

Criteria for Participating Donor Recruitment Organizations

1.0 General

- The Organization shall have an IRS designation as a 501(c) (3) tax-exempt non-profit organization.
- The Organization shall be experienced in recruitment activities, such as donor education, donor counseling, medical evaluation, and confidentiality issues.
- The Organization shall agree to use only consent and donor education materials and procedures developed by CRIR in compliance with all applicable national and international regulations and recommendations.
- The Organization shall have adequate professional and general liability insurance.
- The Organization shall recruit donors in accordance with the Caitlin Raymond International Registry (CRIR) standards and procedures.
- The Organization shall only recruit donors for inclusion in the CRIR donor database.
- The Organization shall provide necessary documentation that it continues to meet all CRIR standards and procedures on an annual basis.

2.0 Adequate Staffing

- The Organization shall have a designated coordinator of services and adequate trained staff (employees and/or volunteers) to assume volume and variety of services required of donor recruitment.
- The Organization staff shall comply with CRIR training requirements for donor recruitment staff. Any change in key personnel shall be reported to CRIR immediately.
- The Organization shall document staff and volunteer training, continuing education, and continued competency for relevant skills.
 - The Organization shall maintain policies, procedures and standards concerning the performance of audits, the identification of errors, accidents and deviations, as well as Corrective Action(s)/ Preventative Action(s) (CAPA) to prevent the incident from occurring again.

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- The Organization shall have access to a medical advisor for assistance with donor suitability and eligibility issues.

3.0 Adequate Facilities

- The Organization shall have adequate facilities for the management of all donor recruitment activities and appropriate secure storage of all confidential records.
- The Organization shall have computers with email capabilities and access to the internet as well as telephone and fax capabilities.

4.0 Data Management

- The Organization shall submit to CRIR all completed donor consent and recruitment forms within five business days of donor recruitment.
- The Organization shall establish a system of strict confidentiality that meets or exceeds CRIR requirements for the protection of privacy of potential donors, donors, patients, and recipients.
- The Organization shall have prompt technical support available for all information technology systems needs.

5.0 Written Standards

- The Organization shall adhere to CRIR's written standards for every aspect of volunteer donor recruitment.
- The Organization shall comply with applicable World Marrow Donor Program (WMDA) Standards.
- The Organization shall maintain and make available complete standard operating procedures upon request.
- The Organization shall immediately inform CRIR of any significant changes in standard operating procedures.