

Summary of the TNI Competency Task Force Meeting
Wednesday, October 26, 2022 1:00 pm Eastern

1. Welcome and Roll Call

Ken welcomed everyone to the meeting, which by prior agreement was scheduled for two hours. Attendance is recorded in Attachment 1. The minutes from September 26 will be approved by email, as there was no quorum present. Additionally, Lynn will notify all Task Force members who have attended fewer than half of meetings that unless they can commit to regular attendance in the future, the Chair will ask the Board to remove them from the Task Force at its November meeting.

2. Updates

The initial draft of a business plan for the credentialing program was presented to the Board at its October meeting, and received a consensus to proceed with further development. The draft was shared with Task Force members (minus financial information). Participants discussed aspects of the proposal:

- Credentials will be available to all, not just TNI members.
- The test questions will need to be validated prior to use, and will (for ease of grading) be either multiple choice or True/False.
- The large test proctoring organizations are not eager to take on such a small population as TNI anticipates, so we may need to create our own system using a computer with video monitor for test administration, or possibly an in-person test at conferences where TNI representatives are present (e.g., our Forum, FSEA, regional lab association meetings).
- Participants favored putting a limit of the number of hours allowed for any single professional development activity.
- Jerry envisions a dedicated staff coordinator for this activity, although perhaps not initially.

Several examples of badge designs were offered for discussion. Participants agreed that a hexagonal shape would allow attractive “stacking” of the specialist badges on a resume or signature line, and favored a design somewhat similar to the TNI/NELAP logo. Participants favored a control number on each badge that is maintained in a database or embedded in metadata of the image so that badges can be linked with the person who earned them and not duplicated illicitly. Duplication should not be an issue with the actual credential certificates,

Jerry apologized that the presentation outline is delayed but committed to having it for the next Task Force meeting. He did note that, while presenting the credential concept to the Oregon lab association, it was well received and one individual noted that their employer provides merit raises for employees who demonstrate completion of work-related training.

3. Continued Review of QM KSA Documents

Jerry provided a revised version of the KSA document that added the QM Specialist badge, as discussed in August, and included some additional revisions to better describe the details of the full credential as well as badges plus information about the required professional development hours for the full credential.

Jerry also provided a more thorough evaluation of the course hours required for the various badges. Clearly, some of the courses will need to be updated to meet the full scope of the requirements of the Standard, in addition to the several new courses identified. Jerry suggested and participants agreed that while the total “required” hours of all badges (to reach eligibility to

apply for full credential) is ~62.5 hours, additional electives should be mandated so that the applicant for the full credential will have completed 80 hours of training courses. Electives may be selected from the optional courses identified as applicable to the individual badges.

This led to further discussion about the advisability of rebuilding TNI's training courses for the QM badges (the relevant ones), and how that might best be accomplished. While this pathway was not dismissed, for now, all agreed that we do need to evaluate the available courses to determine whether they train to the requirements of the standard, and update them if needed, but that for now, the definitive proof that an individual is worthy of the full credential will be the completed set of badges or the full credential test.

For ease of updating as needed, the course list (and which course applies to which badge(s)) will be maintained separately from the KSA requirements for badging. This will facilitate upgrading the training materials over time, as well.

Participants discussed whether to have any required "core courses" for applicants for the full credential, but determined that to be unnecessary. However, the test questions for the full credential test will be grouped by topic (using the badge topics) so that an applicant who fails to pass the test can be advised which area(s) need improvement and seek training accordingly.

Lynn had earlier created a spreadsheet of KSAs sorted by badge, and will resend this to Jerry for his use. Alfredo recommended having the individuals who agreed to prepare questions (himself, Judy Morgan, Carl Kircher and Silky Labie) meet during conference in San Antonio to agree on criteria for creating the needed additional questions, and consider what might be an appropriate process for vetting the questions and answers.

Jerry will once again revise the KSA document, and Alfredo offered to reformat and edit that revision so as to reduce redundant wording, primarily by creating bulleted lists rather than full sentences for each requirement. The final result will then be distributed to Task Force members prior to the next meeting.

4. Next Meeting

The next meetings of the Competency Task Force will be longer than normal, due to the need for a coherent package for presentation at conference in San Antonio. The schedule is as follows:

- **Wednesday, November 16, 2022, at 1 pm Eastern – 1.5 hours**
- **Wednesday, December 7, 2022, at 1 pm Eastern – 1.5 hours**
- **Wednesday, December 28, 2022, at 1 pm Eastern** – hold this time in case it is needed, please.

An agenda and any necessary documents will be sent in advance of each meeting.

Attachment 1

Competency Task Force Roster

NAME		EMAIL	AFFILIATION	Present?	
Paul	Banfer	paul.banfer@eisc.net	EISC	No	1
Kenneth	Brown	kbrown@escondido.org	City of Escondido	Yes	2
Patricia	Carvajal	pmcarvajal@sara-tx.org	San Antonio River Authority	Yes	3
Kirstin	Daigle	Kirstin.daigle@pacelabs.com	Pace Laboratories	No	4
Steve	Drielak	drielak-associates@usa.net	Drielak & Associates	Yes	5
Amanda	Dutko	adutko@fairwaylaboratories.com	Fairway Laboratories	No	6
Stacey	Fry	sfry@babcocklabs.com	Babcock Laboratories	Yes	7
Harold	Longbaugh	Harold.Longbaugh@houstontx.gov	City of Houston	Yes	8
Mitzi	Miller	Mitzi.MQC@gmail.com	MQC	No	9
Scott	Siders	siders6six@yahoo.com	Retired	Yes	10
Joann	Slavin	Joann.slavin@health.ny.gov	NY ELAP	No	11
Alfredo	Sotomayor	asotomayor@mmsd.com	MMSD	Yes	12
Elizabeth	Turner	Elizabeth.turner@pacelabs.com	Pace Labs, Inc.	No	13
Staff:					
Jerry	Parr	Jerry.parr@nelac-institute.org	TNI Executive Director	Yes	
Lynn	Bradley	Lynn.bradley@nelac-institute.org	TNI Program Administrator	Yes	