

14/6/2010

## CMGS Audit Data April 2009-March 2010

Dear CMGS member

Please find attached the CMGS audit request form for activity data from April 2009-March 2010 to be returned by **1<sup>st</sup> September 2010**. UKGTN members are reminded that participation in the audit remains a requisite of UKGTN membership.

### PLEASE NOTE

There is a **new column** to record the new molecular activity units (**MolUs**). It would be extremely helpful if laboratories could complete this data as far as possible both as a test of the system and to get a measure of workload other than sample/report number. Ideally the MolUs associated with sample extraction should all be partitioned out onto the sample sheet (1) and that for analysis or export onto the report sheet (2). It would be greatly appreciated if every effort could submit some data even if this is only the total for extraction, pre- and post-natal reports and sends.

*Please make sure you complete the attached spread sheet (rather than a previous one as there were some changes last year)*

### KEY

#### SHEET 1 SAMPLES

This section records the total number of samples and extractions undertaken, whether they were extracted by manual or automated procedures and the associated failure rate. Please record all sample preparation activity but ensure any research/development work is distinct from the diagnostic activity. Samples received as DNA should also be recorded separately.

#### SHEET2 REPORTS

1. A standardised list of disease/test/abbreviation has been compiled to be in general alignment with the UKGTN inventory and last year's returns ie new tests have been added so [please use this list not the one from last year](#). Please record activity against these row names, breaking down as far as possible under the column headings. If the disease is not listed, please **add to the end** and provide full details so the standardised list can be updated. For some services where there is an analytical overlap e.g. BRCA1/2, AS/PWS, SCAs etc. please break down data as far as possible eg AS, PWS, but if this is not possible use the combined section (AS/PWS). These and some other similar miscellaneous grouped categories such as aCGH are highlighted in yellow.

Please do not delete the empty rows (if necessary sort them to the bottom).

[Please also feedback any comments/addition/corrections on the list itself.](#)

Note: Analysis of parental samples for CF because of fetal echogenic bowel should be recorded under postnatal not prenatal reports.

2. For turn around times (TAT), these should be calculated from the point at which time there was sufficient information to start the analysis ("activation date") and should be counted in work rather than calendar days if possible.

Please follow the **3 day, 2 week (10 day) and 2 month (40 day)** White Paper categories as agreed by the CMGS (ie as a guide, 2 month/complex will be the longer, mutation-screening category, 2 week will be routine known mutations (eg CF, FraX), 3 day will be urgent/prenatal test. Please provide an estimate if actual data is not available for the percentage of reports meeting the reporting time target.

### **SHEET 3 PREDICTIVE TESTS**

This information is extremely useful in determining the level of predictive testing taking place in the network. The Human Genetics Commission Monitoring Group on Genetics and Insurance has been grateful for this information to help maintain the moratorium on the use of genetic testing information by insurance companies. **Please complete (or estimate) the number of** predictive tests undertaken for each disorder. The list of tests has been updated according to last year's returns. Please distinguish predictive tests (undertaken in at risk asymptomatic relatives) from confirmatory tests (generally undertaken to confirm the molecular diagnosis/pathogenicity in other **affected** relatives)

### **SHEET 4 STAFF**

This is to record the number and whole time equivalent staff that were working in the lab over the audit year and contributing to the service activity. This should exclude maternity leave or other extended absence but should include standard annual leave. Where staff are shared, please estimate the WTE spent on your service. The data is requested in this format to monitor the relationship between staffing level and activity rather than for workforce planning so please provide the **annual WTE rather than census data**.

The archive of CMGS audit data is a valuable resource and is shared with the UKGTN to monitor overall activity in molecular genetic testing and by the HGC MGGI to monitor predictive test activity. The effort associated with collecting the data is very much appreciated by these colleagues.

Many thanks

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