

**SUMMARY OF THE
TNI PROFICIENCY TESTING EXPERT COMMITTEE MEETING**

SEPTEMBER 7, 2012

The Committee met by teleconference on Friday, September 7, 2012, at 11:30 am EDT.

1 – Minutes from August 7

Mitzi said she would add Joe and Rachel, who were not physically present but called in, to the attendance roster. It was moved by Scott and seconded by Joe to accept the minutes as amended. Since a quorum was not present, Mitzi would ask for Committee Members to vote electronically.

2 – Discussion of Comments received on the Working Draft Standard

Mitzi said four sets of comments had been received from Aaron Alger (PA), Susan Wyatt (MN), Kathy Westerman (VA), and Nicole Cairns (NY). She explained that Ken Jackson had already transferred each individual comment from Aaron, Susan and Kathy to a form that will be used by the Committee to develop a response and decide on the action to be taken. It was agreed the most expeditious way to deal with the comments would be to assign them to Committee Members who would then either draft a suggested amendment to the standard or make a recommendation to the rest of the Committee on a course of action. Scott suggested grouping similar comments on the same section of the standard or in the same category to avoid needless replication of effort. This was seen to be a good approach, and Ken agreed to do it. He would also put the comments from Nicole onto the forms. Since Aaron had also provided additional pages of explanation he would append these to the relevant comment forms. Mitzi asked Ken to send each member a comment or group of comments. Ken suggested he could group them in this way, but then it might be best to send the groups to Mitzi who would decide which Committee Member or Associate Committee Member would be assigned to deal with each of them. Mitzi suggested preparing a spreadsheet to track who would be handling the comments and the progress made in resolving them.

It was agreed the Committee should meet every two weeks until the comments have been dealt with.

3 – Composition of the Committee

Mitzi said the Committee now has 13 Committee Members since Jim Webber has retired. She explained there may now be a difficulty in balancing the membership among the three categories of Laboratory, Accreditation Body, and Other. The distribution is now 7 “Other”, 3 “Laboratory”, and 3 Accreditation Body. The high percentage of “Other” is because this category also includes PT providers. Another PT provider has volunteered to

join the Committee, but that would exacerbate the imbalance. Mitzi asked Ken if it would be possible to add another provider to the two already on the Committee. Ken explained that SOP 2-100 (Procedures Governing Standards Development) permits committees to assign their own interest categories, and this had already been done by two of the existing Expert Committees; i.e. the PT Expert Committee could have the four categories of Laboratory, Accreditation Body, PT Provider, and Other. It would be necessary to amend the committee charter. There was general agreement this should be done. It was moved by Judy and seconded by Rachel to create a separate interest category for PT Providers, resulting in the four interest categories of Laboratory, Accreditation Body, PT Provider, and Other. Since a quorum was not present, Mitzi said she would ballot the Committee Members electronically. It was moved by Scott and seconded by Jim that if the charter is changed to create the revised interest categories, the new PT provider applicant (who was named) will be elected as a Committee Member. Mitzi said she would also ballot the Members electronically.

4 – Standard Interpretation Requests (SIR)

Three SIRs were separately assigned to Scott, Roger and Jeff for handling. Mitzi added that a previous SIR interpretation seemed to have been stalled after leaving the Committee, and Ilona is investigating this.

5 – Other Business

Mitzi will send the Volume 3 and Volume 4 drafts out to the Committee.

Future meetings were scheduled at 2-week intervals on Fridays from 11:00 am – 12:30 pm Eastern Time. The next meeting will be September 21.

6 – Adjournment

The meeting was adjourned at 12:20 pm EDT.

TNI Proficiency Testing Committee			9/7/2012
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