

# **EBAA**

## **CRITERIA FOR CERTIFICATION AND RECERTIFICATION OF EYE BANK TECHNICIANS**



## **EBAA MISSION STATEMENT**

The EBAA champions the restoration of sight through core services to its members which advance donation, transplantation, and research in their communities and throughout the world.

## **ABOUT THE EYE BANK ASSOCIATION OF AMERICA**

The EBAA is committed to promoting and protecting the uniqueness of eye banking through...

**QUALITY:** Serving its membership by promoting tissue safety, setting medical standards, promoting effective business practices, and providing professional development that advance our mission.

**COLLABORATION:** Supporting an environment where members work together to solve common challenges by sharing and helping each other meet the needs of the communities we serve.

**INNOVATION:** Communicating with governmental agencies, corporate entities and stakeholders through innovative and forward-thinking exploration to advance the restoration of sight.

**SERVICE:** Honoring its members through recognition and respect for the services they provide.

## Criteria for Certification and Recertification of Eye Bank Technicians

### ***Purpose of Certification***

The Eye Bank Association of America (EBAA) offers the opportunity to attain Certified Eye Bank Technician (CEBT) status through an electronic examination administered by an outside educational testing agency. Certified Eye Bank Technician (CEBT) status is awarded to technicians who meet eligibility criteria and demonstrate proficiency in the recovery of corneoscleral rims, which has been witnessed and verified by the candidate's Medical Director and Technical Trainer, (See Practical Performance Competency Verification Form: Appendix A) and an electronic examination.

### ***Criteria for Certification***

The EBAA offers the opportunity to attain CEBT status through an electronic examination. In addition to the exam, a candidate for eye bank technician certification must successfully demonstrate proficiency in the recovery of corneoscleral rims, which has been witnessed and verified by the candidate's Medical Director and Technical Trainer (**see Practical Performance Competency Verification Form: Appendix A**).

Criteria for the certification and recertification of technicians will be periodically reviewed and updated by the EBAA Certification Board. Responsibility for maintaining certification rests solely with the CEBT.

### ***Administration and Sponsorship***

The certification program for the Eye Bank Technicians is sponsored independently by the Certification Board of the EBAA. A list of members of the Certification Board can be obtained from the member section of the EBAA's website.

The Certified Eye Bank Technician Examination is administered by the Professional Testing Corporation (PTC), through Prometric Testing Centers. PTC: 1350 Broadway- 17<sup>th</sup> Floor, New York, NY 10018, (212) 356-0660, [www.ptcny.com](http://www.ptcny.com).

The examination is administered twice a year during an established two-week testing period on a daily basis, Monday through Saturday (excluding holidays), at computer-based testing facilities managed by Prometric or at a private location of choice with a remote Prometric proctor. This is subject to change; changes are posted on the EBAA website ([www.restoresight.org](http://www.restoresight.org)). Prometric has several hundred testing sites in the United States and worldwide. Scheduling is offered on a first-come, first serve basis. Please note: Hours and days of availability vary at different centers. You will not be able to schedule your examination appointment until you have received an Eligibility Notice from the Professional Testing Corporation.

### ***Eligibility to Sit for the Exam***

An applicant for eye bank technician certification must meet the following criteria:

- 1) Possess a high school degree or GED, AND a minimum of six (6) months of experience within the past two (2) years in a transplant organization with active involvement in the procurement and processing eyes, tissues and/ or organs, and be recommended by the Executive Director, and a physician who meets the requirement of an “Eye Bank Medical Director,” as defined in C1.200 of the Medical Standards.
- 2) Submit a completed “Practical Performance Competency Verification” form, including a written recommendation signed by a technician trainer, and a physician who is currently active as, and meets the requirements of an “Eye Bank Medical Director” as defined in C1.200 of the Medical Standards.

### ***Practical Performance Competency Verification*** – IMPORTANT

Applicants must demonstrate proficiency in the recovery of corneoscleral discs by performing an in situ or laboratory excision witnessed by a Technician Trainer and an eye bank Medical Director. A [Practical Performance Competency Verification](#) signed by the Technician Trainer and Medical Director must be completed before the application can be submitted. Please schedule the evaluations early, as the form must be uploaded with the application.

**Note:** Observations should be performed in person. However, remote observations will be allowed if there are unusual or extenuating circumstances which would prohibit in-person observation. If an observation is not able to be performed in person, the observation of the applicant by the Medical Director or Technician Trainer may be done remotely using a video conferencing application or platform. If it is done remotely using a virtual platform, the observation must be conducted live with a third person operating the camera. By having a third person present to control the camera, the observer can instruct the camera operator to move closer/further, etc. The procedure must be observed live and cannot be pre-recorded and sent for viewing at a later time.

**Special Accommodation:** EBAA will accommodate qualified candidates with a disability who are unable to perform the Practical Performance Competency Verification. To request a reasonable accommodation, submit a formal letter to the EBAA Certification Board signed by the eye bank Executive Director and Medical Director with the request for accommodation, the reason for the accommodation and a proposed alternative for the demonstration of knowledge equivalent to the practical demonstration. Submit the formal request to Stacey Gardner, EBAA Director of Education. The Certification Board will review the requests and contact the individual once the request has been reviewed and a decision has been made.

## **Exam Details**

The exam is an electronic examination facilitated by Prometric either at a Prometric Test Center or at a private location with a remote Prometric proctor.

Question Format: 250 multiple-choice questions

5 Areas of Testing:

- Anatomy and Physiology (12%)
- Quality Assurance and Control (24%)
- Donor-Related Issues (20%)
- Technical Procedures (24%)
- Tissue-Related Procedure (20%)

Passing Score: A candidate must receive a score of 187 (75%) to pass the exam.

Time Limit: 4 hours

See Content Outline at end of document.

## **Examination Application Process**

The application process for the CEBT Exam includes:

- Candidate completes the application on the [EBAA website](#).
- Including a completed [Practical Performance Competency Verification](#)
- Candidate submits the application and payment to EBAA.
- EBAA Office reviews candidate's application.
- Once approved, the EBAA sends an email notification to the candidate with instructions for registering with PTC.
- EBAA submits the candidate's information to PTC.
- Following the directions in the confirmation email, candidates will register for the exam on the Professional Testing Corporation's (PTC) website.
- PTC will send directions for scheduling the exam.
  - If a candidate does not receive notification from Professional Testing Corporation (PTC) within four weeks after registering on their site, they should contact the EBAA Office to inquire as to the status of their application.
- Candidate schedules exam at a testing center of their choice. Alternatively, candidates may schedule an exam with a remote proctor.

An applicant should read the application form carefully and complete it fully. Failure to submit a completed application may result in an additional processing fee. It is the applicant's responsibility to ensure that the application, all required documentation and fees are submitted by the required date. If an applicant does not receive acknowledgment that the EBAA has received his or her application, it is the responsibility of the applicant to contact the EBAA office for confirmation of verification. *Applicants should not assume they are registered unless they have received email confirmation from the EBAA.*

## **Examination of Candidates with Special Needs**

Special testing arrangements will be made for individuals with special needs. Submit the application, examination fee, and a written request for special accommodations. The form can be obtained from PTC at [www.ptcny.com/PDF/PTC\\_SpecialAccommodationRequestForm.pdf](http://www.ptcny.com/PDF/PTC_SpecialAccommodationRequestForm.pdf) or calling PTC at (212) 356-0660. Requests for special testing arrangements must be received at

least EIGHT (8) weeks prior to testing date.

### ***Scheduling Examination Appointment Process***

Candidates will be emailed a Scheduling Authorization from [notices@ptcny.com](mailto:notices@ptcny.com). Please ensure the correct email address is on the application and add the 'ptcny.com' domain to your email safe list. If you do not receive a Scheduling Authorization at least five weeks before the exam cycle, contact the EBAA office.

The Scheduling Authorization indicates how to schedule your examination with Prometric and provides the dates which testing is available. Since appointment times are first-come, first-serve, candidates should schedule the appointment as soon as they receive their Scheduling Authorization in order to maximize their chance of testing at a preferred location and on a preferred date. Candidates who wait until the last minute, may not receive their preferred date, time, and testing center.

