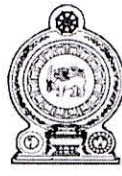


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Ministry of Health and Mass Media

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General Circular Letter No: 02 – 146 / 2025

All Deputy Director Generals
All Provincial Directors of Health Services
All Regional Directors of Health Services
All Heads of Government Healthcare Institutions

Guidelines on Laboratory Review Committee (LRC) Meetings

The Ministry of Health and Mass Media recognises that laboratory services play a crucial role in supporting the preventive, promotive, curative, rehabilitative, and palliative care of people in the country. With the increasing demand for laboratory investigations driven by technological advancements, population growth, and evolving disease patterns, it is imperative to ensure the efficiency, effectiveness, quality, and sustainability of laboratory services across all levels of our healthcare system.

Following a series of consultative meetings with relevant stakeholders, the Directorate of Laboratory Services has developed Guidelines on Laboratory Review Committee Meetings, aimed at strengthening the governance, accountability, and continuous improvement of laboratory services. The National Laboratory Technical Advisory Committee has approved the guidelines, which provide a standardised framework for the establishment and operation of LRCs at the national, provincial, regional, and institutional. The primary goal of LRC meetings is to provide a structured platform for monitoring, evaluating, and improving the quality and performance of laboratory services within healthcare institutions. The committee reviews that laboratory operations are consistent with accepted standards and resources are used efficiently and effectively.

You are hereby informed to conduct regular meetings and implement the annexed guidelines at your institutions to ensure the smooth conduct of LRC meetings. (Annexure 01).

Your commitment to maintaining high-quality laboratory services is crucial for protecting the health and well-being of our people. You may inquire about your queries by contacting 0112673135 or emailing dlabservices.moh@gmail.com.

Dr. Asela Gunawardena
Director General of Health Services

Dr. ASELA GUNAWARDENA
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Cc.

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02. Additional Secretary (Medical Services) of Ministry of Health & Mass Media-f.i
03. Additional Secretary (PHS) of Ministry of Health & Mass Media-f.i

Guidelines on Laboratory Review Committee (LRC) Meetings

Introduction

The Government of Sri Lanka identifies health laboratory services as a vital part of healthcare. It is dedicated to providing both quantitative and qualitative essential laboratory support to healthcare providers, including curative care and preventive health sectors. The Ministry of Health is responsible for providing technical and managerial guidelines to ensure that laboratories meet national and internationally accepted standards.

Laboratory investigations are essential for diagnosing, treating, and monitoring diseases, as well as for disease screening, thereby significantly improving the country's health. However, many of these tests are expensive and make up a large part of healthcare costs. With advances in technology, a growing population, and changing disease patterns, the number of investigations has increased greatly in recent years, which further raises the yearly budget for laboratory testing.

Therefore, it is essential to establish a strong framework for managing the investigation process, covering pre-analytical, analytical and post-analytical phases. Setting up LRCs at various levels of the healthcare system, with clearly defined roles and responsibilities and conducting regular assessments will ensure the laboratories are managed effectively.

The Guidelines ensure effective operation of LRCs at national, provincial, regional and institutional levels. These committees are vital in standardising laboratory practices, optimising resource use and upholding the highest quality and safety standards in laboratory services throughout the country.

1. Purpose

The primary purpose of LRC meetings is to provide a structured platform for monitoring, evaluating and enhancing quality and performance of laboratory services to ensure effective management of laboratories in state sector healthcare institutions.

2. Scope

The Guidelines apply to Medical Research Institute, National Hospitals, Specialised Hospitals, Specialised Campaigns, Teaching Hospitals, Provincial General Hospitals, District General Hospitals, Base Hospitals, Divisional Hospitals and Primary Medical Care Institutes with functioning laboratories.

