



CMLA Policy: Guidelines for Laboratory Application Review

Policy:

The Commission for Motion Laboratory Accreditation, Inc. (CMLA) is a nonprofit organization created and operated to enhance the clinical care of persons with disorders of human motion. This is accomplished by evaluating and accrediting clinical gait and motion laboratories by a set of standard criteria. The guidelines provided below were developed by the CMLA Board of Directors for use by reviewers in the decision-making process that determines accreditation status of a laboratory application.

Guidelines and Procedure:

1. **Submission:** Only electronic applications are accepted and must be submitted on-line at “www.cmlainc.org”
2. **Application Review Panel:** At least three reviewers, representing a multidisciplinary team consisting of a medical, clinical, & technical reviewer, will comprise the Application Review Panel. This review team will evaluate each application and complete the Application Review Form to identify major & minor deficiencies as defined in the document “Essential Criteria Final”.
3. At least one reviewer for each Application Review Panel will be a member of the CMLA Board of Directors. A primary reviewer will be identified, will serve as the Application Review Panel Chairperson, and must be a member of the CMLA Board of Directors. Review team approval of an application will be through a majority vote of the reviewers assigned to the application, and the Review Panel Chairperson will have responsibility for compilation of team reviews and facilitation of discussion among the panel members. The entire review process will remain strictly confidential. Upon reaching a decision, the Application Review Panel will make their recommendation to the CMLA Board of Directors for a final, official ruling. A final accreditation decision requires a vote of 2/3 of the current roster of CMLA Board of Directors members for approval.

Review Classification:

Upon completing the application review, the Application Review Panel will recommend that a laboratory’s application be placed in one of three possible classifications:

1. Full Accreditation
2. Provisional Accreditation
3. Accreditation Under Review

Definitions of Classification:

Full Accreditation: An application with no major and no more than four (4) minor deficiencies.

Provisional Accreditation: An application with no major and no more than eight (8) minor deficiencies.

Accreditation Under Review: An application with either:

- a) One or more major deficiencies or
- b) No major, but more than eight (8) minor deficiencies

Response to Deficiencies:

All major and no more than the number of minor deficiencies identified in the “Definitions of Classification” section of this policy must be resolved upon re-review by the CMLA Application Review Panel assigned to the application, for an applicant’s accreditation status to be changed. This status change is subject to and is in accordance with the following deadlines:

Provisional Accreditation: An applicant granted “Provisional Accreditation” status can resolve deficiencies at any time during the 3-year period of an applicant’s provisional accreditation. The accreditation status of the applicant’s Laboratory will be changed from “Provisional Accreditation” to “Full Accreditation” if upon re-review the remaining deficiencies meet the standard for Full Accreditation as defined in the “Definitions of Classification” section of this policy in effect at the time of re-review.

Accreditation Under Review: An applicant granted “Accreditation Under Review” status will have opportunity for correction, resubmission, and re-review by the CMLA reviewer team for up to 12 months following first notification on the status of their application. The application can be resubmitted as many times as the applicant desires during this 12 month period, but CMLA will only accept applications that address all deficiencies identified in the first review. Any change in accreditation status will be communicated to the applicant in writing and via the secure bulletin board on the CMLA website associated with the laboratory’s application. If after 12 months there are no re-submissions, or following re-review by CMLA of a revised application Full Accreditation is still not achieved, a new complete application and application fee will be required.

Change in Laboratory Status:

A laboratory with Provisional Accreditation or Full Accreditation is responsible to report to the Review Panel Chairperson of the CMLA Application Review Panel originally assigned to their application, any change in status that would affect the laboratory’s accreditation status. This change must be reported within 90 days of the change in status. Examples would be loss of key personnel such as the laboratory’s orthopedic surgeon or a major change in equipment that no longer allows 3-D data collection.

A panel appointed by CMLA will review the report and submit a recommendation to the Board of Directors. Changes in Accredited Laboratory personnel, procedures, or equipment, to the extent that any criteria for accreditation are no longer met, will result in a change of accreditation status to “Accreditation Under Review”. The Laboratory will be notified of any deficiencies and/or change of accreditation status within 30 days. The Laboratory will have a period of one year to demonstrate resolution of identified deficiencies and return to the former status before accreditation is revoked.

Deficiency Criteria Definitions:

Major Deficiency:

- (1) Any area of the application that is not directly addressed or omitted in the application will be considered a major deficiency.
- (2) Any item listed in the Essential Criteria document as a *major deficiency criteria* that at least 2 of the 3 reviewers deem is not met, will be considered a major deficiency.

Minor Deficiency:

- (1) Any item listed in the Essential Criteria document as a *minor deficiency criteria* that at least 2 of the 3 reviewers deem is not met, will be considered a minor deficiency.
- (2) Any *major deficiency criteria* that the Application Review Panel assigned to the accreditation application deems is only partially met, may, under special circumstances and approved by a vote of the CMLA Board of Directors, be reduced to a minor deficiency.

CMLA believes all criteria in the accreditation application are important in achieving the goals of the Commission, which are to assure that the highest quality motion analysis services are provided to the public. We therefore do not disclose which criteria are identified in the Essential Criteria document as major or minor, and any deficiencies identified by the review panel should be addressed completely in any application re-submission.

Right to Appeal

Any applicant has the right to appeal the accreditation status determined by the Board of Directors in accordance with the CMLA Accreditation Decision Appeal Policy.

Fees and Accreditation Period:

The application fee will be \$750 USD. Accreditation will be good for a period of three years.

Re-Accreditation:

A new application is required for re-accreditation, including fee of \$750 USD.

Laboratories should submit an application for re-accreditation anytime in a window 6-12 months prior to the expiration date of accreditation. The expiration date following reaccreditation will be extended for a three year timeframe after the end of the previous accreditation.

Applications for renewed accreditation that are submitted less than six months prior to the expiration date may be classified as “Accreditation Under Review” at the expiration date until review of the new application is completed. The date of initial accreditation will be used if the re-application is approved.

Timelines:

An applicant will be notified when their application and fee has been received. Application review and CMLA reviewer team response to the application will be within 90 days of application receipt and fee.