After the test appointment is made, Prometric sends a confirmation email with the date, time, and location of exam. Please check this confirmation carefully for the correct date, time, and location. Contact Prometric at (800) 741-0934 if you do not receive this email confirmation or if there is a mistake with your appointment.

**IMPORTANT!** Candidates **MUST** present a current driver's license, passport or U.S. military ID at the test center. Expired, temporary, or paper driver's licenses will **NOT** be accepted. The name on the Scheduling Authorization **MUST** exactly match the name on the photo ID. An applicant will be admitted to the exam only with proper identification (a valid picture identification).

**Note: International candidates may also schedule, reschedule, or cancel an appointment online at [www.prometric.com](http://www.prometric.com).**

### ***Changing Your Examination Appointment***

Candidates can reschedule their examination appointments within the same testing period if the request is submitted within the timeframe described below. Reschedule within the permitted time frame on [www.prometric.com](http://www.prometric.com) or by calling 800-741-0934.

<b>Time Frame</b>	<b>Reschedule Permitted?</b>	<b>Stipulations</b>
Requests submitted 30 days or more before the original appointment	Yes	None
Requests submitted 29 to 5 days before the original appointment	Yes	Candidate must pay Prometric a rescheduling fee of \$50.
Requests submitted less than 5 days before the original appointment	<b>No</b>	Candidates who do not arrive to test for their appointment will be considered a no-show and all their examinations fees will be forfeited. Candidates will need to reapply and pay fees for a future testing period.

### ***Preparing for the Examination***

- Check your government issued photo ID (driver’s license, passport or U.S. Military ID) when you make your examination appointment. Make sure that the ID is valid and not expired, and that the name on your ID matches the name on your Scheduling Authorization email. Proctors at the Prometric testing center will refuse admission to candidates with expired IDs, IDs with names that do not match their records, and temporary paper IDs. Candidates will be marked as no-shows and will forfeit their exam fees.
- Check your PTC Scheduling Authorization email and Appointment Confirmation email from Prometric to confirm everything is accurate (i.e. your name, exam name, appointment date, time and location).
- Familiarize yourself with the location of your testing site and any requirements they may have for parking and check the weather and traffic conditions before you leave for the testing center. Make sure to give yourself plenty of time to arrive, as late arrival may prevent you from testing.
- In the event of inclement weather, check the Prometric website for site closures: <https://www.prometric.com/closures>.
- Prometric’s website provides information on what you can expect on your test day, including a walkthrough of check in and security procedures: [www.prometric.com](http://www.prometric.com).
- Review the What to Expect at the Test Center and the Rules for the Examination on the next pages before your appointment.

### ***Resources for Studying for the Exam***

- EBAA Medical Standards and EBAA Technical Procedures Manual
- [Exam Content Outline](#)
- [Exam Study Guide](#)
- [Practice Exam \(Administered by PTC\)](#)
- [FDA Final Guidance for Industry: Current Good Tissue Practice \(cGTP\)](#)
- [FDA Final Guidance for Industry: Eligibility Determination for Donors of Human Cells, Tissues, and Cellular and Tissue-Based Products \(HCT/Ps\)](#)

### ***What to Expect at the Testing Center***

PTC has partnered with Prometric Testing Centers to deliver examinations to candidates. Here is what you can expect when you arrive at your Prometric Testing Center.

- Candidate Check-In
  - Candidates will be asked to present their IDs.
  - Candidates will be asked to empty and turn out their pockets.
  - Candidates will be “wanded” or asked to walk through a metal detector.
  - Inspection of eyeglasses, jewelry, and other accessories will be conducted. Jewelry other than wedding and engagement rings is prohibited.

- Religious headwear may be worn into the testing room; however, it may be subject to inspection by a testing center administrator before entry into the testing room is permitted.
- Prometric provides lockers for candidates to store their purses, mobile phones, jackets, food, drinks and medical supplies.
- During the Exam
  - No breaks are scheduled during the exam. Candidates who must leave the testing room to take a break will not be given extra time on the exam.
  - Accessing mobile phones or study materials during the examination is prohibited.
  - Smoking is prohibited at the testing center.
  - All examinations are monitored and may be recorded in both audio and video format.

