HLA Laboratory Director Training Plan Template

Institution:

Address:

Candidate:

Degree (PhD or MD):

Post-doctoral experience:

Training site(s):

> **If more than one training site, indicate % time to be spent at each site and areas of accreditation covered at each site:**

Mentor(s):

> **Indicate amount of time per week to be spent with mentor(s) for teaching/training follow-up/evaluation purposes:**

If mentor(s) not on-site, indicate frequency of meetings and media used:

Other Key Personnel:

Start Date (HLA Director-in-training):

% time devoted to formal training:

Expected completion date:

Objectives:

Example. The training plan is structured to fulfill the two-year requirement for Histocompatibility and Immunogenetics training, meeting or exceeding the standards set forth under CLIA 42CFR 493.1441 and to meet the requirements for an HLA Director as prescribed by the American Society of Histocompatibility and Immunogenetics (ASHI), the College of American Pathologists

(CAP), the United Network for Organ Sharing (UNOS), and the National Marrow Donor Program (NMDP).

Goal:

Example: The candidate will be exposed to testing methods and technologies used in a Histocompatibility laboratory that supports both Solid Organ and Stem Cell transplants. After completion of the technical components, the candidate will focus on interpretation, with great emphasis placed on antibody identification and correlation with HLA typing and crossmatching. This will be accomplished by being a reviewer of testing worksheets and by incorporating interpretation comments as needed into the reports. At the end of the training, the candidate should be able to function as a Director, Technical Supervisor, and Clinical Consultant for a Histocompatibility Laboratory.

Overview of Training Plan:

The training will consist of the following components:

A. Didactic training:

(give detailed plan)

B. Technical Training:

(give detailed plan); should include validations, if possible

C. Review and Interpretation

(give detailed plan and expectations at end of training)

D. Management, QA, Miscellaneous

(give detailed plan; should include: QA reporting and monitoring, Proficiency testing review, competency assessment, evaluations of personnel, workload assessment, cost report, computer system, laboratory test management, interactions with transplant center personnel, compliance with regulatory agencies, etc.

E. Research/ Special Project

F. Training Log and Portfolio of Detailed Cases

1. The trainee should gain experience in the following areas of accreditation*:

Solid Organ Transplantation- Living Donor

Solid Organ Transplantation- Deceased Donor

HSCT- related donor

HSCT- unrelated donor

Testing for Other Clinical Purposes

Transfusion Support

**All areas of accreditation are not required. Choose only those which were included in training laboratory.*

2. The trainee will make a log of cases reviewed: minimum of 50 cases for the first four areas listed above and 20 cases for Testing for Other Clinical Purposes and Transfusion Support

3. 10 of the most interesting cases will be written up in detail for each of the four main areas of accreditation and 5 detailed cases for Testing for Other Clinical Purposes and Transfusion Support.

4. The mentor will send a 1 year progress report to the accreditation manager to ensure that the candidate is on-track to complete the training. If the trainee is not able to spend full time training, the training period may be extended to ensure that all aspects of the training plan have been completed.

Training Time Line

Year One

Example:

- Complete “hands-on” training of all HLA testing procedures
- Acquire working proficiency of principles, workflow, instrumentation and troubleshooting of technologies commonly used in histocompatibility laboratories including flow cytometry, Luminex based assays, Sanger sequencing, NGS and fragment analysis
- Learn the procedures and reasoning for all reagent QC.
- Become competent for instrument calibrations and troubleshooting
- Become familiar with the HLA computer system to be competent at accessioning, ordering tests, entering results, reporting, billing, turnaround time, and pulling data for research.
- Review all procedure manuals and propose improvements/ modifications, if applicable
- Learn the HLA nomenclature and learn parent antigens vs splits, CREG groups, common epitopes, common vs rare alleles, and NMDP rules for high resolution
- Learn how to analyze antibody identification and discuss difficult cases with mentors
- Become familiar with UNET web site; Learn how to enter typing results for deceased donors, attach HLA report, enter unacceptable, verify highly sensitized patients, make customized reports, learn Tiedi.
- Participate in relevant lectures at institution
- Attend a workshop or meeting
- Attend weekly candidate selection committee meetings for renal and HSCT programs.
- Participate in preparation of abstracts, case studies and meeting presentations.

Year Two

Example

- Perform review of worksheets and reports and prepare interpretive comments, when applicable.
- Continue to attend candidate selection committee meetings for renal and HSCT programs
- Give at least one in-service lecture to transplant team(s) and HLA staff
- Review all QC documentation and prepare QA report
- Gain knowledge of budget preparation and cost report.
- Gain knowledge of standards and regulations relevant to running an HLA laboratory
- Participate in preparation of accreditation applications and participate in self-inspections.
- Conduct research project or special project
- Complete log of case reviews and detailed write-ups of detailed cases.
- Become competent to take administrative call during deceased donor cases; understand when to defer to Director.