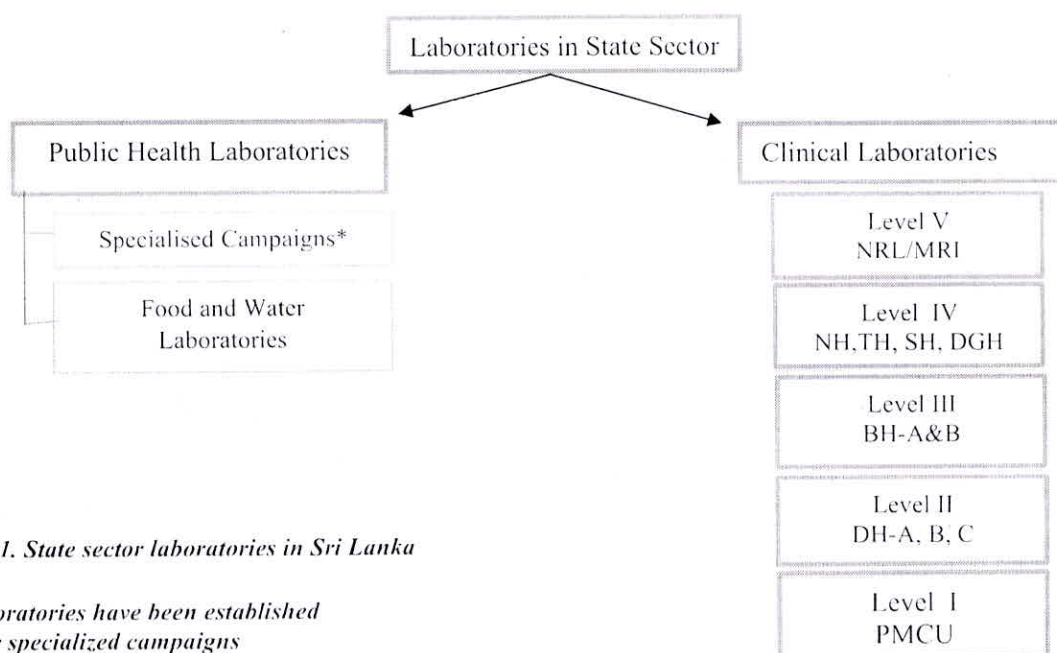


Figure 1. State sector laboratories in Sri Lanka

*Laboratories have been established under specialized campaigns

2.1 Institutional Laboratory Review Committee (ILRC)

An Institutional LRC should be established in MRI, National Hospitals, Teaching hospitals, Specialized Hospitals, District General Hospitals, Base Hospitals, Divisional Hospitals and PMCUs with established laboratories. The membership should be **nominated and appointed** by the HOI.

Recommended Membership:

- Head of the Institute - **Chairman**
- Consultants/Specialist Grade Medical Officers in Laboratories
- Consultants/Specialist Grade Medical Officers representing each speciality
- Consultants/Specialist Grade Medical Officers-Health Informatics
- MO/Laboratory
- MOO (SMO/OPD, MOPL, MOQ, MOPH)
- Bio-Medical Engineer
- Administrative officer
- Accountant
- Hospital Matron/Special Grade Nursing Officer
- Special Grade MLT/Chief MLT - **Secretary**
- Ward Masters/Ward Sisters/Grade I Nursing Officers representing each speciality
- MLTs representing each section of the laboratory (e.g., Haematology, Biochemistry, etc.)
- Any other officer nominated by the HOI.

Note: PMCUs and DHs with functional laboratories shall conduct LRCMs according to the aforementioned membership, tailored to the institution, and at the discretion of the respective MOIC.

Frequency: Quarterly

Functions:

- Review annual estimates of laboratory equipment and supplies.
- Review performance of laboratories, equipment, human resources, logistics, infrastructure, quality, and laboratory information management system (LIMS).
- Review the utilisation of laboratory equipment and supplies, including reagents and consumables.
- Review proper use of laboratory supplies and equipment to maintain quality and efficiency.
- Address laboratory-related issues as assigned by the Head of the Institution.
- Facilitate annual financial allocation for laboratory supplies and equipment.
- Review laboratory service delivery data and trends at the institutional level.
- Facilitate institutional adherence to national laboratory quality standards, protocols and guidelines.
- Any other matter related to laboratories.

2.2 Regional Laboratory Review Committee (RLRC)

A RLRC should be established and function at the Office of the RDHS. The membership should be **nominated and appointed** by the RDHS.

Recommended Membership:

- RDHS - **Chairman**
- Representative from PDHS
- Directors/Medical Superintendents/MOICs in the District
- Consultants/Specialist Grade Medical Officers in laboratories representing Institutions
- Consultants/Specialist Grade Medical Officers representing specialties.