Note: Other exams will be administered at the same time as your examination. Therefore, examinees may hear ambient noises such as typing, coughing, or people entering and exiting the testing room that cannot be avoided. Prometric is unable to provide a completely noise-free environment. However, headphones may be requested to minimize impact. Please see [Prometric's website](#) for more information about what to expect on testing day.

### ***Rules for the Examination***

Please read the information below carefully. You are responsible for adhering to the examination rules while at the testing center.

- You must present your current driver's license, passport, or US Military ID at the testing center. Candidates without valid ID will NOT be permitted to test. Temporary or paper copies of your ID will not be accepted.
- No Electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; wearable technology (such as smart watches), MP3 players (such as iPods), pagers, cameras, and voice recorders are permitted to be used and cannot be taken in the examination room. Prometric provides lockers for your personal items.
- No papers, books, or reference materials may be taken into or removed from the testing room.
- No questions concerning content of the examination may be asked during the examination session. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.
- Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.
- Bulky clothing, such as sweatshirts (hoodies), jackets, coats, and hats (except hats worn for religious reasons), and most types of jewelry may not be worn while taking the examination. Proctors will ask you to remove such items and place them in your locker. Please see [Prometric's statement on Test Center Security](#) for more information.
- All watches and "Fitbit" type devices cannot be worn during the examination.
- No food/beverages are permitted inside the testing room. Leave these items in your assigned locker.

Contact PTC at (212) 356-0660 or [www.ptcny.com/contact](http://www.ptcny.com/contact) with any questions about the Examination Rules.



**VIOLATION OF ANY OF THE RULES LISTED ABOVE MAY LEAD TO FORFEITURE OF FEES, DISMISSAL FROM THE TESTING ROOM, AND CANCELLATION OF YOUR TEST SCORES.**

### ***Grading and Reporting of Scores***

The electronic exam will be scored by the PTC and the results are forwarded to the EBAA. Scores are strictly confidential and the EBAA will report them *only* to the applicant unless the applicant approves of notice to others in writing. EBAA will first report the scores to the candidate via email as soon as the results are received by the office. A separate notice will be sent to the candidate with the breakdown of the scores. An email will be sent to the eye bank Executive Director notifying them that the candidate received their scores.

A list of EBAA-certified eye bank technicians is published periodically by the EBAA.

The EBAA ensures the validity of the scores it reports. If questions arise about an individual's score, the EBAA appreciates the cooperation of all parties concerned in any EBAA review or investigation. The EBAA's Certification Board reserves the right to cancel any examination score if the available evidence demonstrates that there is adequate reason to question its validity.

The Certification Board, at its discretion, may: (1) offer the individual an opportunity to take the examination again at no additional fee; (2) offer the individual an opportunity to take the examination again, including payment of all fees; or (3) conduct a review, as outlined under the "Appeals" section of these procedures.

### ***Passing the Exam***

If a candidate passes the exam, the individual becomes a Certified Eye Bank Technician. The certification is valid for 3 years.

### ***Failure to Pass Electronic Examination***

If a candidate fails to pass the exam, they may be able to apply to take the exam in the future, but they must complete the following steps in order to be certified:

1. Submit a new and complete application with fees.
2. Retake and successfully pass the examination.

Candidates who do not attain a satisfactory score on the certification examination may request a manual scoring of the exam. The request must be addressed to the Certification Board Chairperson, with a copy to the EBAA, within **thirty (30)** calendar days of receiving the exam results. The results of the manual scoring are considered final.

### ***Revocation or Suspension of Certification***

The Certification Board reserves the right to revoke or suspend certification, if in its judgment, based on the available information, a candidate who received a certificate has not adequately met requirements for certification as set forth by the EBAA. Certificates may be revoked or suspended

for problems and/or deficiencies not limited to but including the following reasons:

1. Failure to maintain recertification or lack of adequate number of CEUs.
2. Falsification or inadequacy of examination application.
3. Failure to pay required fees.

## **RECERTIFICATION PROCESS**

### **Requirements**

It is the responsibility of each CEBT to ensure that his/her certification does not lapse.

