



MEDICAL SERVICES COMMISSION

MINUTE OF THE COMMISSION

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BCMA/MOH Working Committee to Review Standard Outpatient Requisition Forms and Related Issues (Requisition Committee)

Terms of Reference

This Minute of the Commission Replaces MOC 11-056

1. Description

The Requisition Committee is a joint committee of the British Columbia Medical Association (BCMA) and the Ministry of Health (MOH) and reports to the BCMA Board of Directors and the Medical Services Commission (MSC).

2. Objective

- To review, on an on-going basis, Standard Out-Patient Diagnostic Requisition Forms in order to:
 - a) facilitate appropriate test ordering
 - b) reduce inappropriate test ordering which may result from presenting physicians a wide menu of possible tests
 - c) facilitate the implementation of Guidelines and Protocols published by the Guidelines and Protocols Advisory Committee (GPAC)
 - d) assist in the creation of records for audit purposes
 - e) provide physicians the opportunity to demonstrate compliance with the Guidelines and Protocols

- Requisition forms are not to be changed more than twice per year
- In its deliberations the Committee will also consider the administrative and operational implications of changes to the standard requisition(s) as they relate to the day-to-day operation of diagnostic facilities

3. Organization

3.1 Composition

Voting members of the Requisition Committee will be comprised of:

- one practising representative appointed by the BCMA Board of Directors to act as Co-Chair
- minimum of two representatives appointed by the Ministry of Health, one of which will act as Co-Chair

Representation of front-line users:

- one practising representative (plus one alternate) from General Practice, appointed by the BCMA Board of Directors
- one practising Specialist representative (plus one alternate), appointed by the BCMA Board of Directors

Additional resources:

- one representative from the affected Specialty (e.g. Laboratory Medicine, Radiology, Ultrasound, etc.)
- a representative of GPAC on an ad hoc basis
- a representative of the Laboratory, Diagnostic, and Blood Services Branch on an ad hoc basis

3.2 Quorum

A quorum shall consist of fifty percent (50%) of the Committee members

3.3 Funding and Remuneration

Each party will be responsible for their own members' costs

3.4 Frequency of Meetings

Meetings are not to exceed four per year

4. Function

- 4.1** Review the frequency with which the Standard Outpatient Diagnostic Requisition forms can be changed (presently twice per year) and the frequency with which other Forms should be changed
- 4.2** Review the content of the current Standard Outpatient Diagnostic Requisition Forms as required
- 4.3** Review any future revisions to Standard Outpatient Diagnostic Requisition Forms
- 4.4** Propose recommendations concerning the use of Standard Outpatient Diagnostic Requisition Forms
- 4.5** Review changes to Standard Outpatient Diagnostic Requisition forms as required, after consultation with relevant Section(s), when new or revised Guidelines and Protocols are approved by the MSC
- 4.6** Reports to the BCMA Board of Directors and the MSC

5. Process

The process for requesting changes to standard outpatient requisition forms is as follows:

- the request should be made in writing
- the request should outline the rationale for the requested change and any potential impact on utilization
- the request should be submitted to the Secretary, of the Requisition Committee on Standard Outpatient Requisition forms
- Any proposed change to a requisition will be referred back to the Section that owns the requisition and to any other Section(s) that may be impacted before being discussed by the Requisition Committee
- a representative of the group requesting a change to a Standard Outpatient Requisition form and a representative of the group to whom the form belongs, if they are not the requesting group, will be invited to make a presentation to the Requisition Committee. This presentation may be in person, by teleconference, video link, or in writing as the representative group feels appropriate
- The BCMA Board of Directors will designate a representative from each diagnostic modality with whom the Committee must consult in respect to proposed changes to that diagnostic specialty's standard requisition
- Recommendations of the Requisition Committee will be forwarded to the BCMA Board of Directors and the MSC for approval, along with documentation on any dissenting diagnostic specialty views

6. Minutes of the Meeting

6.1 Where and When Recorded

The minutes will be recorded after each meeting.

The approved minutes will be kept in a master file at the MOH with the Secretariat and a copy will be kept in a master file in the business office of the BCMA