

## Laboratory Accreditation and Quality Committee (LAQC)

### Terms of Reference

#### 1. Roles and Responsibilities

- (a) The LAQC will manage the Respiratory Laboratory Accreditation Program and any other clinical quality related activities on behalf of the Society.
- (b) The LAQC is responsible for:
- Managing the overall process of accreditation and the progress of individual accreditation applications, as documented in the Program Manual.
  - Review and update Laboratory Accreditation Program, Standards and relevant documents on a regular basis.
  - Coordinating the endorsed spirometry provider program including management of all relevant program materials.
  - Oversight of the Spirometry Clinical Audit Program, including a secondary review of completed audits.

#### 2. Membership

- (a) The LAQC will comprise of up to twelve members plus the CEO.
- (b) The LAQC will be composed of a minimum of four scientists and four physicians.
- (c) The LAQC will include two Paediatric representatives, either scientific or medical.
- (d) The Chair, Deputy Chair and members will be appointed by the Board upon application.
- (e) The Board will consider gender diversity and geographical diversity in their appointments to the LAQC.
- (f) There is an option to co-opt an early career scientist and/or physician with an interest in clinical respiratory physiology.
- (g) Members of the LAQC will have expertise in Clinical Respiratory Physiology and be from either scientific or medical backgrounds.
- (h) Members of the LAQC must be voting members of TSANZ with not less than 5 years' experience working in a TSANZ accredited respiratory laboratory.
- (i) The LAQC has the power to co-opt members until the time of the next AGM of the TSANZ, subject to Board approval.
- (j) The LAQC has the power to create its own advisory sub-committees subject to Board approval. TSANZ members with scientific backgrounds must hold the Certification Examination for Respiratory Function Scientists (CRFS) qualification or equivalent postgraduate respiratory physiology qualification.

- (k) Where there are gaps in TSANZ membership, ANZSRS members who hold CRFS qualifications and have not less than 5 years' experience working in a TSANZ accredited respiratory laboratory may be co-opted to the Committee.
- (l) The minimum term of office for members of the LAQC is five (5) years with the possibility of renewal.

### **3. Meetings and Reporting**

- (a) The LACQ will meet virtually or face to face as is necessary and at least four times per year and as determined by the Chair of the LACQ. Additional meetings may be required dependent upon the number of accreditation applications and issues being managed.
- (b) The Sub-Committee will meet each year face to face at the Annual Scientific Meeting and where possible prior to the AGM.
- (c) The LACQ will report to the Board via the CEO at each Board meeting.
- (d) The Chair of the LAQC, will provide the Board with an Annual Report of Accreditation activity
- (e) Members of the LAQC will be required to meet with individual Assessor panels (normally via teleconference) to provide advice and support as required.
- (f) The Chair shall review and approve the agenda items and advise if an item needs to be added to the agenda.
- (g) The Chair shall review and approve the minutes of the meeting before these are circulated to the Committee for confirmation at a subsequent meeting.
- (h) The meeting agenda and associated papers will be circulated at least five business days in advance of the meeting.
- (i) Secretariat support will be provided by TSANZ office staff.

### **4. Governance**

- (a) Whilst unanimous support to decisions and approvals will be sought, when required a quorum will be achieved via support from a majority of the membership (ie 50% +1)
- (b) The Chair of the LAQC is responsible for ensuring all conflict of interest matters, whether potential or actual, are documented and managed appropriately.
- (c) Any issues of conflict or uncertainty about the operation of the committee will be referred to the CEO and if necessary the Board for resolution. The Board has the right to alter the operation of the Sub-Committee and can at its discretion, disband or reconstitute the Sub-Committee.
- (d) Membership of the sub-committee is solely on the basis of providing advice to the TSANZ Board and any working relationships or partnerships with other organisations are at the discretion of the Board.
- (e) A majority of the members of the Sub-Committee shall constitute a quorum and may, whenever those members deem fit, convene the meeting of the Sub-Committee, provided that either the Chair or the Deputy Chair is among those present.

- (f) Members of the LAQC will contribute to the oversight, management, and assessment of laboratory accreditations as documented in the program manual. Whenever possible, assessor panels of the laboratory accreditation program will contain a LAQC member.