



Document	CSCC Council Policy on Creation of Task Forces and Development of Position Statements
Category	<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Terms of Reference <input type="checkbox"/> Discussion Draft <input type="checkbox"/> Working Document <input type="checkbox"/> Legal/Organization
Dates	Last Updated: _____ Last Approved: _____ Schedule for Next Review: _____
Responsibility	<input type="checkbox"/> Education & Scientific Affairs <input type="checkbox"/> Professional Affairs <input type="checkbox"/> Public Outreach <input type="checkbox"/> Publications <input checked="" type="checkbox"/> General Council Affairs <input type="checkbox"/> Head Office <input type="checkbox"/> Executive Committee <input type="checkbox"/> Committee/SIG/Other: _____
History	



CSCC POLICY ON CREATION OF TASK FORCES AND DEVELOPMENT OF POSITION STATEMENTS

Position statements published by the CSCC offer a high profile opportunity to provide leadership in progressive or controversial areas of laboratory medicine. Developing a position statement will most often be as a result of the research and deliberations of a Task Force struck to consider a topic.

The following guidelines have been developed to provide a consistent framework by which Task Forces are struck and Position Statements are prepared and evaluated, and also to encourage members of the CSCC to participate in this process.

Task Force Proposal

Any member in good standing of the CSCC may propose a topic for consideration as a Task Force project. The proposal should encompass an area of laboratory medicine that would benefit from new or revised guidelines for voluntary adoption. Topical areas of concern are likely to have most impact

The proposal should conform to the outline presented below and be directed to the Executive Committee which will assign it to the most appropriate Division (Education and Scientific Affairs or Professional Affairs). The assigned Division will consider the proposal and bring its recommendation on establishing the Task Force to Council for endorsement.

Council may also propose a topic for a Task Force.

Recommended Outline

1. **Proposed title**
2. **Submission made by**

Name

Address

Province

Postal Code

Telephone

Email

3. **Brief description**

Describe succinctly why the proposed project is suitable and timely. Include a brief description of what would be addressed, how, and to what depth specific areas would be investigated, and suggest what organizations, groups, or individuals might benefit from the work of the Task Force.

4. **Timeline**

Propose a preliminary and realistic schedule for completion of the project, indicating key activities and milestones. See example. If a topic is “hot” a shortened timeline may be required. The total time should be no longer than two years.

Month	Activity	Milestone
Jan 20--	Proposal to CSCC	
Mar 20--		Acceptance by CSCC, appoint Chair
Apr 20--	Invite members, prepare agenda	
Jun 20--	First meeting, etc.	
Dec 20--		First draft
May 20--		Final draft
May 20--	Independent review	
Sep 20--		Acceptance by CSCC
Oct 20--	Offered for publication	

5. **Membership**

Membership will be extended by invitation only to suitably qualified individuals, and need not be limited to CSCC members. Members who are CSCC members must be in good standing.

Council may appoint the individual proposing the project as Task Force Chair, or may solicit another individual as Chair.

Provide a list of proposed members, and indicate their position (Chair, Vice-Chair, member), name address, tel / fax / e-mail, and whether they have been contacted with regard to their participation. For example:

Position	Nominee	Address / tel / email	Contacted (Y / N)
Chair			
Vice-Chair			
Member			

6. **Review**

Before the CSCC Council can consider acceptance of a final report or Position Statement, it must have been reviewed by two independent referees, one of whom should normally be from outside Canada.

The Task Force Chair will provide the names and addresses of at least two referees who would be asked to review the final product. Council may also recommend or solicit referees.

7. **Interim reports**

The Chair of each Task Force will be expected to provide interim progress reports to the Head of the assigned Division, who will submit the progress reports to Second and Third Council of the CSCC. Any unexpected difficulties should be reported to the Chair of the assigned Division in a timely fashion.

8. Publication

Make a recommendation to the Publications Division regarding the publication of the Position Statement as a free-standing brochure, or in a journal; if the journal is not Clinical Biochemistry, give reasons.

9. Special needs

Other than a written Position Statement, identify alternate or additional forms of presentation being considered (e.g., videotape, audiotape, brochure, bound product).

10. Funding

Indicate if any funding will be required to complete the Task Force report for presentation to the Division (e.g., to cover mailing, fax, courier, meeting costs). Provide estimates and indicate from which sources funding will be sought.

Note that budget requests are considered by Second Council and must be submitted to the Division Head in advance, and that publication costs are in the budget of the Publications Division.



CSCC POLICY ON EVALUATION OF PROPOSALS FOR TASK FORCES AND DEVELOPMENT OF POSITION STATEMENTS

1. Proposed title:

Submission made by:

Date of submission:

2. Is the project description complete and clearly described?

Yes No Requires improvement _____ *

* - Provide recommendations to the proposed for improvement and offer resubmission; re-evaluate

3. Is the project similar to any completed, on-going, or proposed project of the CSCC or other professional organization?

CSCC Yes No
Other organization Yes No Unknown _____

4. Evaluate the project as presented, in terms of potential value to the CSCC, CSCC membership laboratory medicine, and allied health professions and organizations. [Circle one]

Minimal Little Moderate Substantial Great

Comment on which groups will benefit, and how: _____

5. Is funding being sought for this project? Yes No
Source CSCC Other &

& - Specify _____

6. Is this project recommended for development? Yes No # _____ Conditional #

- Provide brief explanatory comment here and to the proposer: _____

7. Documentation

For all applications submit a copy of the evaluation form to the next CSCC Council for information. For successful applications, also provide a copy of the full proposal to allow endorsement.

Evaluator (please print): _____

Signature: _____

Division _____