

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.

JACIE recognizes Inspectors under Clinical, Collection, Processing and Quality Management Standards.

RESPONSABILITIES AND TASKS

Pre-Inspection

- Liaise with the Volunteer Coordinator in a timely manner to be scheduled into an Inspection.
- Read all the pre-audit documentation as provided by the JACIE office from the applicant centre.
- Review Inspection Checklist and identify any areas for a further review on the Inspection dates
- Review organigram and identify staff you want interview during the inspection. Update the inspection plan for your section in timelines set out by the Accreditation Co-ordinator
- Actively participate in the pre-audit teleconference prior to the Inspection. Ensure that you are clear of the nature / scope of the Programme and your role and responsibilities during the Inspection.
- If required, request additional documents through JACIE Office during the pre-inspection phase.
- Liaise with the travel agency to arrange your travel arrangements to the Transplant Centre for the Inspection and confirm your travel arrangements with the JACIE office.

Inspection day

- Actively participate in the Opening Meeting. Adopt an approach of openness and transparency.
- Represent JACIE with integrity and professionalism. You are the 'eyes and ears of JACIE' whilst conducting the audit
- Review the facilities and documents ensuring that you manage your time efficiently. Observe with impartiality, integrity and objectivity activities in the Centre in relation to the Standards.
- Interview staff as per your Inspection Plan as well as (junior) staff you meet during your visits to clinical / laboratory areas. Please remember that staff members you meet may be nervous and need reassurance.
- Meet privately with Program/Facility Director(s) as required; particularly if you believe there are potentially significant problems at the program. The message should be constructive appreciating the significant amount of work it has taken the Centre to reach the Inspection stage.
- Attend the Closing Meeting: summarise the key findings in the area inspected and the next steps. Acknowledge the hard work by the team at the Centre for the preparation and support during the inspection days.

- Maintain the confidentiality of all information you have received during the inspection process.

Post Inspection

- Complete and return your Checklist and Summary Report to the Team Leader within two (2) weeks of the inspection.
- Respond to queries from the JACIE Office and the Accreditation Committee in a timely fashion during the report assessment and review process.
- Check corrective actions (once the applicant corrects all deficiencies) and confirm the compliance of the corrective actions once Centre has responded within two (2) weeks or as advised by the JACIE office.

Table 1 – Tasks / Roles of the Inspection Team

Tasks	Team Leader	Inspector	Trainee	Observer	Translator/ Facilitator
Timetable	Prepare and approve the Inspection timetable.	Comments and approval of the timetable.			
Pre-audit documentation & printed Inspection Checklist	Provided with the pre-audit documentation in advance and printed Inspection Checklist.	Provided with the pre-audit documentation in advance and printed Inspection Checklist.	Provided with the pre-audit documentation in advance and printed Inspection Checklist.		Provided with pre-audit documentation
Pre-audit teleconference	Leads the teleconference call and makes sure that all the Inspection team understands their role and the nature of the programme.	Actively participate in the teleconference	Actively participate in the teleconference		Translation and language support for understanding the nature of the programme and verbal description of contents of documentation if needed.
Introduction meeting	Lead the Introduction meeting.	Actively participate in the Introduction meeting.	Observe the Introduction meeting.		Observe the introduction meeting and translation support, if needed.
Inspection of Facilities	Inspect the facilities that they are qualified for.	Inspect the facilities that they are qualified for.	Observe the Inspection of the facilities that they are qualified for and assist.	Observe the Inspection but without taking part in it.	Observe the Inspection but without taking part in it. Only language support.

Tasks	Team Leader	Inspector	Trainee	Observer	Translator/ Facilitator
Interviews	Interview the personnel of the facilities that they are qualified for.	Interview the personnel of the facilities that they are qualified for.	Observe the Interview the personnel of the facilities that they are qualified for and assist.	Observe the Interviews without taking part in it.	Verbal translation and language support to the inspection team and centre personnel in order to ensure good communication
Closure Meeting	Lead the closure meeting.	Actively participate in the closure meeting.	Observe the closure meeting.	Observe the closure meeting.	Observe the closure meeting and verbal translation support, if needed.
Completion of the Inspection Checklist	Complete their section of the Inspection Checklist.	Complete their section of the Inspection Checklist.			
Completion of the Summary Report	Complete their inspection part and the part of the team leader of the Summary Report.	Complete their inspection part of the Summary Report and send it to the team leader and the JACIE Office.			
Finalize Summary Report & Inspection Checklist	Review all parts of the Summary Report" and confirm that the Summary Report and Checklist are ready for the JACIE Office review				

WORKING CONDITIONS

As a volunteer, the Inspectors can expect the following benefits of attending inspections:

- An excellent way of learning about JACIE Standards
- An opportunity to visit other centres and see how the Standards are implemented in transplant Centres across globally providing ideas for your practice.
- Learning and sharing knowledge and experience with the fellow inspectors and Centres inspected.
- Opportunities to network with colleagues across Europe and sometimes further afield.
- Contribute to promoting and implementing quality in the transplant community and improving the quality of care for our patients.

Inspectors will be provided by JACIE

- Flights/train/travel arrangements as required
- Accommodation for the duration of the inspection
- Per diem payment for the inspections
- Reimbursement of expenses if the Per Diem proves not to be enough during the Inspection period
- Access to continuous education

JACIE expects the Inspectors to:

- Commit to a minimum of 1 inspection per annum.

Inspectors can be asked to participate in inspections in other countries where they speak the local language or where facilitators / translators are provided.

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,
 - 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 should 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.
 - Demonstrate documented evidence of continuous education and training in quality management. This can include internal and external training.

And:

- Good understanding of the accreditation process
- Familiar with the JACIE standards
- IT literate

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
- Collaborative approach and willingness to work as part of the Team

Other important competencies to work as an Inspector are:

- Results and quality oriented
- Attention to detail
- Good time management skills
- Good organisational skills
- Objectivity

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



JACIE Accreditation Office
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