assist them to set up an EQA program by:

- providing expertise on EQA organization and management
- providing assistance with designing an EQA program
- liaising with EQA providers
- liaising with IFCC corporate members to provide suitable materials

Current Status: there have been no requests or continuation of previous communications in the last 6 months.

The offer to provide EQA consultation by C-AQ members or other knowledgeable persons (experts) – provided that budgeting questions can be solved – will be continued in 2014.

Visiting lectures: No visiting lectures took place due to the fact that no requests were made to C-AQ in 2013.

Fundamentals of EQA: The document 'Fundamentals of EQA' was written by the C-AQ in 1996. It was on the old website. A gap analysis on this document has been carried out to ascertain whether it is still suitable for presentation. It has been decided that, although some areas require updating the guidance document is still relevant in many areas and will be again placed on the C-AQ website. An update should be done at a later stage.

C-AQ meetings:

One face-to-face meeting of C-AQ took place in May 2013 (Milano) and three tele-conferences were conducted in 2013.

Changes in C-AQ composition:

The C-AQ saw significant changes at 2013 year's end: Co-Chair Janice Gill did not apply for another term and finished her C-AQ activities. David Bullock and Anne Vassault are finishing their 2nd term and both will be continuing as corresponding members. Two new replacement C-AQ members were proposed and need to be nominated by the EMD.

Meeting proposals

The C-AQ will meet face-to-face during the IFCC-Worldlab Istanbul meeting in June 2014.

Publications

No publications were issued by C-AQ in 2013.

The last publication was the monograph "Quality of Management & Quality of Analysis – A Handbook for developing countries" in Dec. 2012. Chapter 6 on Quality Control was written by Anne Vassault.

ACTION ITEM: SC will write to EA to notify them of the approval of the C-AQ recommendation to appoint Thomas and Haliassos as new members and Linko/Prabin/Meng as Corresponding Members. SC will contact EA for information related to the C-AQ Survey. MF will liaise with EA to discuss EQA Consultation promotion at NSs level.

▪ **9.02.07 Evidence-Based Laboratory Medicine (C-EBLM)**

Robert Christenson	(US)	Chair	2 nd	2012 01-2014 12
Hernan Fares-Taie	(AR)	Member	2 nd	2014 01-2016 12
Chris Florkowski	(NZ)	Member	2 nd	2012 01-2014 12
Diler Aslan	(TR)	Member	2 nd	2012 01-2014 12
<i>Position pending</i>		<i>Member</i>		

The Committee last met in Milan and no updated report is available due to the lack of activities in the last period.

ACTION ITEM: SC will contact RC to request the 2013 annual report and 2014 Committee's program. SC will send RC the EMD-EC recommendation for the nomination received for the vacancy. RC should also indicate if the non-selected candidates are eligible to a Corresponding Member position. MF will contact RC to discuss the replacement of the 2015-17 C-EBLM Chair.

▪ **9.02.09 Clinical Laboratory Management (C-CLM)**

<i>Position pending</i>		<i>Chair</i>		
Rajiv Erasmus	(ZA)	Member	1 st	2011 01-2013 12
Mahmoud Srour	(Palestine)	Member	1 st	2011 06-2014 12
<i>Position pending</i>		<i>Member</i>		
<i>Position pending</i>		<i>Member</i>		

2013 annual report and 2014 work plan was not received because the Chair stepped down last September.

The EMD-EC evaluated all received nominations. At the time of this report, only one candidate seems to be eligible for the Member position. Therefore, it has been decided to extend the deadline call to February 5th.

The EMD-EC evaluated the proposal for a joint CLMA-IFCC Task Force on "Meeting the Non-Technical Professional Development Needs of Medical Laboratory Leaders", which was in principle approved and will be further introduced to the C-CLM Chair.

ACTION ITEM: SC will extend the deadline of the call for nomination to February 5th. MF will contact Graham Beastall (GB) to summarize the decision and discuss the Chair's position.

