

ASHI COMMITTEE ROLES AND RESPONSIBILITIES

ACCREDITATION REVIEW BOARD

PURPOSE

The purpose of the Accreditation Program is to evaluate laboratory personnel, procedures and facilities to determine if they are in compliance with those published Standards of ASHI and with those Standards of organizations by which ASHI is deemed and which apply to the activities of that laboratory. Laboratories will be evaluated for the technologies utilized and, if applicable, the clinical services provided.

RESPONSIBILITIES

- Performs duties and tasks as outlined in the ARB Operations Manual.
- Ensures that the highest standards for histocompatibility and immunogenetics testing are implemented.
- Maintains deemed status with CMS, The Joint Commission, UNOS and the NMDP.

BYLAWS

PURPOSE

The Bylaws Committee strives to ensure that the Society's bylaws are consistent with the mission of the Society and with current legal best practices for nonprofit organizations. The Committee is also charged with maintaining and revising the ASHI Operations Manual on an annual basis.

RESPONSIBILITIES

- Annually review and, if necessary, update the ASHI bylaws.
- Prepare a summary of proposed bylaws changes and distribute them to the membership for comments.
- Annually review and submit updates for ASHI Operations Manual to the Board for approval, as warranted, with guidance from the VPO.
- Attend conference calls as scheduled.
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible.

DIRECTORS' AFFAIRS

PURPOSE

Advocate for and address the needs and views of the director membership.

RESPONSIBILITIES

- Assesses the needs of the Director members.
- Recommends benefits and services to meet needs.
- Communicates issues of concern to both the Board of Directors & membership.



- Addresses regulatory and compliance issues of concern; CMS, FDA, UNOS, NMDP, CPT codes, reimbursement issues, etc. by serving as a conduit of information to ASHI director members.
- Encourages participation in ASHI committees.
- Coordinates education initiatives with Education and Science and Technology Initiatives Committees.
- Attends the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible.
- Promotes growth and mentoring of Director members through educational and advisory programs.
- Organizes and present yearly overview of previous year's accomplishments and upcoming year's goals during Directors' Affairs forum at ASHI Annual Meeting.
- Completes other projects and initiatives as approved by the board.

DIRECTORS IN TRAINING REVIEW AND CREDENTIALING

PURPOSE

The DTRC is a committee within the ASHI Professional Standards Division. The committee is charged by the ASHI Board of Directors to review the credentials of

- 1) all candidates training to be HLA Directors and Technical Supervisors of ASHI accredited laboratories
- 2) HLA Directors of non-ASHI accredited USA laboratories, and
- 3) HLA Directors from foreign countries (including the vetting of their graduate and post-graduate education by a recognized credential evaluating service) to determine if they meet the ASHI Standards to direct and/or provide technical supervision for an ASHI accredited laboratory.

The DTRC will also review all submitted documentation including case portfolios, statements from the mentoring director, and letters of recommendation for all prospective candidate directors and candidate technical supervisors. The DTRC is charged with evaluating and approving the proposed didactic, research, and clinical schedules for individual trainees or detailed plans for permanent director training fellowship programs.

RESPONSIBILITIES

The DTRC approves doctoral level candidates as Director and Technical Supervisor Ph.D. candidates wishing to direct a laboratory in the U.S. Such candidates must be board certified by one of the appropriate Boards approved by HHS. M.D. candidates must be licensed to practice in the USA and be Board-certified in an appropriate specialty.

The DTRC is comprised of varying numbers of committee member volunteers each year. The ASHI bylaws do not limit the number of volunteers serving on the committee. The DTRC committee heads are the Chair and Vice-Chair. The Vice-Chair will make a commitment to serve four years, two as the Vice-Chair and two more as the Committee Chair; a written agreement must be filed in the ASHI office stating that the DTRC Vice-Chair nominee is willing



to make that commitment. All committee members must have a doctoral level degree and serve as a director of an ASHI accredited laboratory, either part time or full time.

EDUCATION

PURPOSE

Develop and maintain a robust platform to connect ASHI members and other members of the transplant community through producing and sharing high quality educational materials targeting diverse audiences and highlighting best practices and innovations in the field of histocompatibility and immunogenetics.

RESPONSIBILITIES

- Evaluate educational needs at various member levels (technologists, directors, basic scientists, allied healthcare professionals, patients and families)
- Liaise with other committees for overlapping education related projects
- Organize regional education workshops
- Moderate ASHI University
- Coordinate other internal and external educational opportunities identified by the ASHI membership
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible

INFORMATION TECHNOLOGY

PURPOSE

The purpose of the IT Committee is to optimize the use of information technology to convey ASHI's mission.

