

Table of Content

1	Introduction	2
2	Background	3
3	Responsibilities of the JACIE Quality Managers Committee (QMC)	4
4	Selection process	5
5	Expected standards of conduct	5
6	Selection criteria	6
7	List of Appendixes	6

1 Introduction

Name	JACIE Quality Managers Sub-Committee (QMC)
Members	The QMC consists of a Chair, plus a group of experts in Quality Management in Stem Cell Transplantation field and active as QM in JACIE accredited centres.
Accountable to	JACIE Committee.
Number of members	Min 4 / Max 8. Ideally, QM with expertise in Clinical, Collection and/or Processing facilities and to represent different countries and sizes of programmes.
Relationship	The representation of this group relies on the Chair. All members of this group are accountable to the Chair. EBMT Staff can act as a Secretary of the Committee (not as the Chair). Administrative support to the committee will be provided by JACIE/EBMT.
Starting	2011
Ending	Permanent (DISSOLUTION BY EBMT Board). Revision of the TOR every 4 years.
Contribution to EBMT Mission	Building a Quality Manager System (QMS) is the first step to start to be compliant with JACIE standards and the Quality Manager is an essential and necessary key role. The QMC provides EBMT and JACIE QM stakeholder feedback from the Centres in order to improve the accreditation process to meet the needs of JACIE's key stakeholders (Centres).
Appointment / dismissal of members	Appointment of members by selection process and decision by QMC. Appointment of Chair by selection process (among existing QMC members) and decision by JACIE Committee. The Chair is endorsed by the EBMT board. The mandate of the members and the Chair is for 2 + 2 years.

	<p>Members and the chair will be replaced sequentially to ensure continuity. Members can be re-elected however, there should be a minimum of 2-year term in between the elections. Dismissal of members and Chair after 2 years, if renewal is not requested or after 2 years additional years if renewal is granted.</p>
Expected commitment by members	<p>Active participation in:</p> <p>Bimonthly teleconferences and where possible, an annual in person meeting with a minimum of 60% meeting attendance/ year.</p> <p>In between meetings, to provide their input on projects the committee decides to undertake. It should not exceed 3-4 hours per week.</p>
Chair Responsibilities	<p>Advisory role to:</p> <p>Contribute to the strategic direction of the EBMT, including definition of guidelines, policies, and procedures as necessary.</p> <p>Lead and Coordinate the Committee Members and their Meetings.</p> <p>Represent the Committee in the JACIE committee meeting by invitation. The Chair can also request to attend committee meetings by contacting the JACIE Committee Chair.</p>
Meetings	<p>Presential; 1 per year where circumstances permit.</p> <p>Conference Calls: frequency to be established by the committee but preferably at least bi-monthly (every 2 months) calls and a session at EBMT Annual Meeting</p>
Reporting obligations	<p>Annual report on QMC activities to the JACIE Committee (Activities & Budget).</p> <p>Report request by the EBMT Board on a case-by-case basis.</p> <p>Any recommendations should be presented to the JACIE Committee.</p>

2 Background

The EBMT is a non-profit organisation which was established in 1974 to provide scientists and physicians involved in blood and marrow transplantation the opportunity to share their experiences and develop co-operative studies. Over the last 30 years the EBMT has developed into the lead scientific society in Europe in the cutting-edge field of stem cell transplantation and cellular therapy.

EBMT's mission is to save the lives of patients with blood cancers and other life-threatening diseases by advancing the fields of blood and marrow transplantation and cell therapy worldwide through science, education, and advocacy. One of the ways the EBMT does this is by developing quality and technical standards and offering accreditation for those centres performing and supporting stem cell transplantation to the indicated level of excellence.

The Quality Managers Committee (QMC) helps to develop strategies for maintaining and improving the high level and quality of the accreditation process making recommendations on QM aspects.

The QMC is supported by the JACIE Office.

3 Responsibilities of the JACIE Quality Managers Committee (QMC)

- Contribute to the development of main principles of Quality Management in the field of Stem Cells Transplantation.
- Support Transplant centres to implement and maintain the QM plan in compliance with FACT-JACIE Standards.
- Establish common quality indicators.
- Organize and coordinate the Quality Management Day at annual EBMT congress.
- Publish articles on QM and implementation of FACT-JACIE Standards and other relevant topics as appropriate.
- Update the Quality Management Guide.
- Support the establishment of national or regional networks.
- Develop sample materials.

3.1. Responsibilities of Committee Members

QMC members must be active Quality Manager working in an accredited Centre and are appointed to the Committee after a selection process and by virtue of their relevant experience or specific technical skills.

QMC members undertake to:

- Set aside enough time to participate in committee meetings.
- Undertake any commitments in terms of work and contributions.
- Raise any concerns about any issues with the committee, and try to resolve these issues within the committee.
- The committee should act with a high degree of autonomy in line with other EBMT/ JACIE committees.
- Meet the expected standards of conduct as described below.

3.2. Time commitment

- QMC members are required to participate in a teleconference (bimonthly) and where possible, an annual in person meeting. At least 60% meeting attendance is required from members on an annual basis.

- Active participation from members is required in between meetings, particularly to provide their input on projects the committee decides to undertake. Therefore, the required time commitment may fluctuate depending on the scale of the project, however, should not exceed 3-4 hours per week.

4 Selection process

The QMC will form the selection panel with existing QMC members every 2 years and the Chair will form the selection panel with the JACIE Committee, after the closing date for applications:

- The panel will assess candidates' CVs and motivation letters to determine who it believes best meets the criteria for the role (see selection 6 Selection Criteria below). The panel will rely only on the information provided by the applicant members in their application to assess whether they have the skills and experience required.
- JACIE Office team to provide input on the candidates.
- The panel will select only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification.
- The applicant members will receive a letter/email from the recruiting team that will confirm the terms on which the appointment is offered.
- All appointments are made on merit.
- Unsuccessful candidates will be notified by the recruiting team.

5 Expected standards of conduct

Selflessness

EBMT representatives should act solely in terms of the interest of the society. They should not do so to gain financial or other benefits for themselves, their family or their friends.

Integrity

EBMT representatives should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out society business, including making society appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of society office should make choices on merit.

Accountability

EBMT representatives are accountable for their decisions and actions to the society and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

EBMT representatives should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider interest of the society clearly demands.

Honesty

EBMT representatives have a duty to declare any private interests relating to their society duties and to take steps to resolve any conflicts arising in a way that protects the interest of the society.

Leadership

EBMT representatives should promote and support these principles by leadership and example.

6 Selection criteria

Criteria	How this is assessed
1. Experience of other audit processes e.g., ISO, regulatory inspections, internal audits, other professional accreditation schemes	CV, certification
2. Motivation letter should include 1 concrete proposal that they would be prepared to lead	Letter (Considers the subjectivity of the proposal)
3. High level of expression in English.	Could be assessed by the motivation letter
4. Additional information	JACIE Office recommendation based on the candidates' history of interactions with the JACIE office Recommendations by others external to the office

7 List of Appendixes

Not Applicable.