

## ACCREDITATION BOARD MEETING AGENDA

**CONFIDENTIAL – AB MEMBERS ONLY**

**October 18, 2022**

**8:00pm – 10:00pm ET**



Virtual Meeting

	<b>Attachment</b>	<b>Presenter</b>	<b>Action?</b>
1. Call to Order		Jeng	
2. Approval of Minutes	A		Yes
3. Old Business			
3a. Training Update		Dimond	
3b. Forms Subcommittee Activity Report		Meinecke	Yes
3c. Proposed change to C2.00 Medical Standards	B	Officer	Yes
4. New Business			
4a. Recovery only bank SIQ/PIQ requirements	C	Drury	Yes
4b. Long term preservation inspection		DeMatteo	Yes
4c. Processing accreditation clarification to P & P		DeMatteo	Yes
4d. Call for enhanced NDA sub-committee		Brooks	Yes
4e. AB travel expenses		Corcoran	No
5. Late Additions			

6. Adjournment of Business Meeting

7. Closed Sessions

8. Fall 2022 Inspection Cycle (Closed Session)

9. Adjournment



**ACCREDITATION BOARD MEETING MINUTES**  
**June 2, 2022**  
**Hilton Inner Harbor, Baltimore, MD**

**I. Call to Order**

Michelle Rhee, MD called the meeting to order and welcomed Accreditation Board members and guests in the attendance.

The following members were present:

Kyle Mavin, CEBT, CTBS	Co-Chair
Michelle Rhee, MD	Co-Chair
Lisa Brooks, CEBT, CTBS	Co-Vice Chair, Training Chair
Bennie Jeng, MD	Co-Vice Chair
Victoria Adler, RN, BSN, CEBT	
Marcella Bischoff-Diamond, CEBT	
Alan Blake, CEBT	
Jason Brosious, RN, BSN, CEBT, CTBS	
Ryan Cade, CEBT, CTBS	
Winston Chamberlain, MD, PhD	
Kevin Corcoran, CAE	President/CEO – EBAA
Jennifer DeMatteo, MCM, CIC	Director of Regulations & Standards – EBAA
Wayne Dietz, CEBT	
Donna Drury, MBA, CEBT, CTBS	
Timothy Fischer, MHA, CEBT, CTBS	
Brian Ha, MSc, CEBT	
Erik Hellier, CEBT	
Susan Hulbert, CEBT	
Adam Kaufman, MD	
Sara Kerr, CEBT	
Christopher Ketcherside, MD	
Jennifer Li, MD	
Amy Lin, MD	
John Lohmeier, CEBT	
Thomas Mauger, MD	
Donna McDonald, CEBT	

Eric Meinecke, CEBT  
Noël Mick EBAA Chair  
Afshan Nanji, MD, MPH  
Andrew Officer, CEBT  
Brian Philippy, CEBT  
Jim Quirk, CEBT  
Sam Ramos, CEBT, CTBS  
Adam Stockman, CEBT  
Chris Stoeger, MBA, CEBT, CTBS  
Wesley Thompson, CEBT  
Michael Titus, CEBT  
David Warner, MD  
Troy Win'E, CEBT  
Samuel C. Yiu, MD

## **II. Approval of Minutes**

Kyle Mavin requested an approval of the minutes from the last meeting.

**Action:** A motion was made by Adam Stockman and seconded by Andrew Officer to approve the minutes from the November meeting

**Motion Passed.**

## **III. Old Business**

### **A. Training Updates (Brooks)**

No updates.

### **B. Forms Subcommittee Activity Report (Meinecke)**

No updates.

## **IV. New Business**

### **A. AB Members CEBT Status (Stoeger)**

Chris proposed a discussion on the current AB bylaw which requires AB members to have their CEBT to sit on the board. Chris queried if this is an anachronism or if this is a requirement the board would like to retain. Feedback focused on the value of the CEBT and the basis of knowledge it establishes; however, concern was expressed as to whether the standards have kept up with the changes in eye banking. Kevin Corcoran shared that the EBAA Board is contemplating the benefits of developing a second certification for non-technical staff. Dr. Rhee thanked everyone for the discussion and for giving the board something to consider. No motion was made. Kevin also made note that the Board will continue to look at how techs are certified and how changes could

potentially add another category of CEBT that would serve on the AB.

