



Document	CSCC Division: Education & Scientific Affairs (ESAD)
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SECTION 3
EDUCATION & SCIENTIFIC AFFAIRS DIVISION (ESAD)

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 - i) Special Interest Groups – Annual Report (fillable form) – 2016

1. TERMS OF REFERENCE

Purpose

The Division is responsible for all aspects of educational activities and scientific affairs of the CSCC, including all matters pertaining to education and continuing education, scientific meetings, and quality activities. The Division may propose topics for possible CSCC position statements for consideration by Council.

Structure

1. The Division shall be composed of committees, working groups (WGs) and special interest groups (SIGs) as applicable. At the discretion of the Division Head, and with approval from CSCC Council, committees are established in areas of long-term interest to the CSCC. WGs are established in focused areas and may be disbanded after the work has been completed. Current Division committees, WGs and/or SIGs include: Travelling Lectureship Committee, Cardiovascular Disease Lectureship Committee, Critical Care Lectureship Committee, CSCC Education Roundtables Committee, CSCC Quality Management Working Group, Harmonized Reference Intervals Working Group, Body Fluids Working Group, and a variety of active and inactive SIGs.
2. The Division Head is elected by CSCC membership. The term of office of the Division Head shall be three years and, subject to review, is renewable once.
3. The Division Head appoints the Chairs of committees and WGs, where applicable, or may be the Chair of the committee or WG. CSCC Council will be notified of all appointments. An appointment may be subject to ratification by CSCC Council when a conflict of interest is declared by the Division Head. SIG Chairs are appointed by SIG members.
4. All committees and WGs shall have their own Terms of Reference (TOR). The term of office of committee Chairs shall be 3 years and renewable once, unless a suitable candidate cannot be identified for subsequent terms. The term of office of WG Chairs shall be determined according to the task and the TOR of the WG. The terms of office of the Chairs within the Division should be staggered so that not all the Chairs are renewed in the same year. SIGs all share the same standard TOR, and Chairs do not have a limit on their terms of office. SIGs must submit an annual report to remain active.
5. Committee and WG Chairs appoint their members, including Vice Chairs and members at large. The terms of office of Vice Chairs and members at large shall be according to the TOR of the committee or WG. SIG members are self-appointed based on interest and do not have limits on their terms of office.
6. The Division Head will work with one or more Councillors to support and coordinate the work of the Division.

Manner of Conducting Business

1. The Division Head shall coordinate and/or support the activities of the committees, WGs and SIGs.
2. The Division Head will work with the Chairs of the committees, WGs and SIGs to develop annual goals, budget, etc. as appropriate. Chairs will inform the Division Head if agreed-upon goals cannot be attained. Members of the Division are expected to actively contribute in a timely fashion on matters and policies of the Division as appropriate.
3. The Division Head shall meet with the Chairs of the committees, WGs and SIGs by conference call / video conference as necessary. Business may also be undertaken by other manners of correspondence (e.g. email).
4. The Division Head and the Chairs of the committees, WGs and SIGs shall liaise with other CSCC Divisions as required.
5. When CSCC Council identifies a task consistent with the mandate of the Division, the task shall be referred to the Division Head. The Division Head then will assign the task to an appropriate committee, WG or SIG within the Division. If an appropriate committee, WG or SIG does not exist, the Division Head will initiate its formation in order to carry out the task.
6. Chairs of committees and WGs will provide written reports to the Division Head prior to each CSCC Council meeting. SIGs must submit an annual report to the Division Head prior to the annual CSCC conference. The Division Head will report to CSCC Council on behalf of the Division at each CSCC Council meeting.

Budget

1. The Division Head, along with the Chairs of the committees and WGs, shall develop a budget request for the Division and its activities. The Division Head will submit this to the CSCC Treasurer and/or CSCC Council for incorporation into the budget proposal to CSCC Council. Budgets are approved by CSCC Council on an annual basis. Unspent funds will not be carried over from year to year unless approved by CSCC Council.
2. The Chairs of the committees and WGs shall authorize approved budget expenses for their groups. The Division Head shall review non-budgeted expenses and forward them to the CSCC Treasurer for approval.
3. No funds are allocated to SIGs. Should a need for funds for a special project arise, a request must be made to CSCC Council outlining the purpose and budget required for the project.

Decisional Authority

The Division Head has the authority to make decisions on behalf of the Division. When appropriate, this will be after discussion with the Chairs within the Division. Consensus of opinion shall be sought whenever possible. Any unresolved disagreements in decision will be brought before CSCC Council.

Division-Specific Activities

None at the time of review of this Terms of Reference.

2. COMMITTEES, WORKING GROUPS AND SPECIAL INTEREST GROUPS

The information in this section was current at the time of writing (August 2021).

COMMITTEES

Name	Active / Inactive	Chair / Co-Chairs	Vice-Chair
Travelling Lectureship Committee	Active	Division Head	n/a
Cardiovascular Disease Lectureship Committee	Active	Division Head	n/a
Critical Care Lectureship Committee	Active	Division Head	n/a
CSCC Education Roundtables Committee	Active	Dr. Felix Leung	n/a

WORKING GROUPS

Name	Active / Inactive	Chair / Co-Chairs	Vice-Chair
CSCC Quality Management Working Group	Active	Dr. Edward Randell	n/a
Harmonized Reference Interval Working Group	Active	Dr. Khosrow Adeli	
Dr. Christine Collier	n/a		
Body Fluids Working Group	Active	Dr. Cynthia Balion	n/a

SPECIAL INTEREST GROUPS

Name	Active / Inactive	Chair / Co-Chairs
CALIPER	Active	Dr. Khosrow Adeli
COVID-19	Active	Dr. Danijela Konforte (interim)
Monoclonal gammopathy	Active	Dr. Ronald Booth
Pediatric and perinatal focus group	Active	Dr. Vilte Barakauskas /
Dr. Benjamin Jung		
Point-of-care testing (POCT)	Active	Dr. Julie Shaw
Quality improvement through quality indicators monitoring	Active	Dr. Vincent de Guire
Toxicology (ToxIG)	Active	Dr. Loralie Langman
Utilization management	Active	Dr. Daniel Beriault / Dr. Karina Rodriguez-Capote
Autoverification	Inactive (2016)	n/a
Fluids	Inactive (2016)	n/a

3. APPENDICES

Appendix A: Terms of Reference and related documents for the committees, working groups and special interest groups of the CSCC Education & Scientific Affairs Division

The information in this section was current at the time of writing (June 2021).

a) Travelling Lectureship Committee – Terms of Reference – 1998

b) Cardiovascular Disease Lectureship Committee

A Terms of Reference remains to be developed for this committee.

c) Critical Care Lectureship Committee

A Terms of Reference remains to be developed for this committee.

d) CSCC Education Roundtables Committee – Terms of Reference – 2017

e) CSCC Quality Management Working Group

A Terms of Reference remains to be developed for this working group.

f) Harmonized Reference Intervals Working Group

A formalized Terms of Reference document has not been received from this working group.

g) Body Fluids Working Group – Terms of Reference - 2020

h) Special Interest Groups – Terms of Reference – Unknown year

i) Special Interest Groups – Annual Report (fillable form) – 2016