



ASHI COMMITTEE

ROLES AND RESPONSIBILITIES

2016-2017

ACCREDITATION REVIEW BOARD

GOALS

To promote quality laboratory practice in Histocompatibility and Immunogenetics through the objective and consistent evaluation of compliance with ASHI Standards.

RESPONSIBILITIES

- 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
- Perform the evaluation process in an ethical, objective and timely fashion
- Promote the educational aspects of the Accreditation process
- Provide to various committees of the Society, data obtained in the Accreditation process, which are useful to maintaining the Society's awareness of standard and novel procedures and methodologies
- Work closely with the Director Training Review and Credentialing (DTRC) Committee

Attend three face to face meetings each year and the ASHI Annual Meeting whenever possible

BYLAWS

GOALS

Develop and maintain a comprehensive set of bylaws that promote ASHI's mission and vision and comply with all relevant regulatory bodies.

RESPONSIBILITIES

- Review and update the ASHI bylaws
- Ongoing review of applicable bylaws of organizations with which ASHI has deemed status, e.g., CMS, UNOS, NMDP, FACT, etc.
- Prepare a summary of proposed bylaws changes and distribute them to the membership for comments
- Update and maintain the ASHI Standard Policies and Procedures Manual (SPPM)
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible

DIRECTORS' AFFAIRS

GOALS

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

RESPONSIBILITIES

- Assess needs of the Director members
- Recommend benefits and services to meet needs
- Communicate issues of concern to both the Board of directors & membership
- Address regulatory issues of concern; CMS, FDA, UNOS, NMDP, etc. by serving as a conduit of information to ASHI director members
- Address reimbursement issues (CPT codes, new codes etc.)
- Encourage participation in ASHI committees
- Coordinate education initiatives with education and scientific affairs committees
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible

DIRECTORS IN TRAINING REVIEW AND CREDENTIALING

GOALS

To review and approve directors of ASHI laboratories at the highest standards.

RESPONSIBILITIES

- Review the credentials of :

- o Candidates training to be HLA Directors and Technical Supervisors of ASHI accredited laboratories
 - o HLA Directors of non-ASHI accredited USA laboratories who wish to become ASHI-accredited
 - o 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
- 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
 - Evaluate and approve the proposed didactic, research, and clinical schedules for individual trainees or detailed plans for permanent director training fellowship programs
 - Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible

EDUCATION

GOALS

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 –U
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible

INFORMATION TECHNOLOGY

GOALS

Optimizing the use of IT to convey ASHI's mission.

RESPONSIBILITIES

- Work with ASHI staff to ensure Web content is current and accurate and to assist with transition to new website
- 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

MEMBERSHIP

GOALS

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

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

PROFICIENCY TESTING

GOALS

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

- Design and maintain testing challenges to demonstrate proficiency in performing a wide array of clinical immunogenetics and transplantation related tests
- Ongoing assessment of the ASHI PT program
- Update survey report forms; evaluate forms and 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 request
- Review the PT reports for errors before they are released
- Participate in discussions concerning the grading of unusual, unexpected or complicated proficiency testing results
- Have periodic communication with ARB to identify accreditation issues related to performance on proficiency testing and whether these issues are unique to ASHI PT vs. common among all PT providers
- Ongoing review of meeting minutes of BOD to remain abreast of initiatives by BOD and various committees
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible

PUBLICATIONS

GOALS

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
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible

QUALITY ASSURANCE AND STANDARDS

GOALS

Develop and maintain a comprehensive set of professional standards that promote patient safety, evidence based best practices in histocompatibility and immunogenic and utilization of cutting edge technology.

RESPONSIBILITIES

- Ongoing review of ASHI standards to assure timeliness, relevance, clarity, and succinctness
 - o Communicate with Accreditation Review Board regarding new or revised regulatory requirements
 - o Communicate with Accreditation Review Board regarding guidance statements that accompany applicable standards
 - o Communicate with External Affairs regarding changes in regulatory and/or related professional societies
- Develop new standards and/or revise existing standards to be in compliance with regulatory requirements
 - o Submit revised Standards for approval and comments by the Board of Directors, Accreditation Review Board, and the membership prior to submission for CMS approval.
 - o Submit final version of revised Standards to CMS for approval
- Distribute approved standards to the membership in a timely manner with clearly defined implementation date
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible

TECHNOLOGIST AFFAIRS

GOALS

Identify and advocate for the needs all technologists

RESPONSIBILITIES

- Assess and address the needs of technologists
- Recruit technologists from all backgrounds nationally and internationally to serve on the committee to ensure diverse representation of technologists in the field
- Periodically collect and share data regarding technologist's compensation

- Ensure that the educational needs of technologists are met and work with the education committee to address gaps that are identified
- Work in conjunction with the Education Committee to assist with writing and review of educational modules for ASHI University
- Provide and/or recruit articles and Tech Tips for the Technologist Section of the ASHI Quarterly
- Work with the Membership Committee to help promote the new Technologist level ASHI membership as a means of increasing and diversifying participation within the organization
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible