



CMLA Policy

Criteria for Laboratory Application Review

Policy:

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

Procedure:

1. Only electronic applications are accepted and must be submitted on-line at “www.cmlainc.org”
2. Three reviewers, representing a multidisciplinary team of a medical, clinical, & technical reviewer, will review each application and complete the Application Review Form to identify major & minor deficiencies as defined in the document “Essential Criteria Final”.
3. One reviewer for each team will be a member of the CMLA. Approval of an application will be through a majority vote of the reviewers. A primary reviewer from each team will be identified. The primary reviewer will be a member of the CMLA. The primary reviewer will have responsibility for compilation of team reviews and facilitation of discussion among the reviewer team. The review process will remain confidential. The reviewer team will make their recommendation to the Board for a final decision.

Review Classification:

1. Reviews will be classified by the reviewer team as:
 1. Full Accreditation
 2. Provisional Accreditation
 3. Accreditation Under Review

Definitions of Classification:

Full Accreditation: An application with no major or minor deficiencies.

Provisional Accreditation: An application with no major deficiencies and no more than five minor deficiencies.

Accreditation Under Review: An application with either:

- a) One or more major deficiencies or
- b) No major deficiencies, but more than five minor deficiencies.

Response to Deficiencies:

All deficiencies major and/or minor must be resolved with re-review by the CMLA reviewer team for an applicant to change accreditation status to Full Accreditation in accordance with the timelines below:

Provisional Accreditation: An applicant granted provisional accreditation can resolve deficiencies at any time during the 3-year period of an applicant’s provisional accreditation. The status of the applicant’s Laboratory will be changed from “Provisional Accreditation” to “Full Accreditation” at that time if upon re-review by the CMLA reviewer team all criteria are met.

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 notification. After 12 months, a new application, including fee, will be required for accreditation consideration.

Change in Laboratory Status:

A Laboratory with Provisional Accreditation or Full Accreditation is responsible to report to the chairperson of the CMLA Accreditation Review Committee 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 major change in equipment that no longer allows 3-D data collection. A panel appointed by the CMLA will review the report and submit a recommendation to the Board of Directors. Change in status of a Laboratory to the extent that the major criteria for accreditation are no longer met will result in a change of accreditation 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:

Major Deficiency:

- (1) any area of the application that is not addressed in the application will be considered a major deficient
- (2) any criterion listed in the Essential Criteria Final document as a major deficiency criteria where all three reviews concur that the criterion has not be met.

Minor Deficiency

- (1) any criterion listed in the Essential Criteria Final document as a minor deficiency criteria where two of the three reviewers concur that the criteria has not met.

Right to Appeal

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

Fees:

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.