RESPONSIBILITIES

- Work with ASHI staff to ensure Web content is current and accurate.
- Liaise with other committees to create a web presence for engagement of members and dissemination of information
- Optimize website for implementation of ASHI's strategic plan
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible
- Maintain the "Related Links" web page

MEMBERSHIP

PURPOSE

Promote ASHI membership within and outside the society and actively pursue increasing the value of ASHI membership in keeping with ASHI's mission and vision.

RESPONSIBILITIES

- Reviews of membership levels, benefits and dues structure
- Recommends revisions to the ASHI Board of Directors
- Reviews ongoing comparison with similar societies
- Performs outreach to the HLA community at large to solicit ideas regarding:
 - Enhancement of existing membership benefits
 - Suggestions for new membership benefits
- Recommends projects to ASHI Board of Directors for:
 - Marketing and promotions to increase membership
 - Enhance accessibility of ASHI educational materials
 - Promote and support International members
- Reviews published ASHI Board of Directors minutes to:
 - Keep abreast of initiatives of the Board and other committees
 - Identify additional opportunities for engagement and marketing
- Attends the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible
- Reviews these general responsibilities annually.

PROFICIENCY TESTING

PURPOSE

To partner with histocompatibility and immunogenetics laboratories around the world to achieve the highest standards and continuous quality improvement in clinical testing and patient care

RESPONSIBILITIES

- Perform the duties and tasks as outlined in the PT Operations Manual.
- Maintain the PT Program as current when new state-of-the-art methodologies are incorporated into histocompatibility.
- Ensure compliance of the program with CLIA proficiency testing regulations.
- Members are encouraged to suggest changes to the ASHI PT program, and to critically evaluate proposed changes
- Update survey reports and evaluate criteria in accordance with changing methodologies and nomenclature and in response to ASHI member concerns and suggestions.
- Provide supplementary information to ASHI members to assist in improved laboratory performance and in response to specific requests.
- The PT Program Committee is divided into subcommittees that are specific for each of the ASHI PT surveys. Depending on their areas of interest and expertise, members may choose to be part of one or more subcommittees.
- Participate in discussions concerning the grading of unusual, unexpected or complicated proficiency testing results, and to review the PT reports for errors before they are released.
- Members are strongly encouraged to attend the PT Program meeting held annually at the ASHI annual meeting.



- Communicate with the ASHI Accreditation Review Board and other ASHI committees to identify accreditation issues related to proficiency testing and how these, and other issues, may impact the ASHI PT program and the ASHI community.

PUBLICATIONS

PURPOSE

Coordinate with ASHI staff and ASHI committees to ensure consistency, accuracy and integrity in all printed and electronic releases representing the society.

RESPONSIBILITIES

- Review formal responses to solicited public comments from relevant organizations such as UNOS, FDA, etc.
- Coordinate with ASHI staff and ASHI committees to ensure consistency in all printed and electronic releases representing the society
- Review and liaise with task related committees all published materials to ensure the accuracy and integrity of all society documents

QUALITY ASSURANCE AND STANDARDS

PURPOSE

The QAS Committee provides oversight for ASHI standards in order to ensure continuity through the lengthy process of each cycle of revisions.

RESPONSIBILITIES

- Update the ASHI Standards to include governmental regulations.
- Maintain the Standards as current when new state-of-the-art methodologies are incorporated into histocompatibility.
- Refine and update the ASHI Standards to encourage current best practices and ensure compliance with the ARB and governmental regulations.
- Place great emphasis on making the Standards clear and concise.
- Work is accomplished primarily through the review of emailed documents and discussion of these during conference calls.
- Members are expected to attend as many such calls as is feasible. There is usually one conference call per month, but sometimes more to meet certain deadlines.

TECHNOLOGISTS' AFFAIRS

PURPOSE

To provide histocompatibility technologists with the necessary information and resources to be successful in their careers.

RESPONSIBILITIES

- Proactively identifies and explain new technologies in the field
- Addresses issues with current methodologies



- Plans topics and coordinate speakers/activities for the Annual Meeting Technologists' Forum
- Periodically prepares salary surveys and shares analyzed data regarding technologists' compensation
- In conjunction with the Membership Committee, recruits national and international technologists as committee members to ensure diverse representation of technologists in the field
- Informs technologists of the American Board of Histocompatibility & Immunogenetics (ABHI) updates and provides study materials for ABHI CHA, CHT, and CHS certification
- Prepares or recruits articles and Tech Tips for the Technologist Section of the ASHI Quarterly
- Collaborates with the Education Committee to ensure that the educational needs of technologists are met
- Works with the Membership Committee to help promote the technologist membership category as a means of increasing and diversifying participation within the organization
- Utilizes social media outlets such as the Technologists' Affairs Forum and Technologists' Affairs Mentoring Program on Facebook to engage technologists in HLA topics of interest
- Participates in scheduled conference calls to assess and fulfill annual committee goals
- If possible, attends Technologists' Affairs Committee meeting held in conjunction with the ASHI Annual Meeting