▪ **9.02.10 Distance Learning (C-DL)**

Janet Smith	(UK)	Chair	1 st	2012 01-2014 12
Ronda Greaves	(AU)	Member	1 st	2012 04-2014 12
Damien Gruson	(BE)	Member	1 st	2012 04-2014 12
Endang Hoyaranda	(ID)	Member	1 st	2012 04-2014 12
Craig Webster	(UK)	Member	1 st	2012 04-2014 12

2013 annual report and 2014 work plan was received.

Term of reference 1: To develop an IFCC strategy for distance learning, in partnership with the CPD Committee on the Internet and E-learning (C-IeL).

List 2013 accomplishments for this Term of Reference:

Continued close collaboration between the two committees has led to the strategy of developing an IFCC 'e-Academy'.

List planned activities in 2014 for this Term of Reference:

Establish an IFCC curriculum. Links from curriculum topics will provide access to related IFCC and external educational material.

Term of reference 2:

To provide educational material that can be used for on-line learning.

List 2013 accomplishments for this Term of Reference:

Additional material has been posted on the website or links provided to access it. Material includes video and audio recording of IFCC symposia and workshops.

List planned activities in 2014 for this Term of Reference:

Continue recordings (with speaker permissions) of IFCC presentations and further collaboration with external organizations, including IFCC Corporate Members, to expand the reservoir of material.

Term of reference 3:

To solicit suggestions from National Societies, IFCC Committees, Task Forces and Working Groups to identify distance learning topic areas of value to IFCC.

List 2013 accomplishments for this Term of Reference:

Establish links with other EMD Committees with a view to material preparation. Further action may be based on the most popular topics, suggested in questionnaire responses provided in late 2011.

List planned activities in 2014 for this Term of Reference:

Review the preferences and circulate another questionnaire later in 2014.

Term of reference 4:

To identify and evaluate existing distance learning programs in relevant areas and with permission and collaboration, modify these as necessary to fit IFCC requirements.

List 2013 accomplishments for this Term of Reference:

Material from external sources is routinely evaluated before being posted on the website. Increased sources of material have been identified.

List planned activities in 2014 for this Term of Reference:

Current practice and activity will be continued for material sourced through existing and new contacts.

Term of reference 5:

To develop new distance learning programs where none already exist.

List 2013 accomplishments for this Term of Reference:

Ronda Greaves has been working to provide a comprehensive program for mass spectrometry, using material from a variety of sources.

List planned activities in 2014 for this Term of Reference:

The MS program will be further developed and uploaded to the website.

Continued work on other projects.

Additional information:

Negotiations are currently on with Siemens and Whitehat Communications to both prepare and identify distance learning material for the website.

The first terms of office for all the C-DL members will be completed at the end of 2014.

2014 meeting proposals:

The Committee will meet in Istanbul, during the Worldlab Congress, in June 2014.

In order to have a better search visibility, the EMD-EC suggested that the list of e-tools should be listed by topics and titles descriptive of the contents. Moreover, C-DL should contact companies to see if they can provide ready-to-use e-material to be uploaded on the website.

ACTION ITEM: MF will contact JS for the above mentioned actions.

Working Groups

▪ 9.03.08 Laboratory Errors and Patient Safety (WG-LEPS)

Laura Sciacovelli (IT) Chair 1st 2014 01-2015 12

2013 annual report and 2014 work plan was not received.

ACTION ITEM: SC will contact LS to have the 2013 annual report and 2014 WG's program together with the consensus document of the October meeting in Padua, as suggested by EF.

▪ 9.04.01 IFCC Abbott Visiting Lecturer Program (VLP)

The VLP list has been updated and 16 applications were approved from the following countries: Algeria, Argentina, China, Colombia, Greece, Guatemala, India, Jordan, Mexico, Norway, Poland, South Africa, Uruguay, Vietnam, Zambia and Zimbabwe.

The EMD-EC decided to:

- Revise the application form to clearly indicate the minimum number of lectures and maximum number of speakers that can be requested in a single application.
- The National Societies must receive the formal speakers' acceptance before submitting the application.
- Create a format for reporting the VLP activities on the IFCC e-news.
- Simplify the VLP information on the website.
- Encourage to efficiently utilize the expertise of the Visiting Lecturers by also planning WSs in addition to the lectures.
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ACTION ITEM: SC will modify the application form. EF will prepare simplified VLP information to post on the website. EF will prepare a communication to be sent to NSs to encourage WSs' requests.

