

# TISSUE TRANSPLANT COORDINATOR CERTIFICATION STANDARDS

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## **I. OUTLINE OF CERTIFICATION FOR TISSUE TRANSPLANT COORDINATORS**

The duties of a human tissue transplant coordinator (coordinator) include the handling of correspondence with the donor families with care and respect, directing activities to promote human tissue transplantation, appealing for tissue donation, and working toward smooth functioning of transplant medicine without threatening the rights of donors and recipients. The Committee for Human Tissue Transplant Coordinators of JSTT (Coordinator Committee) aims to enhance and upgrade the background of coordinators, and to educate the coordinators in the promotion and advancement of tissue transplant medicine in Japan. JSTT establishes the Certification Committee for Human Tissue Transplant Coordinators (Certification Committee) and appoints the chairperson for each committee. The Certification Committee conducts the assessment tests and the evaluation of the coordinators.

## **II. PRINCIPLES OF THE COORDINATORS**

1. The coordinators must work to the best of their ability to fulfill the intentions of the donors and their next-of-kin, while always preserving a sense of respect for the donor family.
2. The coordinators perform their duties and conform to the ethical guidelines as set by JSTT.
3. In order to promote the development of tissue-transplant medicine in Japan, the coordinators are required to acquire social and medical knowledge, and should make every effort to obtain greater public awareness and trust.
4. The fundamental beneficiaries of tissue transplant are the patients in need of tissue transplantation. The Coordinators must work towards acquiring a sufficient number of donors, and for maintaining the safety and quality of distributed tissues as well as the fair distribution of such.
5. The coordinators must maintain continuous consideration for the donors and their next-of-kin. The coordinators should present the donor family with detailed information, in order to help them make a well-informed and uninfluenced decision.
6. The coordinators must keep precise and detailed records about donating and offering of tissue.
7. The coordinators are required to keep data, information and knowledge acquired through their duties strictly confidential.

## **III. COORDINATOR CERTIFICATION**

### **A. Status of the qualification**

Without an established Good Tissue Practice (GTP) in Japan presently, principles

conforming to the idea of public acceptance shall be appropriately applied to the activities and regulations of tissue banks. The vital points, which must be guaranteed by implementation of Coordinator Certification, are 1) providing detailed information for consent for donation and 2) assurance of safety in tissue preservation techniques. Without existing legal background for tissue transplantation, this qualification cannot be nationally certified at present. Therefore, practical establishment of certification will be classified as a certificate issued by an academic society.

## B. Method of qualification and assessment

### 1. Qualification criteria for the Coordinator

Certification will be issued to those who satisfactorily fulfill the designated criteria as coordinators. A successful candidate needs to meet the criteria and requirements listed below. In particular, participation in the JSTT's workshops on tissue transplantation is vital and compulsory.

Candidate eligibility and qualification criteria.

(Please refer to: JSTT Tissue Transplant Coordinator Certification Guidelines/Regulatory and Administrative Policies)

- a) Graduated from a senior college in the medical field or an equivalent level of education. Minimum 1-year experience at a tissue bank, eye bank, Japan Organ Transplant Network (JOTNW), or as a prefectural coordinator of transplant medicine. Minimum 1-year membership of JSTT is also required.
  - b) Participation in JSTT workshops for tissue transplant coordinators. Photocopies of the attendance slip shall be necessary for the application. A candidate must prove that he/she has attended the workshop more than twice.
  - c) Successful results in the written tests, practical performance competency tests, and applicable interviews.
  - d) Other
    - 1) Basic knowledge of the coordinating operations at a tissue bank
    - 2) Conscientiousness and comprehension of duties (tasks, responsibilities, working conditions)
    - 3) Full-time and exclusive commitment in coordination. (If not exclusively, at least one has to be prepared to spend a large portion of time for coordination)
    - 4) Be available to respond whenever a potential donor is identified, even at nighttime or during holidays.
2. In addition to the above stated points, records of participation in the following workshops or courses will be deemed extra but important in the criteria in assessing qualification. Those who have participated in these sessions shall add attendance slips or other written proof of participation to the application form.
- a) Workshop about organ transplantation organized by JOTNW

- b) Advanced educational courses organized by each tissue bank. (Written attendance record and reference letter issued by one's superior are necessary)
- c) Seminars or workshops organized by relevant academic societies, research groups, or organizations

Proficiency of a sufficient level of technical skill will require more than just attending the workshops of the JSTT Coordinator Committee. Therefore, adequate instruction provided at each tissue bank by the senior members of each organization is very important. The senior or executive members of each tissue bank shall provide its staff members with adequate training opportunities to learn technical skills, in accordance with the training program designated by the Coordinator Committee.

A staff member who has completed the designated training program, and has been approved by his/her superior may apply for the qualification tests with an official JSTT application form. Members of the Coordinator Committee shall perform the assessment for certification. Reflecting on the public characteristics of the operation, objective and non-personal evaluation methods shall be adopted for the evaluation process.

C. Period of validity for certification

A certificate is valid for 3 years.

D. Recertification

The assessment criteria for recertification are records of achievement in coordination, participation in relevant academic conferences, and the results of recertification tests, all resulting in earning Continuing Education Units. A certificate is valid for 3 years, and during this period, one must earn a minimum of 30 units for each section listed below, except 15 for (4), in order to apply for recertification.

1. Participation in workshops, courses, seminars, etc.
  - JSTT workshops for tissue transplant coordinators: 10
  - JOTNW workshops on organ transplantation: 10
  - Workshops, courses, and/or seminars organized by each tissue bank: 5
  - Seminars or workshops organized by relevant academic societies, research groups, or organizations: 5
2. Practical experience 1: coordination
  - Collection of basic information: 1
  - Providing informed consent session to family members of donors: 2
  - Duties in the operating room: 1
  - Visit to families of donors after donation: 1
  - Achievement of obtaining consent for tissue donation: 3

3. Practical experience 2: promotional activities
  - Presenting a briefing session for staff members of a donor hospital: 5
  - Installing promotional tools at a donor hospital: 3
  - Regular visits to a donor hospital: 2
  - Presentation at a workshop or seminar of an educational organization: 5
  - Promotional activities for members of the public: 5
  
4. Presentation or participation in academic conferences
  - Participation in a conference (regional conference or workshop): 1
  - Participation in a conference (national congress): 2
  - Presentation in a conference (regional conference or workshop): 3
  - Presentation in a conference (national congress): 5
  - Presentation of a research paper (in Japanese or published in an academic journal): 5
  - Presenting a keynote speech or writing of an article (to an academic journal): 3
  - Presentation of a research paper (in English): 10

The workshops and conferences recognized as relevant herein shall be limited to those about transplantation or emergency medicine, which includes the contents about tissue donation/transplantation or some closely related themes. Applicants for recertification shall send adequate backup documentation of the above activities with the designated application form.