

Wisconsin Clinical Laboratory Technical Advisory Group (LabTAG)

Mission of the Laboratory Technical Advisory Group (LabTAG):

- The clinical laboratory technical advisory group will collaborate with the Wisconsin State Laboratory of Hygiene (WSLH), with an emphasis on infectious disease diagnosis and surveillance, biosafety, training, and public health emergency preparedness, to improve the state of Wisconsin's clinical laboratory system, both public and private, and support the purpose of the Wisconsin Clinical Laboratory Network (WCLN).

Objectives of LabTAG:

- The objectives of the Wisconsin Clinical Laboratory Technical Advisory Group are to:
 - Advise and support the WSLH and WCLN in matters of infectious disease diagnosis and public health emergency preparedness, including bioterrorism.
 - Appoint and provide oversight to standing committees as needed.
 - Encourage communication and strengthen ties among laboratories and public health staff/officials.
 - Identify and address the technical and biosafety training and educational needs of Wisconsin's clinical laboratories by identifying resources and training (e.g., teleconferences, workshops, written materials, etc.).
 - Provide a communication resource (conduit) for Wisconsin laboratories within a region – acting as a point of contact to provide communication to and from Wisconsin laboratories, including feedback from laboratories.

Expectations of LabTAG Members:

- LabTAG members will:
 - Actively participate in meetings, teleconferences, workshops, and projects
 - May act as a contact point for laboratories to relay input and feedback to LabTAG as a whole, and provide information to laboratories and the WSLH regarding technical, biosafety, training and education, or other issues
 - Serve as advisors to WSLH regarding the WCLN
 - Represent all hospital laboratories in their regions, but there are no strict boundaries and there may be overlap due to natural affiliations.
 - Allow their contact information to be shared on the WSLH website
 - Commit to serving as a member of LabTAG for an initial 3-year term. LabTAG membership is renewable at the discretion of the WSLH and agreement of the member
 - Note: Members are not expected to be alternate contacts to WSLH for emergency response situations.

Expectations of Wisconsin State Laboratory of Hygiene in Support of LabTAG:

- WSLH support will:
 - Post member contact information
 - Provide members with contact information of Wisconsin Sentinel laboratories
 - Provide resources for group meetings and teleconferences
 - Provide reference or background information members may want
 - Provide other support and information as needed through contact with Laboratory Network Coordinator
 - Maintain membership of LabTAG by recruiting new members and re-enlisting current members according to the following guidelines:

Membership Rules for LabTAG:

- Membership in LabTAG will consist of an initial 3-year term, renewable at the discretion of the WSLH and agreement of the member.
- Replacement members will be sought by open nomination of WCLN members for expired membership terms and unexpected openings, with final selection at the discretion of the WSLH.
- Membership terms will be “staggered” to ensure continuity.

Meeting Rules for LabTAG:

- Standard rules adopted (e.g., 1 person speaking at a time, start and end meetings/calls punctually)
- Required Attendance
 - At least 1 WSLH member and 5 clinical laboratory representatives required for valid meeting/conference call, but subgroups may have a smaller number of participants
- Frequency
 - Plan one face-to-face meeting per year with conference call meetings and email communications as needed.
- Decisions/Discussion Outcomes
 - Decisions will be by consensus
 - May consist of multiple options
 - Will be posted on the WCLN page of the WSLH website after approved by membership