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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 STANDARDS 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. Standards are subject to change and should be adapted to new technology, international regulations or blood transfusion associated risks. It is important that the standards be clear and unambiguous and that any possible misinterpretations and questions are addressed promptly and efficiently. Pursuant to the accreditation process, facilities seeking accreditation or certification under the AfSBT Step-wise Accreditation programme may seek variances to the Standards which shall be reviewed by the AfSBT Standards Committee. The fulfilling of these important responsibilities by the AfSBT Standards Committee is subject to oversight by the AfSBT Board.

**2. MEMBERSHIP**

1. Only AfSBT members in good standing may be members of the AfSBT Standards Committee.
2. An AfSBT Standards Committee member may not be a voting member of the AfSBT Accreditation Committee.
3. A qualified, practicing, competent AfSBT educator may be a member of the AfSBT Standards Committee.
4. An AfSBT Board member may not be a voting member of the AfSBT Standards Committee.
5. AfSBT Standards Committee members shall be proposed by the AfSBT Managing Director, in consultation with the Education and Accreditation Managers, and appointed by the AfSBT Board.
6. The AfSBT Standards Committee should, if possible, be representative of all five regions in Africa.
7. The Chair shall be proposed by the AfSBT Managing Director and appointed by the AfSBT Board.
8. The maximum number of voting committee members shall be five.
9. AABB, WHO-Afro and ISBT shall each have a non-voting representative in the 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 on the committee will 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 Standards Committee shall collectively have expertise that covers the following facets of the transfusion chain:
  - Blood donor management (including donor selection, recruitment and retention)
  - 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, legal). These co-opted members will be non-voting members.

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### 3. DUTIES AND RESPONSIBILITIES

#### AfSBT Standards Committee

1. Review and, if necessary, propose revisions to the AfSBT Step-Wise Accreditation Standards every two years, or sooner if circumstances require this.
2. Post the proposed revision on the AfSBT website for a period of 15 to 30 days, depending on the extent of changes, for public comment. Give due consideration to the incorporation of suggested changes.
3. Submit revised Standards to the AfSBT Board for approval.
4. Publish new approved versions of the Standards for use.
5. Respond to variance requests by blood facilities when a specific standard is not met. Rule on the acceptance of the variance and inform the facility and the Accreditation Manager(s).
6. Respond to requests for interpretation of specific standards.
7. Issue specific emergent standards, when changes related to safety improvements occur in the field. Emergent standards should be issued only in exceptional circumstances related to critical enhancements that protect the safety of the donor or recipient.
8. Suggest changes to the Standards Guidance document to make specific standards easier to comprehend.

#### AfSBT Standards Committee Chair and Managing Director

1. The Chair of the AfSBT Standards Committee shall forward a written report on the activities of the 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. With the concurrence of committee members, business may also be conducted by email. All members are required to participate 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 HRS-F10 Code of Conduct
2. Form EXE-F05 Appointment Letter to AfSBT Committee

### 6. REVISION SUMMARY

REVISION NO.	DATE	REVISION DETAILS	REASON FOR REVISION
0	10/05/2017	Conversion from OMD-E-009 <i>Original Author: Accreditation Manager (R Wilkinson)</i>	Re-organisation of quality documentation system. Update on functioning of committee.