- Consultants/Specialist Grade Medical Officers-Health Informatics
- CCP Planning or MO Planning - **Secretary**
- Regional Epidemiologist
- MO/MCH
- MO/NCD
- Bio-Medical Engineer
- Administrative Officer-RDHS
- Accountant-RDHS
- District Coordinating MLT or Special Grade MLT- **Convenor**
- OIC of RMSD
- Divisional RMO
- SGNO
- RSPHNO
- One MLT from each institution
- Any other officer nominated by the RDHS

Frequency: Biannually

Functions:

- Review annual estimates of laboratory equipment and supplies.
- Review the supply, distribution and utilisation of equipment and supplies at regional and institutional levels.
- Review proper use of laboratory supplies and equipment to maintain quality and efficiency.
- Facilitate annual financial allocation for laboratory supplies and equipment for each institution.
- Review laboratory service delivery data and trends at the regional level.
- Facilitate regional adherence to national laboratory standards and protocols
- Review the shared care cluster system
- Facilitate Diagnostic Network Optimization Survey
- Any other matter related to laboratories.

2.3 Provincial Laboratory Review Committee (PLRC)

A Provincial LRC should be established and function at the Office of the RDHS. The membership should be **nominated and appointed** by the PDHS.

Recommended Membership:

- **PDHS-Chairman**
- RDHSs
- Representative from the Ministry of Health (Directorate of Laboratory Services)
- Directors/Medical Superintendents/MOICs of respective institutions
- Consultants/Specialist Grade Medical Officers in laboratories representing institutions
- Consultants/Specialist Grade Medical Officers representing specialities
- Consultants/Specialist Grade Medical Officers-Health Informatics
- CCP Planning or MO Planning - **Secretary**
- Bio-Medical Engineer
- Chief Accountant-PDHS
- Administrative Officer-PDHS
- SGNO
- OIC of RMSD
- District Coordinating MLT or Special Grade MLT - **One of the MLTs as Convenor**
- Any other officer nominated by the PDHS

Frequency: Annually

Functions:

- Review supply, distribution, utilisation and maintenance of equipment and supplies at provincial, regional and institutional levels.
- Facilitate adherence to national laboratory standards, protocols and guidelines.
- Address issues related to laboratories within the province.
- Review laboratory service delivery data and trends at the provincial level.
- Facilitate the shared care cluster system
- Facilitate Diagnostic Network Optimisation (DNO) Survey
- Any other matter related to laboratories.

2.4 Specialised Campaigns

LRCMs of specialised programs/campaigns should be established and function at the national level.

The membership should be **nominated and appointed** by the program director. The Director shall also appoint a Secretary and/or Convenor, as appropriate.

Recommended Membership:

- Director of the specialised programs - **Chairman**
- Deputy Director
- Relevant Consultants / Specialist Grade Medical Officers
- Relevant CCPs
- Special Grade MLT or CMLT
- Representative from RMSD
- Any other officer nominated by the Director

Functions:

- Review the supply, distribution, utilisation and maintenance of equipment and supplies.
- Facilitate adherence to national laboratory standards, protocols and guidelines.
- Address issues related to laboratories.
- Review laboratory service delivery data and trends.
- Facilitate the shared care cluster system
- Facilitate Diagnostic Network Optimisation (DNO) Survey
- Any other matter related to laboratories.

Frequency: Biannually

2.5 National Laboratory Review Committee (NLRC)

The National LRCM should be established and function at the Ministry of Health & Mass Media, Colombo. The membership should be **nominated and appointed** by the DGHS.

Recommended Membership:

- Director General of Health Service-**Chairman**
- Chief Financing Officer
- DDG-Laboratory Services- **Secretary**
- DDG-MS I
- DDG-PHS I
- DDG-PHS II
- DDG-NCD

- DDG-E & OH
- DDG-NHs
- PDHSS
- Director- Laboratory Services- **Convenor**
- Director-MRI/NBTS/TH/MSD/DGH/Specialized Campaigns
- Representatives from College of Haematology, Histopathology, Microbiology and Chemical Pathology
- Consultants/Specialist Grade Medical Officers representing Institutions nominated by DGHS
- Consultants/Specialist Grade Medical Officers representing specialities nominated by DGHS
- Consultants/Specialist Grade Medical Officers-nominated by DGHS
- SGNOs-representing institutions-nominated by DGHS
- MLTs nominated by DGHS
- Any other officer nominated by the DGHS

Frequency: Annually

Functions of the committee:

- Review laboratory service delivery statistics for decision-making.
- Review guidelines to facilitate the rational use of laboratory investigations.
- Facilitate adherence to national standards, protocols and guidelines.
- Review supply, distribution, utilization and maintenance of equipment and supplies.
- Facilitate implementation of new laboratory technologies and methodologies.
- Facilitate capacity building of laboratory staff.
- Any other matter related to laboratories.

