

All Wales Clinical Biochemistry Audit Group

Terms of Reference

Name

The group shall be known as the 'All Wales Clinical Biochemistry Audit Group' (AWCBAG)

Terms of Reference of the AWCBAG

The purpose of the AWCBAG is the organisation of inter-hospital clinical audit activities for clinical biochemistry throughout Wales.

Audit in this context will be defined as the "systematic critical analysis of the quality of procedures and processes used by the laboratory for diagnosis, intervention and treatment, the use of resources and the resulting outcome and quality as assessed by professional health care staff".

Particular attention will be given to:

1. Ensuring the involvement of all relevant laboratory staff and the participation where appropriate of relevant clinicians and other professional health care staff.
2. Ensuring the completion of the audit cycle for chosen topics.
3. Projects assessing the clinical effectiveness of clinical biochemistry services.
4. Publication of activities, achievements and audit outcomes.

Membership of the AWCBAG

All scientific and medical staff holding an appointment, within Welsh Health Board laboratories.

Management of the AWCBAG

The affairs of the AWCBAG shall be managed by a committee comprising of:

Chair
Minute Secretary
Meetings Secretary
Chemical Pathologist
Biochemist North
Biochemist South
BMS Rep
Trainee Rep
ACB Wales Chair
WEQAS Member

Duties of Chair

- To ensure the AWCBAG functions properly
- To ensure the AWCBAG is managed effectively
- To provide support and supervision to committee members

- To represent the AWC BAG as its figurehead

Duties of Secretary

- To keep correct minutes of all proceedings at AWC BAG committee meetings for approval.
- To manage the progression of AWC BAG audits
- To distribute audit questionnaires and AWC BAG standards to the membership
- To manage the AWC BAG content on the ACB website
- To organise for nominations and ballots as required for elections to the committee.
- To liaise with AWC BAG committee members as and when required.

Meetings Secretary

- To plan and organise audit meetings for the AWC BAG
- To liaise with the Meetings Secretary of the ACBWR.
- To publicise nationally and regionally meetings of the AWC BAG

Election of Honorary Officers

The honorary officers shall be elected by the AWC BAG membership following the defined nomination and election procedure, for a period of three years, which may be extended at the discretion of the Committee. The honorary officers will be members of the AWC BAG.

Election of regular committee members

The regular committee members and speciality representatives shall be elected by the AWC BAG membership following the defined nomination and election procedure, for a period of three years and may continue in post if no other members are available.

Nominations and voting

All members of the AWC BAG shall be eligible for nomination and to vote for the chairman, secretary, meetings secretary, regular committee members and the speciality representatives.

Removal of officers

The position of any committee member attending for less than one committee meeting in any full year will be referred to the committee for appropriate action, any extenuating circumstances being taken into consideration.

Finance

The AWC BAG is a voluntary group, which operates without a budget.

Reporting

The AWCBAG reports to the Association for Clinical Biochemistry and Laboratory Medicine (ACB) Wales Region (ACBWR), the National Audit Group (NAG) and Specialist Scientific Advisory Group for Clinical Chemistry (SSAGCC). The AWCBAG standards are published in the Wales region section of the ACB's website.

Meetings

There shall be at least one audit meeting of the AWCBAG during the year.

Two committee meetings will be held during the year to discuss the business of the AWCBAG.

Additional committee meetings may be held at the discretion of the Chair.

Communications

The Committee may receive communications from persons not members of the Association and allow them to be read before a meeting.