

	ACTION	HOW WILL THE ACTION BE ACHIEVED	OWNER	TIMESCALE	RAG STATUS
A	To implement a structure within the ACB which supports all its Aims (1-6)				
1	To support immunology and microbiology members in applying for senior roles within the ACB	Higher visibility of positions available Encourage engagement	Executive	On going	●
2	Greater involvement of retired ACB members within the structure	Promote the functions of the retired members group. Explore ways to integrate and use their expertise.	Executive & Council	On going	●
3	Engage with trainees from other disciplines	Engage a senior member from each discipline to encourage trainees to join. Improve overall membership benefits for others	Executive & Council	On going	●
B	To communicate with the membership, other professional bodies and the public (1,2,3,5)				
1	Continue to support development of a pathology alliance and pursue effective working	Continue to develop links and support the activities of the Alliance	President & Past President	On going	●
2	Determine how the ACB could help if/when test results are given directly to patients, including Lab Tests Online UK	Support the process of supplying results. Promote access to knowledge. Consider modes of information transfer	Executive & Council	On going	●
3	Review and relaunch the ACB Expert Panel, possibly in conjunction with Sense About Science 'Ask for Evidence' campaign	Promote the role of the expert panel	Scientific Committee	On going	●
4	Survey all members to define what they want from membership - annual survey	Construct a survey that can be distributed to the membership.	Executive	On going	●
5	Review current membership categories	Consider a revised category structure to ensure inclusivity	Executive / ACB office	On going	●
C	To publish a journal, books and newsletter in print and/or electronic linked to the ACB (1-4)				
1	Encourage non-clinical Biochemistry disciplines to submit to the journal	Consider marketing strategy to promote uptake Consider committee composition	Annals Editor	On going	●
D	To have Regional, National and International Scientific meetings (1-5)				
1	ACB Office to organise 2017 Focus meeting with appropriate resourcing	Develop and action plan with appropriate timelines.	ACB Office		●
E	To support the training and continuing education of all disciplines related to laboratory medicine, beyond scientific meetings (1-3)				
1	Understand the training needs and delivery following changes in the training programmes (MSC)	Understand the changing landscape and requirements	Education Committee	On going	●
2	To offer a means of validating, recording and auditing CPD to members who cannot or choose not to use other systems	Consider options available and consider shared resources	Executive & ACB Office	Oct 2015	●

3	Consider how needs of medical trainees can be more closely met through the Clinical Practice section, Education and Scientific Committee	Re energise the CPS Understand the changing needs for medical trainees	CPS, Scientific Education Committee	On going	●
4	To engage with representatives of haematology clinical scientists and Immunology Medics exploring possible support that the ACB can offer	Consider the support we could offer to other groups Consider marketing	Executive	Oct 2015	●
5	Liaise with the National school for Healthcare Science to influence policy direction	Engage with the school and offer support	Education Committee	On going	●
6	Development of STP networks	Develop strategy and implementation plan for STP networking Engage with STP groups	Regional tutors & Trainees Committee	On going	●
7	Evaluation of gaps with respect to traceability, and define traceability to support members & Measurement of Uncertainty	Develop further educational resources on traceability.	Scientific committee	On going	●
8	Continue the development and review of the AMALCs	Widen the scope of AMALCs to include all disciplines. Ensure robust review process for all existing monographs	Scientific committee Rob Shorten	On going	●
F	To support research and audit in laboratory medicine specialities, beyond the Association journal (1-4)				
1	To inspire scientific research and innovation through the provision of expert advice and awarding ACB scholarships and ACB Medals	Continue to support awarding of scholarships and medal awards	Scientific Committee	On going	●
2	Hold a national Audit Meeting, either standalone or as part of the national meeting	To organise the meeting as required depending on requirements	National Audit Group	On going	●
3	Develop a way to disseminate PubMed trending	Review of expectations and what is achievable	Scientific & Publications	Oct 2015	●
G	To promote dissemination and formulation of best-practice (1,2,3,5)				
1	Continue to communicate relevant guidelines to the membership and participate in their development where possible	Identify appropriate guidelines and publicise on the website Identify opportunities to support the creation of new guidelines	Scientific Committee	On going	●
2	Support continued quality developments, including Lab Tests Online, AKI guidance and Demand Management	Identify appropriate opportunities to support the quality agenda and where possible act as expert opinion	Scientific Committee	On going	●
3	Continue to develop and implement the findings of the QA Review	Review the QA findings and support the implementation	Executive & Council	On going	●
4	Look at ways in which the ACB can influence the post-translational phase in the development of candidate tests	Review opportunities to influence implementation of useful diagnostic markers, in collaboration with the corporate membership	Scientific Committee	On going	●

