



Document	<b>CSCC Division: Professional Affairs (PAD)</b>
Category	<input type="checkbox"/> Policy <input checked="" 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 checked="" type="checkbox"/> Professional Affairs <input type="checkbox"/> Public Outreach <input type="checkbox"/> Publications <input type="checkbox"/> General Council Affairs <input type="checkbox"/> Head Office <input type="checkbox"/> Executive Committee <input type="checkbox"/> Committee/SIG/Other: _____
History	Revised September 2021



## SECTION 4 PROFESSIONAL AFFAIRS DIVISION (PAD)

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## 1. TERMS OF REFERENCE

### Purpose

The Division is responsible for all aspects of professional affairs of the CSCC, including all matters pertaining to changes in the working environment, active promotion and representation of the profession in a proactive manner, representation of the CSCC on the inter-society committees and working groups, and promotion of the current standards of clinical practice. Additional Division-specific purposes include overseeing awards and grants, surveying working conditions at least every second year (e.g. National Salary Survey), and serving as a point of contact for communication between provincial societies in relation to application for regulated health profession, for communication with other professional healthcare organizations in Canada and internationally (e.g. Choosing Wisely Canada, CADTH, IFCC, Lab Tests Online, Canadian Standards Association, Joint Committee for Traceability in Laboratory Medicine (JCTLM)). 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 representatives on external professional groups, 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.
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. The appointment of representatives on external professional organization depends on a role and is described in more details in the appendices.
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.
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.
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 and WGs.
2. The Division Head will work with the Chairs of the committees and WGs 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 and WGs 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 representatives on the external professional groups 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, or WG within the Division. If an appropriate committee, or WG does not exist, the Division Head will initiate its formation in order to carry out the task.
6. Chairs of committees and WGs, and representatives on the external professional groups will provide written reports to the Division Head prior to each CSCC Council meeting. 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.

### **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**

1. Monitor legislation and the activities of other health care societies that may impact on the practice of clinical chemistry and assist with the development of strategies to address them. Liaise with provincial societies involved in applications to the regulated profession.
2. In collaboration with the Outreach Division, promote the profession by developing opportunities to enhance the awareness of clinical biochemists.
3. In cooperation with the Education & Scientific Affairs Division, promote personal professional development through education.
4. Monitor activities of CSCC members in other groups (e.g. IFCC committees and working groups, CSA, JCTLM, LTO)
5. Help support activities of the Grants and Awards Committee. Please refer to the appendices for a list of awards and grants overseen by the Division. The accompanying Terms of Reference documents provide more information on each award and grant.
6. Review and approval of job postings prior to publication on the CSCC website.

## 2. COMMITTEES, WORKING GROUPS AND REPRESENTATIVES ON EXTERNAL PROFESSIONAL GROUPS

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

### COMMITTEES

Name	Active / Inactive	Chair / Co-Chairs	Vice-Chair
CSCC Awards Committee	Active	Immediate Past-President	n/a

### REPRESENTATIVES ON EXTERNAL PROFESSIONAL GROUPS

- A. IFCC Committee Members and IFCC Working Group and Task Force Members
- B. CSA Z252 technical committee and ISO TC212 technical committee
- C. Lab Tests Online
- D. Joint Committee for Traceability in Laboratory Medicine (JCTLM)

An up-to-date list of representatives is compiled and maintained by the Division Head in collaboration with CSCC Head Office.

Each representative at least once a year shall submit a report to the Division Head to be presented to CSCC Council and to be included in the CSCC newsletter.

### **3. ADDITIONAL DIVISION-SPECIFIC MATERIALS**

#### **3.1. National Salary Survey**

Administered every two years and overseen by the Division Head in collaboration with one or more of the CSCC Councillors.

#### **3.2. CSCC Guidelines for the Employment of Clinical Chemists**

##### **Preamble**

The following guidelines are intended to clarify some of the issues governing conditions of employment and shall be deemed to refer to both Ph.D. and M.D. Clinical Chemists who are eligible or hold certification by the Canadian Society of Clinical Chemists. They should assist the Clinical Chemist in negotiations that will lead to a greater opportunity for satisfaction and fulfillment in a professional career.

