

CPA Policy - Suspension of Organisations

- 1 Suspension indicates a temporary withholding of accreditation status pending detailed investigation. Suspension is clearly distinguished from referral of an organisation.
- 2 During this period, the organisation remains enrolled with CPA.
- 3 Suspension can be imposed and lifted only at Professional Advisory Committee (PAC) level or by the Chief Executive of CPA .
- 4 All instances of suspension by the PAC will be reported to the Chief Executive of CPA.
- 5 The outcome of suspension will normally be resolved within a maximum interval of 6 months from the date of suspension.
- 6 The Head and the Chief Executive of the organisation concerned will be kept fully informed at all stages.

Procedure

Suspension by CPA

- 7 When CPA is informed of quality concerns, the Executive Manager will inform the relevant member of the PAC, the Chairman of the PAC, and the Chief Executive.
- 8 The Executive Manager will contact the Head of the organisation concerned to request further information on the matter(s) of concern. Documentary information may be requested. Information should be provided to CPA within 3 weeks.
- 9 Information provided will be reviewed at the first available meeting of the PAC. The Chairman of the PAC, the Chief Executive and Executive Manager will review it if the PAC is not scheduled to meet, in person or by teleconferencing, within 3 weeks.
- 10 If the information provided to the PAC does not substantiate the concerns reported, the organisation will be informed in writing by the Chairman of the PAC.
- 11 If the information provided to the PAC does substantiate the concerns reported, the PAC will suspend the accreditation status of the organisation. This will be conveyed, in writing, to the Head and the Chief Executive (or equivalent) of the organisation concerned by the Chief Executive of CPA. A copy of this policy will accompany the letter of suspension.
- 12 If an organisation is suspended by CPA, an on-site assessment visit will be organised at the earliest opportunity.
- 13 A written report of the visit will be submitted to the PAC and the recommendations submitted to the Board for consideration at the earliest opportunity.

Outcomes

- 14 If, following consideration of the written report, the concerns regarding quality of the service are not substantiated; the accreditation status of the organisation will be reinstated forthwith and backdated accordingly to show unbroken status. An accredited organisation will continue to be accredited.



- 15 If, following consideration of the written report, the concerns regarding quality of the service provided are substantiated, a previously accredited medical laboratory may (i) have conditional approval imposed or (ii) in exceptional circumstances, be referred. A previously accredited EQA Scheme may be referred.
- 16 If corrective action is demonstrably pending, the suspended state may continue to a maximum of 6 months from the date of suspension.

Voluntary Suspension

Under certain circumstances a laboratory may decide to suspend the accreditation of the service. Information must be submitted to the Executive Manager who will discuss issues with laboratory management.