Training Committee Information Meeting Summary

January 20, 2022

1. Roll Call:

The Committee had an informational meeting in San Antonio, Texas that was led by Calista Daigle, Chair, on January 20, 2022 at 1pm Central. There were no other Committee members present, but Ilona Taunton (Training Program Administrator and TNI Training Coordinator) and Jerry Parr (TNI Executive Director) provided input at the podium with Calista.

(Addition: The Training Committee did not have enough members present to have a meeting on December 10, 2021, but Jerry Parr did share the PowerPoint he was working on for the Special meeting in San Antonio with Committee members willing to stay and give feedback. Jerry Parr also noted that the TNI Board of Directors reviewed the Social Media proposal and approved Jerry Thao to be brought on to implement a Linked In page and keep it updated.

The Committee approved the November minutes by email. A motion was made by Tami by email to accept the November 19, 2021 minutes as written. The motion was made on December 30, 2021. The motion was seconded by Catherine on December 30, 2021. Vote:

Salima – For 12/30/21 Mark A – For 12/30/21 Joseph – For 12/30/21 Catherine – For 12/30/21 Calista – For 12/30/21 Mitzi – For 12/30/21 Derek – For 12/30/21 Jerry Thao – For 12/30/21 Dee – For 12/30/21

The motion passed.)

2. TNI Accreditation Forum (San Antonio, TX)

Jerry provided a presentation (Attachment A) and looked at the duties of a Quality Manager and courses that TNI currently offers that relate to these duties. In some cases he also pointed out that an RFP is just about done for a few other course offerings. Questions were asked about how the RFP process works and Ilona provides a verbal summary of the steps from development of the RFP through awarding contracts to providing the Webinar. It was commented that the RFP distribution is too limited. TNI will send the next RFP to all TNI members.

In looking at the courses under some of the duties, it was clear that not all courses listed needed to be included. Perhaps the final version of this information may list required courses and optional courses. Maybe only one optional course may be required.

Ilona reviewed the courses planned for the RFP that will be going out early February. There were a few comments made for additional things to consider in the course descriptions and these were added to the RFP table for the Training Opportunities Workgroup to consider.

During the review of the information above, ideas were noted about future classes that should be considered by the Training Opportunities Workgroup when developing the Fall/Winter RFP:

- Business communications class
- Documenting customer complaints
- Customer feedback process
- In depth corrective action and non-conformances class. Deep dive into root cause analysis. Look at complaints, PT, external audits, etc ... Definitely at least a full day class or two half days.
- Control Charting course if this wasn't covered in enough depth in Tony's statistics class.
- Conducting a Data Integrity Investigation
- Laboratory Information Management Systems
- People would like to see more technical classes especially for assessors.
- How to Review Data Packages would need to be a series. Not just one class.
- Beyond the Checklist (for assessors and perhaps internal auditors). Could include how to find patterns and areas for improvement. How do you get people to talk?

Open Discussion:

- People asked about ways to reduce the cost of TNI course certificates. This process needs to be more automated to do this. Ilona will follow-up with IT to check on progress.
- Could the assessor classes have open book tests? Jerry and Ilona will check-in with Marlene Moore.
- Jerry will work on a free "Why TNI?" presentation. Why get accredited?
- 3. Next Meeting and Close

The next meeting will be on February 11, 2022 at 1pm Eastern via conference call/Webex.

The meeting was adjourned at 3 pm Central.



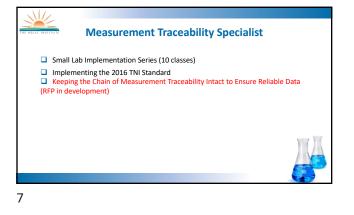


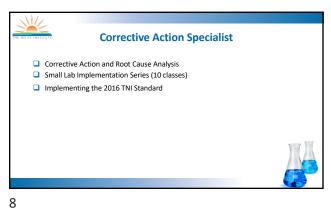
Proficiency Testing (PT) Specialist
Changes to the TNI Standard – Module 1
Managing Your Proficiency Testing Program (RFP in development)



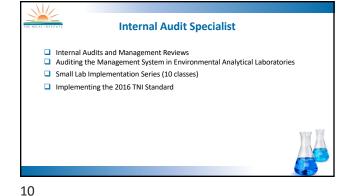




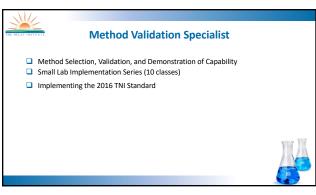




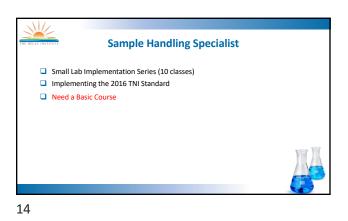




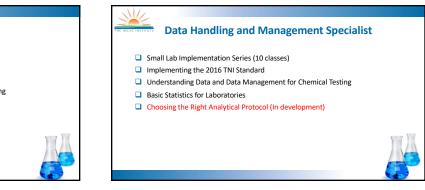








What Does QC Data Tell Me... and Why Should I Care?
 Small Lab Implementation Series (10 classes)
 Implementing the 2016 TNI Standard
 Understanding Data and Data Management for Chemical Testing
 Basic Statistics for Laboratories
 Choosing the Right Analytical Protocol (In development)



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