To obtain recertification, an individual must complete the following:

1. **Obtain 16 Continuing Education Credits, which must include at least confirmed attendance from two of the following courses:**
  - a. EBAA Technician Skills Workshop;
  - b. EBAA Medical Advisory Board Meeting;
  - c. EBAA Medical Directors Symposium; and/or
  - d. EBAA Scientific Session every three years (this includes the Scientific Symposium at the Annual Meeting or the Cornea and Eye Banking Forum)

**Please note: The EBAA office no longer mails CEU Certificates or Certificates of Attendance following an EBAA meeting.**

**CEBTs may submit CEU requests to the EBAA for non-EBAA meetings for approval.**

2. **Submit a completed Recertification Application postmarked by December 31<sup>st</sup> of the year certification expires.**
3. **Include required recertification fees (see Table II ).**

**No late or incomplete applications will be accepted by the EBAA office.** Checks or money orders should be made payable to the EBAA. Fees may be paid with a credit card.

### ***Expiration of Recertification:***

If certification expires, recertification may only be attained by re-taking the CEBT examination.

### ***CEU Verification Process:***

*To meet CEU requirements, a candidate may refer to the approved list for available options (See Table I); may attend EBAA courses offered at EBAA meetings; or may identify independent work or educational opportunities relevant to technician certification and apply for approval to the EBAA office.*

#### **1) EBAA Annual Meetings, Conferences and Workshops**

To receive CEU credit for EBAA Meetings, an attendee must complete the evaluation for the session that they have attended.

## 2) EBAA Webinars

To receive CEU credit for EBAA webinars, an attendee must attend the webinar through eyeLEARN. The CEUs will be automatically added to the CEBT's account.

## 3) Individual CEU Requests

### a. Request for pre-approval

To request approval of a scheduled future course or program [sixty (60) calendar days prior is suggested], an applicant must submit copies of the following items, including a CEU request form, to the EBAA office.

1. A copy of the course outline and/or program.
2. Speaker qualifications and background information; for example, area and site of practice; job title; area of expertise; qualifications to teach the course.

A copy of the final course outline and/or program and verification of attendance must be received by the EBAA office within **sixty (60)** calendar days of date of attendance. An approval letter will be sent to the applicant within **sixty (60)** calendar days of receipt of all information.

### b. Request for CEUs for courses not pre-approved by the EBAA

To request approval of a course or program not pre-approved by the EBAA, an applicant must do the following:

1. Complete a CEU request form (<https://restoresight.org/individual-ceu-request-form/>) no later than **sixty (60)** calendar days after attending the course or program.
2. Attach a copy of the final course outline and/or program; designate the actual time spent in class.
3. Include verification of attendance, for example, a certificate of attendance and/or a copy of the attendance roster that confirms attendance.

Verification of approval of the CEUs will be sent to the applicant within **sixty (60)** calendar days of receipt of all information.

### Appeals:

The Certification Board, in consultation with the EBAA President/CEO, will manage technician recertification appeals. The process is as follows:

1. Appeals must be sent to the Chair of the Certification Board in writing, with a copy to the EBAA President/CEO.
2. The appellant must include all relevant information in appeal for review by the Certification Board Chair and the EBAA President/CEO.
3. A review committee will conduct an initial review verifying the merit of the appeal.
4. If the review committee (i.e., CEU Chair; EBAA President and Certification Board Liaison) finds merit in the appeal, the Certification Board Chair will announce a decision on the appeal within **sixty (60)** calendar days and respond to the appellant in writing.

If a candidate for CEUs wishes to appeal a CEU decision only, he/she may submit a written appeal to the  
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Chair of the Continuing Education Committee, with copies to the EBAA office. Following review and within **sixty (60)** calendar days, the Chair of the Continuing Education Committee will announce a decision on the appeal and respond to the appellant in writing.

