

# **NATIONAL MARROW DONOR PROGRAM<sup>®</sup> (NMDP)/BE THE MATCH<sup>®</sup>**

## **RECRUITMENT CENTER PARTICIPATION CRITERIA**

*This document refers to Criteria required by National Marrow Donor Program (NMDP)/Be The Match (referred to as NMDP throughout the remainder of the document). NMDP may, in its discretion, approve deviations from these Criteria on a case-by-case basis upon demonstration by the Center of extenuating circumstances.*

NMDP has established recruitment center participation criteria to address qualification of centers for participation in the NMDP Network. NMDP has also established standards, policies, procedures, guidelines, protocols, and participation agreements and Riders that may impose additional requirements for centers.

Recruitment centers that perform donor management activities in addition to registry member recruitment activities must comply with donor center participation criteria and the participation agreement rider for donor management activities.

In this document, “registry member” and “donor” both refer to volunteers who are listed on the Be The Match Registry. “Registry member” applies to volunteers who have not donated, and “donor” applies to volunteers who have donated a hematopoietic cell product.

### **CENTER CHARACTERISTICS**

1. Center must have adequate staff, resources, space, equipment and supplies to perform and manage recruitment activities.
2. Center must have readily available access to the Internet.
3. Center must have secure record storage.

### **PERSONNEL**

4. Director is responsible for interpretation and application of NMDP participation requirements.
5. Center must have experience in donor recruitment activities, including education, confidentiality issues, and preliminary health evaluation.
6. Center must provide daily and emergency coverage by trained staff contact(s) that are proficient in English and sufficient in number to perform the center’s required activities.
7. Center must have access to a donor center medical director for assistance with preliminary registry member evaluation.
8. Center personnel (staff and volunteers) must comply with NMDP training requirements.
9. Center must document staff and volunteer training, continuing education, and continued competency for relevant skills.

### **SUPPORT SERVICES**

10. Center must use facilities that are licensed, certified, or accredited in accordance with applicable governmental laws and regulations. Additional NMDP requirements include:
  - a. Center must use laboratory(ies) accredited by the American Society for Histocompatibility and Immunogenetics (ASHI), the European Federation for Immunogenetics (EFI), and/or the College of American Pathologists (CAP) for HLA typing required by NMDP.

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11. Center must have prompt technical and operational support for information systems management.

## **POLICIES AND PROCEDURES**

12. Center must recruit registry members in accordance with strategies (how to recruit) and priorities (whom to recruit) of the NMDP.
13. Center must recruit registry members for inclusion only in the Be The Match Registry.
14. Center must use NMDP-provided or NMDP-approved education materials and consent forms.
15. Center must be responsive to requests for recruitment from all sources (for example, individuals, families, corporations, community groups, etc.).
16. Center must maintain a system of strict confidentiality that meets or exceeds NMDP requirements for the protection of privacy of registry members, donors, and patients.
17. Center must maintain records, in accordance with NMDP Standards, to ensure the identification and traceability/trackability of each registry member and all related samples.
18. Center must retain records in accordance with NMDP Standards.
19. Center must participate in an NMDP or other quality program.
20. Center must have processes and procedures in place to promptly identify, process, report, and prevent, if applicable, the following per NMDP requirements:
  - a. Adverse Events
  - b. Deviations
  - c. Complaints
  - d. Nonconforming products, materials, or services
  - e. Corrective actions and preventive actions (CAPA)

## **ADMINISTRATION**

21. Center must comply with NMDP participation requirements, which include NMDP Standards, policies, procedures, guidelines, protocols, and terms of the participation agreement and Rider.
22. Center must comply with applicable World Marrow Donor Association (WMDA) Standards.
23. Center must meet recruitment goals established by the NMDP, as defined by the NMDP recruitment performance management system criteria.
24. Center must provide documentation that it continues to meet NMDP participation requirements on an annual basis.
25. Center must have and follow written agreements or procedures defining roles and responsibilities with each NMDP donor center that has agreed to accept the recruited HLA-typed registry members, unless the recruitment center and the donor center are the same institution.
26. Center must maintain adequate liability insurance coverage, as required in the participation requirements.
27. Center must promptly report to the NMDP any significant changes in staff (e.g., leadership and recruiters), facilities, or support services.