

Medical Center Laboratory Stewardship Committee Charter

Purpose:

The purpose of the Laboratory Stewardship Committee is to ensure optimal patient care by efficient clinical and anatomical laboratory diagnostic utilization via overview by a multi-disciplinary committee comprised of board-certified physicians. The Committee accomplishes this by assessing the clinical utility of the increasing number of laboratory tests.

Authority and Accountability:

Membership: The members of this sub-committee are members credentialed and privileged representing the follow disciplines

- a. Internal Medicine
- b. Oncology/Hematology
- c. Infectious Disease
- d. Pathology
- e. Pediatrics
- f. Chief Medical Officer
- g. Ad Hoc Specialists

The Department of Pathology's Chairperson will serve as Chairman.
The Director of Laboratory Services will serve as Secretary.

Composition: The core committee will consist of members from the following departments

- a. Internal Medicine
- b. Oncology/Hematology
- c. Infectious Disease
- d. Pathology
- e. Pediatrics

Mandatory Membership: The Department of Pathology's Chairperson will serve as Chairman.

Additional non-voting members are the Chief Financial Officer, the Chief Executive Officer of the Medical Center, Director Laboratory Services, appointed Representatives of Clinical Informatics, Information System, Nursing, Hospital Quality and Case Management.

Chairperson Term Limits: 2 year rotation with the option to renew terms.

Meeting Frequency: Minimum of 4 meetings per calendar year
Committee may approve alternative communication plans to assure expeditious decisions by committee members as needed.

Attendance: The Chairperson is responsible for ensuring that all members of the committee fulfill their obligations.

Quorum: The presence of at least 50% of the total Committee shall constitute a quorum.

Agenda/Minutes: The Chairperson of the committee will review and approve the meeting agenda one week prior to the scheduled meeting.

Reporting Structure: This committee is considered a sub-committee of the department of the Medical Executive Committee. A summary of the activities of this committee is reported to the Medical Executive Committee (MEC).

Committee Scope and Responsibilities:

- To create a test utilization program focused on patient care
- To establish and perform periodic review of a tiered laboratory formulary for send out testing
- To establish an approval process for send out tests
- To provide oversight of laboratory policy to address in-house utilization