**TABLE I**

CEUs Can Be Earned By:	CEUs awarded by:
Attendance at meetings held by the Eye Bank Association of America, including EBAA Annual Meetings and Scientific Symposiums.	Completing Evaluations for the sessions that were attended.
Attendance during EBAA Education Institute Sessions.	Submitting the webinar signature sheet signed by the Executive Director.
Attendance at programs or courses that relate directly to EBAA Medical Standards issues such as donor screening, infection control, and procurement procedures. The lectures specifically related to these issues must be given by EBAA Certified Eye Bank Technicians or physicians with current service or who served within the past two years on the Medical Advisory Board and/or EBAA Medical Directors. As well as, recognized experts in selected disciplines.	Submitting the meeting program, or schedule and a proof of attendance with the Continuing Education Request Form within <b>60</b> days of attending the course. Time for topics (sessions, lectures) must be included.  Approval will be sent to applicant. For recertification purposes, the CEBT shall submit proof of attendance with their recertification application.
Ophthalmology lectures that have direct application to Medical Standards.	Submitting the Continuing Education Request Form, proof of attendance, schedule, the lecturer's name, and academic title within <b>60</b> days.
Publication of a journal article, chapter, or similar scholarly work of which you are the primary author.	Submit publication.
Courses on general issues related to organ and tissue transplantation, workshops dealing with consent, hospital development, general ophthalmology lectures, etc.	Submitting the meeting program, outline or schedule and a proof of attendance with the Continuing Education Request Form within <b>60</b> days. Time for topics (sessions, lectures) must be included.
Taking academic courses in chemistry, biology, human anatomy, human physiology, epidemiology, and immunology offered by an accredited institution at the rate of one CEU per hour of class time.	Submitting an explanation of how the course or literature is applicable to the practice of eye banking with a Continuing Education Request Form.
Self-study using audio or videotapes, self-study courses, or by reading journal articles or books.	¼ CEU may be awarded for each self-study submission, with Continuing Education approval. A total of 1 CEU or 4 approved submissions may be granted in a recertification cycle from this category. A summary of each item must be included.
Active participation on other designated EBAA medically-related committees, i.e., Accreditation, Technician, and Medical Advisory Committees	Submitting verification of attendance and participation from the committee chair, i.e., committee meeting minutes.

\* This information is subject to change. For information, call the EBAA office at (202) 775-4999

## Practical Performance Competency Verification

### **Part 1: General Information and Instructions**

1. This form must be completed by a technician trainer, as well as a physician who meets the requirements of an Eye Bank Medical Director, as outlined in Section C1.200 of the EBAA Medical Standards.
2. Once completed and signed, this form serves as both a written recommendation from a Technician Trainer and Medical Director and a verification of practical performance competency as outlined in **EBAA's *Criteria for Certification of Eye Bank Technicians***—specifically, *Eligibility to Sit for Exam*.
3. This completed form is a requirement to sit for the Certified Eye Bank Technician (CEBT) certification exam and must accompany the technician's exam application.

### **Part 2: Medical Director and Technician Trainer Observation**

Name of CEBT Applicant: \_\_\_\_\_

Name of Medical Director: \_\_\_\_\_

Address of Medical Director: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Specific Relationship of MD with the Eye Bank: \_\_\_\_\_

Name of Technician Trainer: \_\_\_\_\_

Address of Technician Trainer: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Specific Role at the Eye Bank: \_\_\_\_\_

### Practical Performance Competency Verification

Select the procedure observed:  Laboratory Excision  In Situ Excision

Note: Any fields that do not apply to the process performed can be skipped but please mark with "N/A" for not applicable. For example if observing the Laboratory Excision, Step #2 will not require initials but should include "N/A". The references in parentheses refer to related sections of the EBAA Procedures Manual.

<b>A. Aseptic Technique</b>	<b>MD Initials</b>	<b>Trainer Initials</b>
1. The technician was appropriately dressed wearing moisture impermeable clothing with sterile sleeves/sterile impermeable gown, cap, mask and protective eyewear. (E1.110 & E1.221)		
2. Penlight Exam Performed (In Situ Excision Only) (E1.110)		
3. The sterile instruments were appropriately wrapped. (E1.110)		
4. The unwrapping of the sterile instrumentation kit was performed without compromising the sterile instruments or sterile field. (E1.110, E1.130 & E1.221)		
5. Non-sterile items were placed in areas that did not allow the sterile field to be compromised. (E1.110 & E1.221)		
6. The technician successfully demonstrated a 3-5-minute scrub utilizing aseptic technique. (E1.110 & E1.221)		
7. The technician successfully demonstrated proper sterile gloving technique. (E1.110)		
8. The technician applied a sterile drape or sterile towel to the head without compromising the sterile field or reaching over the sterile field. (E1.130) (In Situ Excision Only)		