5	Develop guidance on how results should be delivered to patients	Review of any pilots that can be learned.	Scientific committee and CPS	On going	●
6	Develop the role of the expert panel and expand its potential use	Review potential areas of interest Develop a strategic approach as to when the expert panel engages	Scientific and CPS		●
H	To help inform national and international policy on laboratory medicine service delivery (1,3,4,5)				
1	Continue to meet with National Clinical Director, ACHS, CSO, RCPATH, IBMS, BIVDA, UKAS and other individuals/organisations	Identify opportunities to liaise with organisations to ensure a voice for the ACB	Executive	On going	●
2	Continue to respond to responses to consultations in Laboratory Medicine related matters	Identify areas for ACB involvement and respond accordingly	All	On going	●
3	Continue to participate in MHRA discussions and consultations on the review to the EU IVD Directive	Support MHRA consultations	Scientific Committee	On going	●
4	Liaise with regulatory bodies including CQC, NICE, CPA/UKAS, HCPC and MHRA to promote science	Identify opportunities to liaise and influence	Executive	On going	●
5	Work with sister professional organisations such as AACC and AACB as well as fostering closer links with other such as CSCC	Collaborate with colleagues from other organisations when opportunities arise such as at international meetings	Executive	On going	●
I	To engage with other organisations within our healthcare sector (1,4)				
1	Develop further relationships with diagnostic companies and industry organisations for patient and mutual benefit	Take opportunity to liaise and collaborate where possible to support mutual aims	Executive & Council	On going	●
2	Establish contact with healthcare delivery sectors other than those within the NHS	Capitalise on opportunities to liaise with healthcare sectors as they present	Executive & Council	On going	●
J	To support members and others with employment issues (1,2)				
1	To try to ensure appropriate standards are in place for the appointment of clinical posts in laboratories	Ensure standards are clearly defined and consistently applied	FCS/Executive	On going	●
2	Recruit and train FCS representatives	Continue to encourage new recruits to support the functions of the FCS	FCS Executive	On going	●
K	To maintain financial health of the organisation and others (1,6)				
1	Explore additional sources of income, including a marketing plan for Tooley St room rental	Preparation of a marketing strategy – Identify potential income streams to support the financial aspects of the ACB	Executive ACB Office staff	On going	●
2	Encourage new membership to the Association especially from laboratory medicine disciplines	Promotion of the key benefits of ACB membership	Executive, Council & ACB Office	On going	●

3	Establish a maintenance budget for premises as an on-going requirement	Scope work investment required to maintain the premises	Director of Finance & ACB Office	On going	●
4	Develop a financial strategy to sustain LTO with appropriate financial support	Scope options to ensure sustainability of LTO UK	Executive	On going	●
5	Continue the implementation of the marketing strategy with appropriate resource allocation	Identify key priorities within the strategy and identify appropriate funding	Executive	On going	●
6	Continue to develop the membership benefits packages	Identify key opportunities that are attractive to the wider membership	ACB Office	Ongoing	●
L	To support ACB Office staff in performing their work (1,6)				
1	Develop appropriate budget for Office staff support and training	Undertake a training gap analysis Identify appropriate training resources for office staff	Director of Finance & ACB Office	July 2015	●
2	Review current roles of office staff and establish regular appraisal to ensure and inform staff development	Develop appraisal system or use existing systems	Director of Finance	April 2015	●
3	Develop and support the role of the office staff being the public face of the organisation	Identify staff needs to support this	Director of Finance	April 2015	●
4	Plan for changes to key ACB items e.g. ACB News	Forward planning of key issues within the ACB, to ensure smooth transition.	Executive		●
5	Develop terms of office for LTO UK	Develop a recognised structure for LTO UK with Danielle			●
6	Review the job descriptions of directors	Define requirements and review JDs in line with those requirements			●
7	Develop Job description for ACB News editor	Define scope to inform Job description			●
8	Develop succession planning for key ACB posts	Define a robust forward plan for key posts within the ACB e.g. ACB Editor, National meetings secretary.			●
M	Strategic				
1	Develop a plan for the key issues the ACB should lead on in terms of service delivery and clinical engagements	Undertake a scoping exercise to understand the key areas the ACB should focus on in terms of clinical leadership and service delivery.	Executive	On going	●

2	Develop a road show presentation to be delivered to all regions	Review current topics of interest and develop a presentation that engages the membership on key topics.	Executive	On going	●
3	Consider ways to further develop the relationship between the corporate members and the ACB, and to re energise the corporate members meeting	Topic of the day discussion	Executive	On going	●
4	Develop a strategy for engaging with target universities	Consider opportunities for undergraduate membership	Executive & Council	On going	●
N	IT/Comms				
1	Developing an educational and information sharing interface with the regions using IT	Consider the concept of a virtual network for regional meetings. Webinars etc.	Executive, Webmaster	On going	●

