

Summary of the TNI Competency Task Force Meeting
Wednesday, May 25, 2022 1:00 pm Eastern

1. Welcome and Roll Call

Ken welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes from April 27 were approved by acclamation.

2. Training Catalog of QM-Relevant Courses

Jerry provided a document with course descriptions of all of the courses listed in the draft QM KSAs document, as requested after the April meeting. As this was prepared far more quickly than anticipated, it will be held for review until the KSA document is finalized. Then, the course content can be compared with the desired KSAs for the digital badges and the full credential, and we will be able to determine which existing courses can be used, which will need updating and whether additional courses will need to be developed.

3. Review of QM KSAs

As a new member was added for this meeting, a brief review of the Task Force's current activity and process was offered. The KSAs in the draft QM KSA document are the requirements from the Standard. We may choose to add to these, but those requirements are the bare minimum.

Section 3.3 – Document Management Specialist

The Lab's Quality Manual is essential to the overall QM role but is not necessarily the responsibility of this specialist.

Section 3.4 – Customer Service Specialist

This section was reviewed earlier, but the change from "captive" to "non-commercial" labs was not finally agreed upon; that change has now been made.

Section 3.6 – Corrective Action Specialist

V1M2 §4.8 should be added to the list of relevant sections, so that it includes 4.8, 4.9, 4.11, and 4.12.

At this point, time was expired. We will resume with section 3.7, Records Specialist, at the June meeting.

4. Preparation for Conference in August

Jerry explained that the Training Committee session on Thursday afternoon will include both a half hour update from the Training Committee and from the Competency Task Force about the planned credentialing effort, then an hour's discussion to obtain feedback from attendees. This discussion will encompass the process of determining what existing courses should be maintained (not just for credentialing) and what new courses would benefit the organization (and the credentialing program), as most of TNI's current courses are focused on meeting the requirements of the Standard. TNI may well expand into skill-based courses as well as those focused primarily on the requirements of the Standard.

5. Next Meeting

The next meeting of the Competency Task Force will be on **Wednesday, June 22, 2022, at 1 pm Eastern**. An agenda and any necessary documents will be sent in advance of the meeting.

Attachment 1

Competency Task Force Roster

NAME		EMAIL	AFFILIATION	Present ?	
Aaren	Alger	aaren@alger-consulting.com	Alger Consulting & Tech.	No	1
Paul	Banfer	paul.banfer@eisc.net	EISC	Yes	2
Kenneth	Brown	kbrown@escondido.org	City of Escondido	Yes	3
Julia	Caprio	JKlensCaprio@Geosyntec.com	Geosyntec	No	4
Patricia	Carvajal	pmcarvajal@sara-tx.org	San Antonio River Authority	Yes	5
Kirstin	Daigle	Kirstin.daigle@pacelabs.com	Pace Laboratories	No	6
Steve	Drielak	drielak-associates@usa.net	Drielak & Associates	Yes	7
Amanda	Dutko	adutko@fairwaylaboratories.com	Fairway Laboratories	No	8
Stacey	Fry	sfry@babcocklabs.com	Babcock Laboratories	Yes	9
Silky	Labie	elcatllc@centurylink.net	ELCAT	No	10
Harold	Longbaugh	Harold.Longbaugh@houstontx.gov	City of Houston	Yes	11
Mike	Michaud	Mike.michaud@abilenetx.gov	City of Abilene	No	12
Mitzi	Miller	Mitzi.MQC@gmail.com	MQC	No	13
Sharon	Robinson	Sharon.Robinson@doh.nj.gov	New Jersey DOH	No	14
Scott	Siders	siders6six@yahoo.com	Retired	yes	15
Joann	Slavin	Joann.slavin@health.ny.gov	NY ELAP	No	16
Alfredo	Sotomayor	asotomayor@mmsd.com	MMSD	Yes	17
Elizabeth	Turner	Elizabeth.turner@pacelabs.com	Pace Labs, Inc.	No	18
Staff:					
Jerry	Parr	Jerry.parr@nelac-institute.org	TNI Executive Director	Yes	
Lynn	Bradley	Lynn.bradley@nelac-institute.org	TNI Program Administrator	Yes	