3. Meeting Procedures for the Laboratory Review Committee

3.1 Meeting frequency

Institutional LRCM should be conducted quarterly and an annual review should be conducted reviewing all four quarters. Regional and Specialized Campaigns LRCM should be conducted biannually. The Provincial and National LRCMs should be conducted annually.

3.2 Meeting agenda

- i. Review of previous meeting minutes
- ii. Presenting laboratory performance data
- iii. Review of compliance with established circulars and guidelines
- iv. Discussion on challenges in relation to human resources, equipment, logistics and infrastructure
- v. Recommendations for improvements in laboratory practices
- vi. Planning for training and capacity-building activities
- vii. Any other matter related to laboratories.

3.3 Documentation

A report on the LRCM should be submitted to the Director Laboratory Services as per the format (*Table 1*) within two weeks with copies to relevant authorities.

3.4 Presentation of Laboratory Performance Review at a Meeting

The presentation could be done as per the format (*Table 2*). However, it could be modified keeping at least the information mentioned in the format.

3.5 The Abbreviations are mentioned at the end of the Guidelines

Table 1. Format for the Laboratory Review Committee Meeting Report

Report on Laboratory Review Committee Meeting				
Institution:				
Date:				
Participants:				
Excused:				
Absent:				

No	Discussion Point	Action Taken	Responsibility	Time Limit
01	Equipment			
1.1				
1.2				
02	Human Resources			
2.1				
2.2				
03	Logistics			
3.1				
3.2				
04	Infrastructure			
4.1				
4.2				
05	Laboratory Quality Management System			
5.1				
5.2				
06	Laboratory Information Management System			
6.1				
6.2				
07	Any other matter			
7.1				
7.2				
08	Recommendations by the Head of Institution			

Table 2. Format for the presentation of laboratory performance review at a meeting.

Name of the institution	
Laboratories available	

A. Laboratory equipment

Equipment	Functional Status	Average test per month	Date commissioned	Availability of current service agreements	Repair cost for last year
EQU 1				Yes/No	
EQU 2					

B.Laboratory performance

B1. Routine laboratory

Investigation	Lab Unit-1	Lab Unit-2	Lab Unit-3	Lab Unit-4	Total
Investigation-1					
Investigation-2					
Total					

B2. Afterhours laboratory

Investigation	Lab Unit-1	Lab Unit-2	Lab Unit-3	Lab Unit-4	Total
Investigation-1					
Investigation-2					
Total					

B3. Test done outside

Investigation	Lab Unit-1	Lab Unit-2	Lab Unit-3	Lab Unit-4	Total
Investigation-1					
Investigation-2					
Total					

C. Any other performance relevant to the laboratory

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[e.g. Unit-Haematology Laboratory]

ABBREVIATIONS

BH	Base Hospital
CCP	Consultant Community Physician
DDG	Deputy Director General
DGH	District General Hospital
DH	Divisional Hospital
DNO	Diagnostic Network Optimization
E & OH	Environment and Organizational Health
EQU	Equipment
HOI	Head of the Institute
ILRC	Institutional Laboratory Review Committee
LIMS	Laboratory Information Management System
LRC	Laboratory Review Committee
LRMC	Laboratory Review Committee Meeting
MLT	Medical Laboratory Technician
MO/Lab	Medical Officer Laboratory
MO/MCH	Medical Officer Maternal and Child Health
MO/NCD	Medical Officer Non-Communicable Diseases
MOO	Medical Officers
MOPH	Medical Officer Public Health
MOPL	Medical Officer Planning
MOQ	Medical Officer Quality
MRI	Medical Research Institute
MS I	Medical Services I
MSD	Medical Supply Division
NBTC	National Blood Transfusion Center
NH	National Hospital
NLRC	National Laboratory Review Committee
NRL	National Reference Laboratory
PDHS	Provincial Director of Health Services
OIC	Officer In Charge
PGH	Provincial General Hospital
PHS I	Public Health Services I
PHS II	Public Health Services II
PLRC	Provincial Laboratory Review Committee
PMCU	Primary Medical Care Institute
RDHS	Regional Director of Health Services
RLRC	Regional Laboratory Review Committee
RMO	Registered Medical Officer
RMSD	Regional Medical Supply Division
RSPHNO	Regional Supervising Public Health Nursing Officer
SGNO	Special Grade Nursing Officer
SH	Specialized Hospitals
SMO/OPD	Senior Medical Officer Out-Patient Department
TH	Teaching Hospital