



JOB DESCRIPTION

JACIE

INSPECTORS

AUTHOR
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JD INSPECTORS

JACIE INSPECTOR JOB DESCRIPTION

MISSION

As an expert in their field of practice, Inspectors evaluate compliance of the transplant center with the standards in the interest of continuous improvement of transplantation.

There are 4 types of Inspectors: Clinical, Collection, Processing and Quality Management Inspectors.

RESPONSIBILITIES AND TASKS

A) Pre-Inspection

- Prepare the inspection: Read all the pre-audit documentation from the applicant centre & JACIE's Inspection Checklist. Identify where you have doubts or question marks to check deeper during the inspection day.
- Actively participate in the pre-audit teleconference that will take place before the inspection. Inspector Team leader will organize it and lead it. Make sure that all the Inspectors understand their role and the nature of the program. Clarify who is doing what to avoid overlapping (for instance the labels), and other practical aspects.
- Ask for more documents or doubts to JACIE's office during the pre-audit phase

B) Inspection day

- Actively participate in the initial meeting. Adopt an approach of openness and transparency.
- Inspection of facilities and documents. Observe with impartiality, integrity and objectivity in relation to advice and activities that are undertaken.
- Interviews to the staff
- Meet privately with Program/Facility Director(s) as needed, particularly if you believe there are potentially significant problems at the program. The message should be constructive (JACIE will give them support to implement the standards).
- Exit meeting (summarize the major findings in the area inspected, next steps, thank and cheer them up, encourage them in a positive way to keep working hard)
- Fill in Inspection checklist and write a draft of your Summary report (highly recommended when things are recent and fresh)
- Maintain the confidentiality of information that is accessed in the course of work undertaken

C) Post Inspection

- Submit to Inspector Team Leader your Checklist and Summary report (s/he will assemble all documents and send it to JACIE's office)
- Answer all doubts (from JACIE Accreditation Committee)
- Check corrective actions (once the applicant corrects all deficiencies).
- Assess interim audit documentation submitted by the inspected centre 2 years after the accreditation was achieved.

WORKING CONDITIONS

Inspectors are volunteers, these are some of the advantages of joining our team of Inspectors:

- An excellent way of learning about JACIE standards for your own centre
- The opportunity to visit other centres and see how other professionals work and organize themselves. Maybe you will get some good ideas to improve things in your centre.
- Learn, sharing knowledge. See other ways of solving problems.
- Networking. Meet and collaborate with other colleagues
- Contribute to promote and implement quality in the transplant community and therefore improve patients' life.

JACIE will pay for Inspector's travel expenses: flights or other transport means needed, accommodation, 2 days inspection per diem and 1 travel day per diem if applicable (per diem in 2020 is 80 euros per day). It is the Applicant Centre the one in charge of hotel booking (good business class hotel nearby) and provides catering while Inspectors are on-site.

You are asked to commit to participating in 2 inspections per annum although this could be more if your availability permits. In any case, inspections are scheduled according to Inspectors' availability, so participation is never imposed.

Inspectors could be asked to participate in inspections in other countries where they speak the local language.

Experts that are close to or have recently retired are welcome to apply to be Inspectors. JACIE accepts experts for up to five (5) years from when they cease day-to-day activity in their field.

TECHNICAL REQUIREMENTS AND EXPERIENCE

- An Inspector of a **Clinical Transplant Program** shall:
 - hold a medical degree,
 - be currently licensed to practice medicine,
 - and be specialist certified or trained in one of the following specialties: Haematology, Medical Oncology, Immunology, or Paediatric Haematology/Oncology with evidence of a minimum of five years of clinical blood and marrow transplant experience. A letter from a supervisor can be provided.
- An Inspector of a **Hematopoietic Progenitor Cell Collection Facility** shall:
 - hold a medical degree or degree in a relevant science
 - and have five years' experience in hematopoietic cell collection procedures, including apheresis;
 - or, shall have five years' experience as the **nurse** or **technician** supervising the collection of peripheral blood progenitor cells by apheresis.
 - If a physician, be currently licensed to practice medicine.
- An Inspector of a **Cell Processing Laboratory** shall:
 - hold a medical degree or PhD or a professional degree in biological sciences or medical technology,

- and have five years' experience as a Laboratory Director, Medical Director, or Supervisor of an HPC Laboratory
- An Inspector for **Quality Management** shall
 - have 3 years' experience as a Quality Manager in an accredited centre or in preparing a centre for accreditation,
 - provide a letter from the Program Director confirming this experience
 - and be able to show evidence (documented) of continuous education and training in quality management. This can include internal and external training.

And:

- General understanding of the accreditation process
- Being familiarized with JACIE standards
- Tablets user (Android, Apple, etc), willing to use Software for accreditation/check the standards

COMPETENCIES

Candidates to be Inspectors should have the following core competencies:

- Open-minded approach to inspections and standards
- Commitment to JACIE standards and processes (included deadlines)
- Good communication and inter-personal skills
- Team spirit

Other important competencies to work as an Inspector are:

- Results and excellence oriented
- Attention to detail, thoroughness
- Time management
- Organization and planification
- Service orientation to the Applicant Centre
- Objectivity

In case of doubts or questions, please do not hesitate to contact the JACIE Office:



JACIE Accreditation Office

EBMT Executive Office



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