**Action:** No motion made

**V. Late Additions – No Late Additions**

**VI. Adjournment of Business Meeting**

Kyle Mavin closed the business meeting and reminded AB members to stay for the closed session.

**VII. Closed Session / Fall Inspection Cycle – Closed Discussion Items/Reports of Findings**

**A. Discussion Items (Mavin)**

- A request was made to clarify C2.000 as inspectors are finding misinterpretations of the standard related to staff trainers and competency reviews.
  - A subcommittee was formed to clarify C2.000. The subcommittee will be chaired by Andrew Officer and include members Adam Stockman, Susan Hurlbert, Vicki Adler, Eric Meinecke, Sara Kerr, and Chris Ketcherside

**Action:** No motion made

- Best practice of handling missing documents from PIQ: What is the best practice for handling and documenting missing PIQ information?

**Action:** No motion made

- Acceptable or not acceptable? Utilizing a Cause of Death listing as:
  - “Cardiac Related”
  - “Cardiopulmonary Arrest”
  - “Respiratory Failure”
  - “Cerebrovascular Accident (CVA)”

**Action:** No motion made

**B. 10 Banks were inspected this cycle**

Inspectors presented observations of all 10 banks.

The following was the result of the voting:

9 Banks received 3-year accreditation.

1 Bank received 1-year accreditation.

1 Bank declined accreditation.

No bank was denied accreditation.

Minutes submitted by AB Co-Vice Chair, Lisa Brooks, CEBT

~~Strikethrough~~ – text to be deleted

**Highlighted** – new text added

**C2.000 Training, Certification and Competency Reviews of Personnel Performing Tasks Overseen and/or Regulated by the EBAA, FDA, and Other State and Federal Agencies.**

An eye bank or other establishment performing eye banking functions must provide a formal orientation program for each new employee and the employee's participation must be documented.

An eye bank or other establishment performing eye banking functions, must also establish a comprehensive and well-defined training program outlining specific job- related tasks that each employee is being trained to perform. ~~This training program shall contain documentation indicating when each employee is released to perform their job-related tasks independently.~~ This comprehensive training program shall include the implementation and documentation of annual competency reviews of the skills and job- related knowledge of all eye bank employees performing eye banking functions. The person responsible for ~~these competency reviews~~ **this training program** must be a CEPT or an individual who has been qualified by a CEPT who is part of the organization's comprehensive quality program. **Determination of competency for eye banking functions is the responsibility of the Medical Director or trainer(s) designated and determined competent by the Medical Director.** This training program shall contain **documentation indicating when each employee is released to perform their job-related tasks independently.**

Eye bank technicians seeking to receive EBAA certification or become re-certified must meet the criteria set forth in the EBAA document Criteria for Certification and Recertification of Eye Bank Technicians.

All EBAA accredited eye banks must have one CEPT attend an EBAA sponsored skills workshop once every three years.

**From the Pre-Inspection Questionnaire Instructions**

2-C. Provide documentation that the person (or persons) conducting annual competency reviews is a ~~CEPT or is an individual who has been qualified by a CEPT who is part of the organization's quality program.~~ **the Medical Director or trainer(s) designated and determined competent by the Medical Director.**

## ATTACHMENT C

**From:** [Donna Drury](#)  
**To:** [Lisa Brooks](#)  
**Cc:** [Jennifer DeMatteo](#)  
**Subject:** Questions on forms for Recovery Only Banks  
**Date:** Thursday, September 29, 2022 1:01:06 PM

Lisa and Jennifer,

While performing my last inspection on a recovery only bank, I had the following issues/questions with the PIQ/SIQ form:

Director Q#65 – why should the director be required to describe the tissue distribution system?

Why is the Director required to know the infectious disease tests being run by the eye bank (Director Q#76), but the medical director is not required to know them (Medical Director #84)? In my opinion, they should both be required to know the tests being run.

Records #205 – Slit lamp evaluation results should not be applicable for a recovery only bank.

Thanks!

*Donna*

Donna Drury, MBA, CEBT, CTBS Director

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