##### **Basic Ethical Considerations**

The Clinical Chemists shall follow accepted ethical practices:

- in negotiating reimbursement for interview expenses only where there is a clear and sincere interest in the position offered;
- in honoring all previous and current employment agreements, including confidential or proprietary information;
- in limiting outside professional and non-professional activities to a level that will not diminish the quality of his or her primary professional responsibilities;
- in giving adequate notification of a decision to accept an offer of a position elsewhere.

The Employer shall follow accepted ethical practices:

- in dealing with complaints of unsatisfactory performance that may affect the professional reputation of the Clinical Chemists;
- in dealing with grievances originating among staff under the direction of the Clinical Chemist.
- in acknowledging the right of the Clinical Chemist to advance his or her professional career by moving to a position perceived to be offering a greater opportunity.

##### **Hiring Procedures**

The administrative Officer acting for the Board of Directors shall explain the conditions of employment fully and include them in a written Job Description which shall set forth clearly any associated legal obligations. Employment, promotion and compensation policies shall be defined, including the range of fringe benefits to which the Employee is entitled. Policy regarding the handling of complaints by either the Employer or Employee should be defined and the conditions for termination of employment, and payment of severance compensation, should be included. All terms of employment agreed to in writing are to be honoured by both signatories.

##### **Terms of Employment**

1. The Employer shall provide appropriate office space, safe laboratory facilities and adequate staff to enable the Clinical Chemist to function effectively;

2. The Certified Clinical Chemist should be appointed to the Laboratory and Institution as a member of the Medical Staff, or equivalent position;
3. The degree of authority granted to the Clinical Chemist will depend on consideration of efficient administration, effective laboratory management, personal qualifications and career aspirations, and should be a negotiated agreement between the Hospital or Laboratory Administrator, the Chief Pathologist or Chief Clinical Chemist, and the Clinical Chemist. The authority accorded the appointee and the lines of communication should be such that the Clinical Chemist is able to discharge fully his professional responsibilities within the Hospital, the Corporate or Laboratory administrative structure, as well to physicians and patients served by the Laboratory.
4. The Clinical Chemist will expect to be able to communicate directly with clinical personnel, and in a professional capacity to have right of access to medical records when necessary, having due regard for the confidentiality of such records. This should be acknowledged in the terms of employment;
5. Where the Clinical Chemist is to be Director of the Laboratory and may be subject to malpractice litigation, the Employer should undertake to afford appropriate insurance protection;
6. The salary scale for Ph.D. Clinical Chemists performing comparable functions and in roles of similar responsibility should move in the direction of parity with that of medically qualified staff working in the same field or in cognate disciplines of laboratory medicine;
7. Fringe benefits accorded a Clinical Chemist who is employed on a full-time basis, should include such items as pension contributions, group life, medical, dental, long-term disability, and other benefits proved for members of the professional staff. Working hours should be fair, with adequate paid vacations and the right to leave of absence during family emergencies.
8. The Clinical Chemist should be allowed time (averaging at least 10 days per year) to attend approved meetings of professional societies, or refresher courses that serve to upgrade professional competence, and should receive reasonable financial support for such conventions and courses. The Employer should provide access to an appropriate selection of professional books and journals;
9. The Clinical Chemist shall undertake to perform all duties and assignments diligently and to increase professional expertise through continuing education. The Employer should ensure that employment conditions enhance the ability of the Clinical Chemist to carry out his or her responsibilities. It must be possible to maintain research activities that are necessary to keep the laboratory up-to-date and constantly improve its contribution to patient care;
10. The Clinical Chemist's responsibilities for such aspects of laboratory management as budget should be defined, and he or she should be provided with economic data and appropriate financial and business documents pertaining to these responsibilities. The Clinical Chemist must have ultimate responsibility for all laboratory management, including regular performance reviews of personnel, and all hiring and dismissal procedures. The Clinical Chemist's own performance should be subject to periodic review by higher authorities and when indicated this should lead to constructive suggestions, and extension or adjustment of responsibilities;
11. If the Clinical Chemist is permitted to engage in consulting activities outside his or her primary professional responsibility, this privilege and the percentage of time so allowed should be stated in the Terms of Employment;
12. The Clinical Chemist should be permitted to participate in professional and scientific society affairs, and should be allowed reasonable time, consistent with the performance of regular duties, to carry out responsibilities in such organizations;
13. Where a Clinical Chemist is supported on a part-time basis by more than one Employer, a pro-rata contribution to fringe benefit expenses should be arranged.



