

NAACLS Information for Review Committee Nominees

NAACLS Mission

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) is committed to being the premier accreditation agency for ensuring the advancement of education in clinical laboratory sciences and related health care disciplines provided by domestic and international programs.

NAACLS Vision Statement:

Medical laboratories preferentially seek graduates of NAACLS programs to assure quality, value, innovation and safety for healthcare consumers.

NAACLS Values:

Quality
Education
Innovation
Collaboration
Peer Review
Global Accreditation

NAACLS Culture

NAACLS is always focused on program improvement. We seek to provide an accessible, unintimidating accreditation process with high standards. At every level, we strive to be approachable and provide a positive atmosphere for programs to seek and participate in accreditation. We believe it is reasonable to hold programs to high standards through a positive and productive experience.

NAACLS Code of Conduct

- NAACLS prides itself on fostering an inclusive and respectful environment where all individuals feel valued and empowered, regardless of their role within the organization.
- NAACLS embraces and celebrates the unique experiences, perspectives, and cultural backgrounds each employee/volunteer brings.
- NAACLS aims to be as welcoming as possible, providing education and/or guidance in all processes. An emphasis on a psychologically safe environment for volunteers and staff to thrive is essential.

NAACLS Review Committees

Doctoral Review Committees (DRC)

The DRC reviews doctorate for clinical laboratory sciences (DCLS) programs for accreditation, forwards accreditation recommendations to the Board of Directors, and develops and implements operational policies and procedures for accreditation.

Programs Accreditation Review Committee (PARC)

The PARC reviews medical laboratory technician (MLT), histotechnologist (HTL), histotechnician (HT), phlebotomist (PBT) and medical laboratory assistant (MLA) programs for accreditation and forwards accreditation recommendations to the Board of Directors, and develops and implements operational policies and procedures for accreditation.

Review Committees for Accredited Programs (RCAP)

The RCAP reviews medical laboratory scientist (MLS), diagnostic molecular scientist (DMS), cytogenetic technologist (CG), pathologists' assistant (PathA), medical laboratory microbiologist

(MLM), medical laboratory blood bank scientist (MLBBS), public health microbiologist (PHM) and biomedical scientist (BMS) programs for accreditation and forwards accreditation recommendations to the Board of Directors, and develops and implements operational policies and procedures for accreditation

Qualifications for NAACLS Committee Membership

Qualifications for the Educator position are:

- Service as a program director from a NAACLS accredited program of the same type as the review committee is preferred.
- A program's accreditation history will be considered. If program directors are not available to serve on committees, then faculty of programs that are the same type as the review committee are acceptable if they are knowledgeable in the accreditation processes and management in education.
- Experience as a site visitor and self-study reviewer for NAACLS is preferred for accreditation review committee membership.
 - Attendance at NAACLS accreditation workshops, instead of experience, may be acceptable for membership on the review committees.
- Knowledge of the principles and process of accreditation.
- Knowledge of the principles and practices of management in education.

Qualifications for the Educator Generalist position are:

- Current service in an educational administrative position with a NAACLS accredited program.
- Experienced as a site visitor and/or self-study reviewer.
- Knowledge of the principles and processes of accreditation.
- Knowledge of the principles and practices of management in education.

Qualifications for the Practitioner are:

- Currently in a position practicing at the level of the profession represented by the review committee.
- Acquaintance with the principles and processes of accreditation.
- Acquaintance with the principles and practices of management in education.

Roles and Responsibilities of NAACLS Committee Members

NAACLS Review Committee members are an essential part of the organization. While the NAACLS Board of Directors has the final say on all accreditation decisions (awards, standards, and policies), the board counts on review and feedback from the review committees on these decisions. All accreditation decisions by the board heavily consider the work and recommendations of the review committees.

Most of the work by NAACLS Review Committee members can be broken up into three sections.

- Preparation for NAACLS Review Committee Meetings

The NAACLS Review Committees meet twice a year, once virtually in February and once in-person in July. These meetings are scheduled years in advance, and NAACLS requires all review committee members to attend. NAACLS covers all meeting-related travel, accommodations, and meal costs. The review committees finalize all program recommendations for accreditation awards at these meetings and discuss predetermined "discussion items."

Approximately three months before each meeting, NAACLS Staff will release agenda materials for the upcoming meeting. Review committee members are assigned eight to twelve programs to review for each meeting with a partner. These reader pairs review multiple items from a program's review cycle. Based on these materials, the reader pair will draft a recommendation for full review committee consideration.

- For each meeting review committee members are required to:
 - Prepare assigned accreditation recommendations with partner
 - Review all other accreditation recommendations
 - Familiarize themselves with all discussion items.

Time Commitment for Review Committee Agenda responsibilities (approximate) - 20 hours for each agenda (The February agenda is available mid-November to mid-February; the July Agenda is available mid-April to mid-July).

- Off Cycle Reviews
Certain items in the NAACLS Review Process do not need full review committee consideration. Review committee members will have a separate partner (different from the review committee meeting) to review these items, as assigned, throughout the year. These items include:
 - Initial Application Packets
 - Program Official Approval Forms
 - Action Plans

Time Commitment for Off Cycle Reviews (approximate) - Seven hours a month.

- Task Forces
 - A task force will be appointed when work on a policy needs to happen outside the review committee meetings. These task forces are generally opened up to volunteers before being assigned by a review committee chair or board president. However, a review committee member's expertise may prompt an assignment.

Time Commitment for Task Force responsibilities (approximate) - Three hours a month

In addition to the responsibilities above, other review committee responsibilities may include (but are not limited to):

- Participate in the development, review, revisions, justification, and validation of Standards, as assigned by the Board of Directors and in accordance with recognized needs, making available the opportunity for public comment and review by sponsoring and participating organizations.

- Prepare compliance language to explain the Standards, realizing these are subject to approval by the Board of Directors.
- Review problems or complaints related to a program's administration or implementation and students.
- Maintain knowledge of current trends in education, accreditation, approval and needs of the constituency served by the Committee.
- Provide consultative services regarding the accreditation processes to program officials upon request.