

Reference Document Number: EXE-R08-0	Page 1 of 3
Approved: Communications & Marketing Manager (B Armstrong)	
Authorised: Managing Director (D Mvere)	
Reviewed: Quality Manager (L Bust)	Effective Date: 10/05/2017

Africa Society for Blood Transfusion

AfSBT ACCREDITATION COMMITTEE - TERMS OF REFERENCE

1. PRINCIPLE

Evolving improvements in blood transfusion technology and practice dictate that the Standards for Accreditation shall be regularly reviewed by the AfSBT Standards Committee, and revised as necessary. Following this review, the AfSBT Accreditation Committee will need to assign the specific requirements in achieving certification/accreditation at each of the steps in the Step-wise Accreditation Programme, taking careful cognisance of the progression from basic to world-class facility.

In addition, following an assessment conducted by AfSBT qualified assessors, the formal report submitted by the Lead Assessor must be examined by the AfSBT Accreditation Committee to check that the accreditation process was followed and that the report and the recommendations contained therein are supported by the evidence contained therein.

The fulfilling of these important responsibilities by the AfSBT Accreditation Committee is subject to oversight by the AfSBT Board.

2. MEMBERSHIP

1. Only AfSBT members in good standing may be members of the AfSBT Accreditation Committee.
2. An AfSBT Accreditation Committee member may not be a voting member of the AfSBT Standards Committee.
3. An AfSBT Board member may not be a voting member of the AfSBT Accreditation Committee.
4. AfSBT Accreditation Committee members shall be proposed by the AfSBT Managing Director and appointed by the AfSBT Board.
5. The AfSBT Accreditation Committee should, if possible, be representative of all five regions in Africa.
6. An AfSBT Accreditation Committee member may be an AfSBT-appointed educator or assessor provided he/she is recused if training or an assessment in which he/she has participated is under review.
7. The Chair shall be proposed by the Managing Director and appointed by the AfSBT Board.
8. The maximum number of voting committee members shall be five.
9. The Accreditation Managers shall be non-voting members of the AfSBT Accreditation Committee.
10. Members of the committee who repeatedly fail to respond to correspondence or queries, or who fail to participate actively in the affairs of the committee may be requested to stand down from the committee at the discretion of the Managing Director.
11. Vacancies in the committee shall be filled through the appointment of new members in accordance with this document.
12. The term of office for each member shall be two or three years. Membership terms shall be staggered to ensure, as much as possible, continuity of the committee membership.
13. Members may be re-appointed any number of times.

Required Competencies

1. Members of the AfSBT Accreditation Committee shall collectively have expertise that covers the following facets of the transfusion chain:
 - Donor recruitment and selection
 - Component production, storage and transportation
 - Blood committee serology
 - Infectious disease testing technology
 - Compatibility testing
 - Appropriate use of blood and blood products
 - Quality management and haemovigilance.
2. If necessary, additional subject matter experts may be co-opted to meetings at the discretion of the Chair (eg. IT, ethics). These co-opted members will be non-voting members.

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3. DUTIES AND RESPONSIBILITIES

AfSBT Accreditation Committee

1. After completion of a review of the Standards by the Standards Committee, define the requirements for each certification or accreditation step, for each Standard, and update the Chart of Compliance. This must be done within the period defined by the Managing Director.
2. Following each assessment, review the Assessment Report (ACR-F11) compiled by the Lead Assessor and all Non-conformance, Corrective Action and Clearance Reports (ACR-F12).
 - If all is in order, endorse the recommendation of the assessment team on the form - Declaration from AfSBT Accreditation Committee (ACR-F16). If not satisfied that all is in order indicate that the recommendation is not endorsed.
 - If, in the opinion of most members, the recommendation is not adequately supported by the evidence in the report, request further details from the Lead Assessor.
 - If, in the opinion of most members, after submission of additional details, the recommendation is still not adequately supported by the evidence submitted, refer the matter to the Managing Director for resolution.
3. Manage disputes or appeals regarding the awarding of accreditation or certification.
 - Review the procedure used during the assessment and the assessment findings. Check whether the evidence examined during the assessment supports the findings.
 - Make a written recommendation to the Managing Director supporting or withholding the awarding of accreditation or certification. The Managing Director has the responsibility for the final ruling but will consult with the Board where deemed necessary.

AfSBT Accreditation Committee Chair and Managing Director

1. The Chair of the AfSBT Accreditation Committee shall forward a written report on the activities of the AfSBT Accreditation Committee to the Managing Director at the end of each quarter or annually.
2. The Managing Director shall forward this report, with additional comments as required, to the AfSBT Board.

4. MEETINGS

1. In person meetings shall be held in conjunction with the biennial AfSBT congresses, or more frequently if required. A quorum of at least 60% of the voting members of the committee must be present before a meeting can proceed.
2. Additional meetings may be held by teleconference. All members are expected to make themselves available for such teleconferences whenever possible, but a quorum of at least 60 % of the voting members is required.
3. The majority of business, however, will be conducted by email as assessment reports will be despatched by email after each assessment. All members are required to participate in the review of an assessment unless they cannot be reached by emailed at the time.
4. In the event of any committee member requesting a telephonic meeting to discuss an issue initiated via email, the Chair shall consider whether this is appropriate, and if so, arrange and convene a meeting by telephone or any suitable electronic communication medium.

5. REFERENCES

1. Form ACR-F11 Assessment Report
2. Form ACR-F12 Non-conformance, Corrective Action & Clearance Report
3. Form ACR-F16 Declaration from AfSBT Accreditation Committee
4. Form HRS-F10 Code of Conduct
5. Form EXE-F05 Appointment Letter to AfSBT Committee

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6. REVISION SUMMARY

REVISION NO.	DATE	REVISION DETAILS	REASON FOR REVISION
0	10/05/2017	Conversion from OMD-E-008 <i>Original Author: Accreditation Manager (R Wilkinson)</i>	Re-organisation of quality documentation system. Update on functioning of committee.