**A. Aseptic Technique (Continued)**

	MD Initials	Trainer Initials
9. The technician successfully transferred the eye from the eye jar to the sterile field without compromising the sterile field or reaching over the sterile field during the transfer. (E1.221) (Laboratory Excision Only)		
10. The technician irrigated and/or soaked the whole eye (E1.221) OR decontaminated the cornea and conjunctiva with povidone-iodine solution. (E1.130)		
11. All sterile and non-sterile instruments were appropriately placed throughout the entire procedure. The sterile field was never compromised. (E1.130 & E1.221)		
12. The technician used separate instruments for the removal of the conjunctiva and the incision through the sclera. (E1.130 & E1.221)		
13. The corneoscleral disc was carefully and gently transferred to the vial or viewing chamber containing the preservation medium without compromising sterility. (E1.130 & E1.221)		

**B. Surgical Technique**

	MD Initials	Trainer Initials
1. The technician successfully removed the conjunctiva by carefully scraping the exposed sclera. (E1.130 & E1.221)		
2. The incision through the sclera with the scalpel and/ or trephine did not penetrate or break the choroid. (E1.130 & E1.221)		
3. The scissors were appropriately inserted throughout the entire excision in the suprachoroidal space. (E1.130 & E1.221)		
4. The technician maintained a corneoscleral disc between 2-4 mm from the limbus. (E1.130 & E1.221)		
5. During the excision, no significant vitreous leakage occurred. (E1.130 & E1.221)		
6. The anterior chamber was maintained and not compromised throughout the entire excision. (E1.130 & E1.221)		
7. The ciliary body separation was performed gently by removing the ciliary attachments and not pulling on the corneoscleral disc. (E1.130 & E1.221)		
8. The corneoscleral disc was gently separated from the choroid without excessive twisting or bending of the cornea. (E1.130 & E1.221)		
9. After the procedure, the technician determined the lens status. (E1.130 & E1.221)		
10. The technician followed the established procedure as written in the eye bank's policy and procedure manual. (E1.130 & E1.221)		

**Comments by Medical Director**

**Comments by Technician Trainer**

**Medical Director's Recommendation**

I meet the requirements outlined in item 1 above and currently serve as Medical Director for the eye bank listed. On \_\_\_\_\_(date), I observed the above technician performing a corneoscleral disc excision on a human donor eye and have verified, with my initials, that he/she performed competently in each area. Based on my direct observation, I recommend that this technician be allowed to sit for the EBAA CEBT exam.

**MD Initials:** \_\_\_\_\_

**Technician Trainer's Recommendation**

On \_\_\_\_\_ (date), I observed the above technician performing a corneoscleral disc excision on a human donor eye and have verified, with my initials, that he/she performed competently in each area. Based on my direct observation, I recommend that this technician be allowed to sit for the EBAA CEBT exam. **Trainer Initials:** \_\_\_\_\_

**All three of the individuals listed below confirm the information above and are in support of this application.**

\_\_\_\_\_  
Medical Director's Signature

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Technician Trainer's Signature



## EBAA EXAM CONTENT OUTLINE

### I. ANATOMY AND PHYSIOLOGY (12%)

- a. Ocular
  - i. General Characteristics
    - 1. Anatomy of the eye
    - 2. Function
    - 3. Conditions of the eye
  - ii. Refractive Power of the Eye
    - 1. Refractive Properties
    - 2. Refractive Errors
  - iii. Accommodation
  - iv. Other
- b. Cornea
  - i. General Characteristics
  - ii. Corneal Layers:
    - 1. Epithelium
    - 2. Bowman's Membrane
    - 3. Stroma
    - 4. Descemet Membrane
    - 5. Endothelium
  - iii. Metabolic Functions
  - iv. State of Hydration
  - v. Factors Affecting Transparency
    - 1. Rejection
    - 2. Edema
    - 3. Other

