



EUROPEAN SOCIETY FOR BLOOD & MARROW TRANSPLANTATION

RECRUITMENT OF JACIE ACCREDITATION COMMITTEE MEMBERS

INFORMATION PACK FOR APPLICANTS

CLOSING DATE: Wednesday 26th February 2025

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Introduction

Thank you for your interest in the role of JACIE Accreditation Committee member, part of the European Society for Blood & Marrow Transplantation (EBMT).

EBMT's mission is to save the lives of patients with blood cancers and other life-threatening diseases by advancing blood and marrow transplantation and cell therapy worldwide through science, education, and advocacy. A core aspect of this mission is the establishment of high-quality and technical standards and certification to centres that perform and support stem cell transplantation to the highest level of excellence.

About the role

The JACIE Accreditation Committee (JAC) is a prestigious and key committee within the JACIE Certification Programme that plays a pivotal role in driving the continuous advancement of transplant practices via the establishment and enforcement of standards and certification.

The JAC works closely with the JACIE Office to review reports and provide recommendations regarding applications and inspection. The committee helps expand the certification experience across a broad network of experts and stakeholders.

The JAC is comprised of a Chair plus a group of experts representing the different areas of the JACIE Certification: Clinical Adult Transplant Programme, Clinical Paediatric Transplant Programme, Haematopoietic Progenitor Cell Collection, Cell Processing Laboratory and Quality Management. The Committee is supported by JACIE Accreditation Coordinators based at the EBMT Office in Barcelona.

For further details regarding the role, please refer to Appendix A: Person Specification on page 7 below. JAC members are selected for their relevant experience and specific technical expertise.

The JAC members review and discuss via regular scheduled teleconferences all Inspection Reports generated after a JACIE inspection including the observations made during the inspection by the inspectors. JAC decides the conditions that the applicants centre shall implement in order to achieve the JACIE certification.

Additionally, the JAC members support the JACIE Office offering advice on aspects of the FACT-JACIE standards and the JACIE Certification Process.

JAC members are expected to:

- Allocate sufficient time to attend committee meetings and actively engage in discussions.
- Raise any concerns about issues with the committee and work collaboratively to resolve them.
- Maintain the impartiality and transparency of the certification process
- Act in a professional, respectful, and courteous manner always, ensuring that discussions are conducted with efficiency, respect, and fairness, free from bias or favouritism.
- Handle privileged access to inspection reports and sensitive information with the utmost confidentiality.

Time commitment

- JAC members are expected to participate in monthly or bi-monthly teleconference meetings.
- Attendance in in-person Accreditation Committee meeting as required.
- JAC members will also need time to prepare for JAC meetings, including reviewing relevant documents.

JAC members should aim to attend 75% committee meetings personal and professional commitments permitting.

Remuneration

In line with EBMT's policy, JAC members serve as volunteers, and this is an unpaid role. Travel and other expenses will be reimbursed according to EBMT's reimbursement policies

Period of appointment

JAC members are appointed for an initial term of at least two years, with the possibility of extending the appointment for an additional two years.

Members must provide three months' notice prior to stepping down from their position.

How to apply

The following documents must be submitted as part of your application:

- A short CV in English using the template on page 9 of this document.
- A cover letter explaining how you meet the criteria in the person specification and your motivation for applying for the post (maximum 1 page). The letter should describe your experience and knowledge relevant to the post and identify any conflicts of interest, potential or actual.
- See the additional items on page 8 below.

Applications must be received by 17:00 CET on Wednesday 26th February 2025.
Email your application in PDF format to Jacie@ebmt.org.

All applications will be acknowledged by email.

Selection process

After the closing date for applications:

- A panel of experts will assess candidates' CVs and supporting letters to determine who it believes best meets the criteria for the role. The panel will rely only on the information you provide in your application to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all the essential criteria.
- The panel will select only the applicants who it feels have demonstrated that they best meet the criteria set out in the person specification.
- You 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.
- If you are unsuccessful, you will be notified by the recruiting team.

Timetable

The selected candidates are expected to take up the position as soon as possible after acceptance, but no later than June 2025.

Additional information

In addition to your CV, please also tell us if you have:

- Received a prison sentence or suspended sentence of 3 months or more in the last 5 years
- Had any previous professional issues or pending action that may compromise EBMT's reputation e.g. removal or suspension from professional register of fitness to practice
- Been dismissed (except by redundancy) by any body

Conflict of interests

EBMT is expected to achieve and maintain high standards of probity in the way it conducts its business. These standards include impartiality, objectivity and integrity, and the effective stewardship of society funds. Managing potential conflicts of interests is an important part of this process.

The effective management of conflicts of interests is an essential element in the development of the research, standards, guidance and other documents that EBMT publishes. Without it, professionals and the general public will lose confidence in our work.

Standards in Society Life and Code of Conduct

The appointee will be always expected to act in good faith and observe the highest standards of impartiality, integrity, confidentiality and objectivity in relation to the conduct of the committee's business.

How we manage your personal information

Your personal data will be held by EBMT for the purpose of recruitment only. It will not be passed to third parties.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information
- ensure you know why we need it
- protect it and insofar as is possible, make sure nobody has access to it who shouldn't
- make sure we don't keep it longer than necessary
- only use your information for the purposes you have authorised.

We ask that you:

- provide us with accurate information
- inform us as soon as possible of any changes or if you notice mistakes in the information we hold about you.

Useful links

- [About EBMT](#)
- [JACIE website](#)

Appendix A: Person specification

	Essential	Desirable
Ability to undertake role	<ul style="list-style-type: none"> • Previous experience as a JACIE Inspector; ideally also as Team Leader • Demonstrate comprehensive understanding of the FACT-JACIE Standards and the structure and the operational processes of the certification programme. • Excellent verbal and written communication skills in <u>English</u>. • Valid professional registration within country of practice. • Willingness to disclose Conflicts of Interest in relation to the JAC member role. • Ability to take an impartial and balanced view during discussions of complex and emotive subjects. 	<ul style="list-style-type: none"> • Ability to advise on different aspects of the FACT-JACIE standards, in a timely fashion; and exceptionally, refer the JACIE office or other agencies to an appropriate opinion. • Evidence of active clinical and/or scientific leadership in an accredited centre • Evidence of leadership in an accredited Centre • Awareness of EBMT by-laws

Appendix B: CV Template

Name & Family name

Date of birth

Nationality

Qualifications with dates:

Registration & Training:

Medical licence registration number:

Date completed higher speciality training:

Higher specialist registration in: [speciality]

Current position and date appointed:

Summary of responsibilities:

Previous positions

Please list your previous positions with dates. Please note that you are not required to list all of the responsibilities of each post:

Summary of Training and Experience in BMT/Cellular Therapy:

Briefly describe your training and experience in each BMT/Cellular Therapy unit where you have worked, noting numbers and type of transplants done at each

Ongoing Educational Activities in BMT/Cellular Therapy

e.g. member of EBMT WP or Subcommittee; BMT/Cellular Therapy-related meetings attended in last 2 years

Selected publications

Please give BMT/Cellular Therapy -related publications for up to the past 5 years