▪ 9.04.02 Working Group on Flow Cytometry (WG-FC)

Ulrich Sack (DE) Chair 1st 2011 06-2013 12

2013 annual report and 2014 work plan was not received.

ACTION ITEM: SC will contact US to ascertain the 2013 annual report and 2014 WG's program.

▪ 9.04.03 Developing Quality Competence in Medical Laboratories (DQCML)

Michael Thomas (UK) Chair 2nd 2012 01-2014 12

2013 annual report and 2014 work plan was received.

Term of reference 1: Informing emerging laboratory services on all aspects of quality, but concentrating particularly on internal quality control, external quality assessment and working towards laboratory accreditation with the adoption of a quality system, in line with the international standard ISO 15189.

List 2013 accomplishments for this Term of Reference:

A 'Looking Forward' workshop was held in May 2013 under the chairmanship of the IFCC President, Graham Beastall, to consider a more proactive role for DQCML in supporting the development of quality laboratory medicine in emerging nations. In particular the workshop examined the WHO-Afro stepwise approach to laboratory accreditation and how DQCML and EMD may align with this program. With the excellent assistance of the IFCC Office, the program was re-launched in Autumn 2013. A promotional leaflet was circulated to all National representatives and Presidents of IFCC National members' societies.

<http://www.ifcc.org/media/237825/2013%2009%2012%20DQCML%20leaflet.pdf>

A formal application process has been developed together with the requirement that supported country feedback on the benefits of the support received.

Dr. Ian Watson delivered lectures in St. Petersburg and Moscow on "The Interpretation of Laboratory Tests". The lecture in Moscow was broadcast to a number of other cities across the Russian Federation.

List planned activities in 2014 for this Term of Reference:

Although there have been a number of expressions of interest, no formal applications have been received.

It is anticipated that during 2014 the following National Societies will approach DQCML for assistance as all have expressed interest in the program:

Russian Scientifically-Practical Society of Specialists in Laboratory Medicine

Association for Clinical Biochemistry Sri-Lanka

Romanian Society of Laboratory Medicine

Clinical Chemists Association of Kenya

Ukrainian Society of Clinical Laboratory Diagnostics

DQCML will provide support to the QA Project being established in Zambia under the direction of Dr Renze Bais. An educational seminar will be scheduled for 2014 and DQCML will provide logistics and support for this, as appropriate.

Additional information:

Collaborative work is now being undertaken on distance education by engaging in joint initiatives with both C-DL (Janet Smith), and C-leL (Peter Vervaart). This remains at an exploratory stage.

2014 meeting proposals:

The core Project Board will meet on 23rd June 2014 in Istanbul during WorldLab 2014

Publications;

Publications associated with the work undertaken by DQCML are published under the auspices of the appropriate IFCC Committee, usually C-AQ and C-CLM, rather than DQCML itself.

To avoid duplication with VLP and other Committees, DQCML applications should be approved by the EMD Chair.

ACTION ITEM: MF will contact MT for the above mentioned action.

6. EMD strategic plan

By February 2014, the EMD-EC will send the annual report and indications for further plans.

ACTION ITEM: MF will contact GB to evaluate the possibility of a partnership with Bill & Melinda Gates Foundation for an education program on the Laboratory Medicine field in Africa.

7. Corresponding members

None.

8. EMD contributions to IFCC News

The EMD-EC focused the attention on the need to improve the publication of reports on the IFCC e-news.

ACTION ITEM: MF will contact Committee/WG Chairs to expedite the submission of activity reports for publication on the IFCC e-news.

9. EMD sessions at IFCC congresses

WorldLab 2014, Istanbul – Symposium organised by the WG-FC
COLABIOCLI 2015, Quito – Symposium organised by the C-CMBC
EuroMedLab 2015, Paris – Symposium organised by the C-DL

10. AOB

It was decided that PF will act as EMD liaison inside the SD C-MD.

ACTION ITEM: MF will contact Deborah Payne to communicate the decision.

11. Date and location of the next meeting

June 21-22, 2014 Istanbul