### **Procedure Regarding Termination of Employment**

1. It should be understood that the Clinical Chemist will not be dismissed without due process of a just hearing and for an established reason. Terms of Employment should identify a recognized pathway for grievance procedures within the Laboratory or Institution. The Clinical Chemist shall have the right to appeal through the Professional Affairs Committee of the Canadian Society of Clinical Chemists.
2. The Employer or the Employee must provide ample notification (one month for each year of up to 10 years of service) of termination of the contract between them and assist where the Clinical Chemist is moving to a new employment location. Severance pay should amount to 50% of the salary earned during the required notification period.
3. A Clinical Chemist terminated after 5 years of service should in addition have a fully vested pension rights with survivor benefits.

(February 19-20, 1988 Council)

### **3. APPENDICES**

#### **Appendix A: Terms of reference and related documents for the committees and working groups of the CSCC Professional Affairs Division**

- a) Awards Committee
  - i. CSCC Award for Outstanding Contribution to Clinical Chemistry
  - ii. CSCC Award for Innovation in Laboratory Medicine
  - iii. CSCC Award for Research Excellence
  - iv. CSCC Award for Education Excellence

See Handbook Section 7 Nominations and Awards

#### **Appendix B: Terms of reference and related documents for grants of the CSCC Professional Affairs Division**

- a) CSCC Trainee Elective Visit Grants
- b) CSCC Grant for Leadership and/or Administration
- c) CSCC Trainee Travel Grants
- d) CSCC Grant for Educational Activities and Professional Development
- e) CSCC Regional Grants

See Handbook Section 7 Nominations and Awards

#### **Appendix C: IFCC**

See Handbook Section 2 Council Roles & Responsibilities Item 7

#### **4.5 Appendix D: CSA Z252 technical committee and ISO TC212 technical committee**

##### **Terms of Reference:**

The CSA Technical Committee on Laboratory Medicine and ISO TC212 Technical Committee will be involved in the development, evaluation and promotion of standards with respect to the following issues:

- Laboratory equipment performance
- Education/training
- Procedures
- Reference/quality assurance

The Technical Committees will promote and strive towards international harmonization with the cooperation of such organizations as the Commission on World Standards and the National Committee for Clinical Laboratory Standards.

Upon request, the Technical Committee on Laboratory Medicine will assist other organizations to develop, evaluate and promote practice parameters and professional standards.

## **Appendix E: Lab Tests Online – Editorial Board Member**

### **Roles and Responsibilities:**

- Attend Editorial Meetings - (1 hour bi-weekly)
- Review all planned posts, including News Items, and, where relevant or appropriate, provide feedback and discussion at meetings
- Perform Assignments to review test pages - (3 to 4 per year)
- Participate in annual strategic planning
- Participate in survey and content planning

### **Term:**

3 years (with an option to renew once)

### **Eligibility:**

- Full CSCC member in good standing
- Clinical Biochemist with expertise and knowledge in a wide range of Clinical Chemistry and Laboratory Medicine topics
- At least 5 years of working experience in the area of Clinical Chemistry
- Excellent Writing and Communication Skills

## **Appendix F: The JCTLM Working Group for Traceability, Education and Promotion (WG-TEP)**

As per website: <https://www.jctlm.org/about-us/>

The aim of WG-TEP is to produce and promote educational materials to demonstrate the value of traceability in laboratory medicine as a means to reduce between method variability in the interests of improved clinical outcomes and patient safety.

### **The specific roles of WG-TEP are:**

- Organisation of the two-yearly JCTLM Members Meeting
- Organisation of JCTLM scientific and educational meetings, symposia and conferences
- Assessment of applications for meetings to be held with JCTLM auspices
- Production of educational materials to promote the value of traceability in laboratory medicine
- In conjunction with the JCTLM Secretariat production of the annual JCTLM e-newsletter
- Production and maintenance of a 'traceability' website, which contains information, resource material and regular news items about the role of traceability in laboratory medicine. This website will link to the JCTLM database and will be available to link to the websites of all JCTLM members