



## Governance principles for editing the National Laboratory Medicine Catalogue.

Overall responsibility for governance is taken by the governance board of the National Laboratory Medicine Catalogue (NLMC). Day-to-day responsibility is delegated to the National Clinical Lead, working in collaboration with the discipline leads.

### Selection of National and Specialty leads.

This was performed by open advertisement followed by candidate selection and interview. All are Fellows of the Royal College of Pathologists who hold substantive consultant appointments and are on the specialist register of the General Medical Council. The names are posted on the Royal College of Pathologists website together with a short CV.

### Selection of subject matter experts.

Subject matter experts (SME's) are selected by the Specialty leads in consultation with relevant stakeholder groups. It is expected that they have particular expertise in the area of the catalogue that they are being asked to review. The names of the SME's together with reason for selection are sent to the National Lead for information purposes using the following pro forma. The SME will be registered on the NLMC database by the Specialty lead.

Forename	Surname	Institution	Area of expertise	Reason for selection	Stakeholder organisation(s)

Each review will have a review lead, which may be a clinical lead or a designated SME. In addition, each review will involve a minimum of one SME. If it is felt that the area undergoing review is not very well defined or there may be divergent views, a second SME will be appointed. The first SME will undertake the initial review and the second SME will act to check the conclusions. The review lead then checks the review is complete and if they are happy with it submits it to the National lead as representative of the NLMC board.



The completed review will then be circulated to the stakeholders, for comment, including an instruction on to whom any comments should be addressed. The message will include a closure date by which all comments should have been received. The review will then be presented to the NLMC board, together with stakeholder comments if the National Lead regards that as appropriate.

Possible outcomes are: acceptance of the review; acceptance subject to further discussion; or rejection.

If a review is rejected the National Lead will discuss the matter with the responsible Specialty lead.

