

NATIONAL MARROW DONOR PROGRAM®

RECRUITMENT GROUP PARTICIPATION CRITERIA

National Marrow Donor Program® (NMDP) has established Recruitment Group Participation Criteria to address qualification of groups for participation in the NMDP Network. NMDP has also established Standards, policies, procedures, and Participation Agreements and Riders that may impose additional requirements for groups.

Recruitment Groups that perform donor management activities in addition to donor recruitment activities must comply with Donor Center Participation Criteria and the Participation Agreement Rider for Donor Management Activities.

FACILITY CHARACTERISTICS

1. Group must have a designated site for management of recruitment activities and a secure environment for confidential record storage.
2. Group must have computers with access to the Internet.

PERSONNEL

3. Group must provide daily and emergency coverage by trained staff contact(s) who are proficient in English, and sufficient in number to meet the needs of the group's activities.
4. Group must have access to a donor center medical director for assistance with donor suitability and eligibility issues.
5. Group personnel (staff and volunteers) must comply with NMDP training requirements, including but not limited to confidentiality training.
6. Group must document staff and volunteer training, continuing education, and continued competency for relevant skills.

SUPPORT SERVICES

7. Group must use laboratory(ies) accredited by the American Society for Histocompatibility and Immunogenetics (ASHI) or the European Federation for Immunogenetics (EFI) for HLA typing required by NMDP.
8. Group must have prompt technical support available for information technology systems.

POLICIES AND PROCEDURES

9. Group must recruit donors in accordance with strategies (how to recruit) and priorities (whom to recruit) of the NMDP.
10. Group must only recruit donors for inclusion in the NMDP Registry.
11. Group must use NMDP-provided or NMDP-approved education materials and consent forms.
12. Group must be responsive to requests for recruitment from all sources (for example individuals, families, corporations, community groups, etc.).

NATIONAL MARROW DONOR PROGRAM®
RECRUITMENT GROUP PARTICIPATION CRITERIA

13. Group must establish a system of strict confidentiality that meets or exceeds NMDP requirements for the protection of privacy of potential donors, donors, patients, and recipients.

ADMINISTRATION

14. Group must comply with NMDP Participation Requirements, which include NMDP Standards, Policies, Procedures, and terms of the Participation Agreement and Rider.
15. Group must comply with applicable World Marrow Donor Program (WMDA) Standards.
16. Group must meet recruitment goals established by the NMDP, as defined by the NMDP Performance Management System.
17. Group must provide documentation that it continues to meet NMDP Participation Requirements on an annual basis.
18. Group must have and follow written agreements or procedures with each NMDP Donor Center that has agreed to accept the recruited HLA-typed donors, unless the recruitment group and the donor center are the same institution.
19. Group must have IRS designation as a 501(c) (3) tax-exempt non-profit organization.
20. Group must maintain adequate liability insurance coverage, as required in the Participation Agreement.
21. Group must promptly report to the NMDP any significant changes in personnel (e.g. leadership and recruiters), facilities, or support services.

NATIONAL MARROW DONOR PROGRAM®
RECRUITMENT GROUP PARTICIPATION CRITERIA

APPLICANT GROUPS

Review and acceptance of new recruitment group applications by the NMDP will be based on whether the group meets the minimum criteria as stated above, whether the group can demonstrate a need for its participation, and if the establishment of the group meets the business needs of the NMDP. At the time of initial application, applicant group must meet the following additional criteria:

22. Group must have demonstrated experience in donor recruitment activities, including awareness, education, confidentiality, and screening.
23. Group must have recruited 1,000 potential hematopoietic stem cell donors over a period of at least six months and through more than one drive, who have been entered into the NMDP Registry.
24. Group must intend to be involved in donor recruitment over a significant period of time.
25. Group must demonstrate that their targeted geographic location and donor demographics warrant the establishment of a new recruitment group.
26. Group must distinguish their proposed donor recruitment strategies from those presently available through existing recruitment groups and must demonstrate the need for these new strategies.
27. Group established to recruit donors for a specific patient will be eligible for consideration as an NMDP Recruitment Group after the needs of the patient have been resolved. No staff or governance member of the group may be a patient, or have a direct relationship to a patient, who is actively involved in a search for a donor or cord blood unit.

NMDP may, in its discretion, approve deviations from these Criteria on a case-by-case basis upon demonstration by the Group of extenuating circumstances.