### II. QUALITY ASSURANCE AND CONTROL (24%)

- a. Professional Standards
  - i. Accreditation
    - ii. Certification
    - iii. Personnel
    - iv. Reporting Requirements
  - b. Legislation and Regulatory Requirements
    - i. FDA Registration
    - ii. FDA Donor Eligibility Rule
    - iii. FDA Good Tissue Practices
    - iv. FDA Guidance for Industry
    - v. CMS Conditions of Participation (CoP)
  - c. Facilities
    - i. Instrument Inspection, Cleaning, and Handling
    - ii. Refrigeration and Temperature Recording
    - iii. Sterilization Methods
    - iv. Other
  - d. Infection Control and Personnel Safety
    - i. Aseptic Technique
    - ii. Standard Precautions
    - iii. Communicable Diseases
    - iv. Environmental monitoring
  - e. Quality Assurance
    - i. Auditing
    - ii. Microbiology
      - 1. Organisms
      - 2. Cultures
        - a. Requirements
        - b. Reporting
        - c. Environmental control
    - iii. Record Keeping and Documentation
    - iv. Adverse Reaction Reports
    - v. Recalls and Withdrawals
    - vi. Other
  - f. Other



### III. DONOR-RELATED ISSUES (20%)

- a. Authorization
  - i. Required Request Law (42 U.S.C.A. § 1320b-8)
  - ii. Uniform Anatomical Gift Act
  - iii. Informed Consent Procedures and Documentation
- b. Donor History, Screening, and Evaluation
  - i. Donor Risk Assessment Interview (DRAI)
  - ii. Serology Testing
    - 1. Blood sample qualification
    - 2. EBAA Required Tests
    - 3. FDA Required Tests
  - iii. Determination of Donor Eligibility for Transplant
    - 1. EBAA Contraindications
    - 2. FDA Contraindications
    - 3. Known Transmissible Diseases
      - a. Rabies
      - b. Infection
      - c. Hepatitis B
      - d. Melanoma
      - e. Transmissible Spongiform Encephalopathies
      - f. Other

### IV. TECHNICAL PROCEDURES (24%)

- a. Preparatory Procedures
  - i. Donor
    - 1. Blood Drawing Procedures
    - 2. Physical Inspection
    - 3. Ocular Area Prep
    - 4. Sterile Field Setup
  - ii. Open-container processing
    - 1. Laminar flow hood vs. 'clean' room
    - 2. Sterile Field Setup
- b. Whole Eye Enucleations

- i. Equipment, Supplies, and Reagents
- ii. Procedure
- c. Corneal Excisions
  - i. Equipment, Supplies, and Reagents
    - 1. Flow hood excision
    - 2. In-situ
  - ii. Procedure
    - 1. Flow hood excision
    - 2. In-situ
- d. Scleral Preservation
  - i. Equipment, Supplies, and Reagents
  - ii. Procedure
- e. Tissue Processing
  - i. Equipment, Supplies, and Reagents
  - ii. Procedure

### V. TISSUE-RELATED PROCEDURES (20%)

- a. Tissue Evaluation and Determination of Suitability
  - i. Slit Lamp Biomicroscopy
    - 1. Procedure
    - 2. Surgical Suitability
  - ii. Specular Microscopy
    - 1. Procedure
    - 2. Suitability
  - iii. Other
- b. Surgical Procedures
  - i. Penetrating Keratoplasty
  - ii. Lamellar Keratoplasty
    - 1. Anterior
    - 2. Posterior
  - iii. Patch Graft
  - iv. Refractive Keratoplasty
  - v. Trabeculectomy
  - vi. Sclera Use
  - vii. Keratolimbal Allograft
  - viii. Other
- c. Storage and Distribution of Tissue
  - i. Storage
  - ii. Labeling
    - 1. ISBT 128
  - iii. Packaging
  - iv. Accompanying Documentation Requirements
  - v. Distribution of Tissue
  - vi. Other
- d. Use of Tissue in Research and Education