

NLMC Board Terms of Reference

1. Purpose of the NLMC Board

To host the effective governance and quality management of the National Laboratory Medicine Catalogue (NLMC) content on behalf of the NHS. Governance to be enacted through application of defined editorial principles and a series of standard operating procedures agreed between the hosting organisation, the Royal College of Pathologists (RCPATH) and the Department of Health (DoH). The scope of NLMC Board activities may be subject to change over time as the NLMC evolves.

2. Main Functions of the NLMC Board.

- To direct the NLMC Executive team.
- To promote the application of existing standards and best practice.
- To facilitate the acceptance of the NLMC as an information standard for a pathology service catalogue. This will require close liaison with the Information Standards Board (ISB).
- Quality Review and ownership of the NLMC editorial principles.
- Quality Review and assurance of the NLMC clinical content and data quality on behalf of the NHS through joint working with the appropriate NHS CfH Boards and Committees.
- To make initial decisions on the best route for clinical evaluation of each proposed additions to the catalogue, followed by referral to other bodies (e.g. NICE) if appropriate
- To accept or reject submissions for inclusion of new tests or deprecation of existing tests in the NLMC (with the benefit of advice as appropriate).
- Assessment and sanction of submissions for modification of existing NLMC content, for example a change to an existing pathology test name or alteration of a bound SNOMED CT code associated with a specific test.
- To maintain a transparent audit trail of the Boards' activities including but not limited to reasoning for accepting or rejecting submissions for changes to the NLMC.
- Active engagement with the stakeholders to facilitate the clinical acceptance and systems integration of the NLMC for any pathology electronic order communications solution deployed in the NHS.
- Provide clinical leadership to pathology service professionals within the NHS including guidance on appropriate test usage.
- To facilitate resolution of ambiguities and conflicts in the information structure and content.
- To ensure timeliness of the development of the Catalogue.

3. Core Representation on the NLMC Board

- Royal College of Pathologists (RCPATH), chairperson
- Department of Health
- NHS Evidence
- Office of the Chief Clinical Officer (OCCO)
- Institute of Biomedical Science (IBMS)
- NHS Connecting for Health
- Senior representation from Strategic Health Authorities (SHAs)
- National GP Lead
- Academy of Medical Royal Colleges
- NLMC Lead Coordinator
- UK Terminology Centre (UKTC)
- Technical consultant
- Lay Representation.

It is acknowledged that the core Board representation does not have sufficient breadth to cover all aspects of pathology and it is envisaged that additional specialist representatives may be temporarily seconded to the Board as the Board sees fit.

4. Conditions for Quoracy

The NLMC Board will not be considered quorate unless 50% or more of the core membership is present at the Board meeting including the chairman, a representative from the Department of Health and a representative from NHS Connecting for Health. Board members (including the three specified above) who are unable to attend may personally nominate delegates in advance of the start of a meeting; such delegates will be included in calculations of quoracy.

5. Meeting Frequency and Venue

The frequency and venue of meetings will be defined by the NLMC Board at their first meeting. Initially meetings may have to be planned as required on a month by month basis however as the level of activity stabilises it is anticipated that a yearly calendar of planned meetings should be schedulable in advance.

The Board will meet no less than once every 6 months. Every opportunity will be taken where feasible to conduct Board business electronically, for example via email, so expediting the work and keeping the need for face to face meetings to a minimum.

6. Accountability.

The NLMC Board shall be jointly accountable to the Department of Health and NHS Connecting for Health with regards to its activities.

7. Reporting arrangements.

- The NLMC Board shall ensure appropriate secretarial support at all meetings to allow the creation of accurate NLMC Board minutes.
- The NLMC Board will ensure transparency of its activities to the NHS and patients by making minutes, NLMC updates and news items freely available via appropriate Internet websites.
- The NLMC Board will hold an annual meeting for NLMC stakeholders.
- The NLMC Board will proactively target key stakeholders for information updates regarding the NLMC as appropriate

8. Review of the NLMC Board terms of reference.

The NLMC Boards' terms of reference will be reviewed annually as a minimum and more frequently if warranted.