Status Key

- Completed
- Ongoing
- Not started
- On going with no defined end point

Completed Actions 13-14

To publish a journal, books and newsletter linked to the ACB (1-4)				
Advertise for a Deputy Editor of the Annals	Advertise for deputy editor	Publications Committee	ASAP	●
<i>Dr Michael Murphy has been appointed Deputy Director of Annals of Clinical Biochemistry</i>				
To support the training and continuing education of all disciplines related to laboratory medicine, beyond scientific meetings (1-3)				
To liaise with the Academy for Healthcare Science and the National School for Healthcare Science to develop and support Clinical Scientist training	Promote the role of the AHCS Attendance at appropriate meetings Support production of strategic documentation when possible	Executive	On going	●
<i>The ACB continues to liaise with the AHCS. The ACB has nominated Mr Geoff Lester as a Director on the AHCS Board and has nominated 3 members to sit on the AHCS Scientific Professional Committee.</i>				
To liaise with the National School for Healthcare Science to develop and support Clinical Scientist training and the accreditation of training centres	Attendance at appropriate meetings.	Executive	On going	●
<i>The ACB continues to play a major role in writing and running the OSFAs, monitoring STP trainees and accreditation of training centres.</i>				
Consider the place of National training courses in the light of changes to training	Understand the training requirements and undertake a gap analysis. Consider financial viability of these courses in their current format	Education Committee	Oct 2014	●
<i>Training courses will be reduced to 1 two-day course a year. The Focus training day will be continued.</i>				
To communicate with the membership, other professional bodies and the public (1,2,3,5)				
To pursue recruitment for a lay person to help the ACB	Seek appropriate candidate to act as layperson for the ACB	Executive	ASAP	●
<i>Mr Graham Donald has been recruited as a Lay Representative</i>				
To have Regional, National and International Scientific meetings (1-5)				
To apply to host Worldlab 2020 in Glasgow	Prepare application	National Meetings Committee	ASAP	●
<i>An application was produced and submitted but was unsuccessful</i>				

Promote the ACB on the world stage through supporting members who wish to take up positions with EFLM, IFCC, etc.	Offer appropriate support to members who wish to take on extended roles	Executive	On going	●
<i>Ongoing</i>				
To support research and audit in laboratory medicine specialities, beyond the Association journal (1-4)				
Hold a National Audit Meeting to accommodate the Annual General Meeting	Preparation to hold the audit meeting	National Meetings Committee	May 2014	●
<i>The National Audit Meeting and ACB/FCS Annual General Meetings have been arranged for 21st May 2014 in Birmingham.</i>				
To award ACB scholarships and ACB Medals	Consider appropriate applications	Executive & Council	On going	●
<i>The ACB Medal Award and Scientific Scholarships have been awarded for 2014 and will continue in 2015.</i>				
To support members with employment issues (1,2)				
To attempt to ensure suitable standards are in place for the appointment of consultant posts	Review current practice and ensure membership continue to be aware of the process for consultant appointment	Executive & Council	Oct 2014	●
<i>Ongoing</i>				
To maintain financial health of the organisation (1,6)				
To investigate the financial implications of the membership receiving publications in an electronic format only.	Consider the financial impact	ACB Office	April 2014	●
<i>After further investigation the proposal was deemed unworkable due to VAT implications</i>				
Review the economic benefits and incentives for the membership	Identify any areas where additional benefits can be realised by the membership. Promote a benefits package	Executive	Oct 2014	●
<i>A new member benefits package 'ACB Extras' has been launched for members.</i>				
To support ACB Office staff in performing their work (1,6)				
Task and finish group to do option appraisal for replacement IT systems	Identify IT requirements Scope options available	Director of Finance & ACB Office	Oct 2014	●
<i>A new computer system has been installed in the ACB offices</i>				
Install air conditioning and improve interior decoration in ACB Offices and meeting rooms	Identify requirements and appropriate funding stream.	Director of Finance & ACB Office	Oct 2014	●

New air conditioning has been installed and the offices have been redecorated.

Completed Actions 15/16

Co-opted trainee rep on Executive	Approach the trainees committee and request support	President	Complete	●
To establish a means of allowing retired ACB members to communicate electronically as an Alumni group and become involved with the ACB	Consider support mechanisms to promote electronic forms of communication	Executive	On going	●
Consider name change for the organisation	Canvass membership over potential name change highlighting pros and cons	Executive and Council	On going	●
Establish a task and finish group to supervise the delivery of an electronic interactive ACB News. Consider electronic ways to inform members	Consider the future format for the ACB News and future succession planning	Executive & Council	Oct 2015	●
To investigate new formats for the national meeting, either with a return to a smaller venue or in collaboration with other societies	Options appraisal to future consider format Consider cost effectiveness of the options	Executive	Oct 2015	●
Develop the role of the expert panel and expand its potential use	Review potential areas of interest Develop a strategic approach as to when the expert panel engages	Scientific and CPS		●
Develop system to predict vacancies within international organisations such as EFLM and IFCC	Identify vacancies Identify suitable ACB nominees	Executive	On going	●
Appoint a new chair of Corporate Members	Liaise with Corporate colleagues to achieve this.	Executive	ASAP	●
CPS to develop a strategy for engaging with Pharma	Options appraisal	CPS		●
Promote the role of the FCS to scientist and medical members and develop current benefits package	Consider marketing strategy for FCS to consider membership expansion. Consider benefits available to ACB members	FCS Exec/Council	On going	●
Investigate Royal Charter status	To assess the benefits of charter status and define criteria for application	Kate	February 2016	●
Develop 7 day services – desirable TAT document	Continue to inform the essential requirements documentation for 7 day services.	CPS	On going	●
Appoint an Equality and Diversity Champion	Approach suitable candidates to request support for this initiative	Executive/PN	Ongoing	●