



National Advisory Committee on Blood and Blood Products or National Emergency Blood Management Committee Meeting Observation: Trainee Observer Permission Guidance Document and Expectations

Observation of meetings involving national transfusion medicine experts, Canadian Blood Services and Provincial/Territorial (P/T) Ministry of Health representatives serves as an important educational opportunity for medical trainees. **The National Advisory Committee on Blood and Blood Products (NAC) and National Emergency Blood Management Committee (NEBMC) members welcome medical trainees to submit a request for permission to observe its committee function at a scheduled meeting to achieve specific educational objectives.**

NAC is an interprovincial medical and technical advisory body which provides professional leadership in assisting, identifying, designing and implementing cost-effective blood and blood product utilization management initiatives for the optimization of patient care throughout Canada.

The NEBMC is convened when concerns are raised about the adequacy and security of the national blood supply. Its mandate is to develop recommendations and provide advice to the P/T Ministries of Health, Canadian Blood Services and hospitals to support a consistent and coordinated response to critical blood shortages in Canada. Details about the NEBMC membership and its Terms of Reference are embedded in the [National Plan for Management of Shortages of Labile Blood Components](#).

Trainees Eligible to Attend NAC and/or NEBMC Meetings

- Transfusion Medicine Clinical Fellows, and;
- Residents in Royal College Accredited Residency Training Programs.

Process for Obtaining Permission to Attend

Trainees must obtain permission to attend a NAC and/or NEBMC meeting. Trainees are asked to complete the appended *NAC/NEBMC Trainee Observer Meeting Attendance Request Form* to request and obtain permission to attend a meeting. Support for Trainee attendance must be confirmed by the following individuals, to enable permission to attend:

- Training Program Supervisor (University affiliated faculty);
- Their provincial NAC representative;
 - A complete list of NAC members can be found on the NAC website [here](#).
- The NAC Chair/Vice Chair;
 - The NAC Chair will inform the P/T Lead and NAC or NEBMC membership of trainee meeting attendance at the meeting outset.

Trainees must obtain permission to attend from their Training Program Supervisor and submit the *NAC/NEBMC Trainee Observer Meeting Attendance Request Form* to their provincial NAC representative (and cc the NAC Coordinator) to confirm additional permissions.

If the Trainee requires assistance connecting with their provincial NAC representative, they are asked to contact the NAC Coordinator for assistance by emailing info@nac.blood.ca.



Once the provincial NAC representative signature is obtained, the NAC Coordinator will review the request with the NAC Chair to confirm permission for the Trainee to attend the NAC and/or NEBMC meeting. Trainees can expect to receive a final decision regarding attendance within 10 business days of form submission to their provincial NAC representative. (This timeline may be expedited in the case of an NEBMC meeting).

Trainees must also complete and submit the *NAC Confidentiality Form* together with their application for NAC and/or NEBMC meeting attendance.

Meeting Logistics

There is no maximum number of Trainees who can be permitted to observe a scheduled NAC or NEBMC meeting. It is recommended that trainees attend one NAC and/or one NEBMC meeting each during their training.

Trainees granted permission to attend a NAC and/or NEBMC meeting will receive related virtual platform links and an agenda from the NAC Coordinator or NEBMC Secretariat. Access to the NAC members only SharePoint and documents beyond the meeting agenda in advance of the meeting will not be provided to the Trainee.

Permission to observe a NAC and/or NEBMC meeting is not connected in any way to funding for meeting attendance. Meetings are predominantly held via a virtual platform. However, in-person NAC meetings occur one to two times per year. If the Trainee is interested in attending an in-person NAC meeting and is granted permission, any costs for travel or accommodation related to in-person attendance are solely the responsibility of the Trainee.

Expectations of the Trainee Observer

It is a privilege to attend a NAC and/or NEBMC meeting as an observer, and Trainees are expected to listen intently throughout the meeting. Trainee observers are asked not to actively participate in NAC and/or NEBMC conversations unless their input is directly sought or requested. If questions about topics arise from NAC and/or NEBMC meeting observations, Trainees are encouraged to make note of these and discuss them with their provincial NAC representative after the meeting.

Trainees may be invited to contribute to discussions or participate in subcommittee activities, at the discretion of the NAC Chair or a Subcommittee Chair.

Trainee observers may take high-level notes for their own educational purposes. Observation summaries may be included in educational materials to support Trainee learning and must not be shared beyond the Trainee's competency committee.

Contact for Questions

Trainees are encouraged to connect with their provincial NAC representative in advance of the meeting to review any format or meeting related questions that they may have. Questions about upcoming meetings may also be directed to the NAC Coordinator at info@nac.blood.ca.



NAC/NEBMC Trainee Observer Meeting Attendance Request Form

Meeting Observation Request for (check one)	☐ NAC Meeting	☐ NEBMC Meeting
Meeting Date:	Meeting Format:	☐ Virtual ☐ In-Person
Trainee Name (Last, First):		
Trainee Contact Email:		
Training Program and Academic Institution Affiliation:		
Please provide a brief rationale for requesting to observe a NAC and/or NEBMC Meeting:		

Trainee Meeting Observer Permissions

Training Program Supervisor (Printed Name)	☐ Approved ☐ Denied
Training Program Supervisor (Signature)	Date:

Trainee to submit by email to their Provincial NAC Representative and copy the NAC Coordinator or submit directly to the NAC Coordinator to obtain remaining permissions.

Provincial NAC Member (Printed Name)	☐ Approved ☐ Denied
Provincial NAC Member (Signature)	Date:

NAC Chair/Vice-Chair (Printed Name)	☐ Approved ☐ Denied
NAC Chair/Vice-Chair (Signature)	Date:

For NAC Coordinator Administrative Use:

Date Confidentiality Agreement Signed and Received:

Date Final Decision to Attend Communicated to Trainee:

Notes:

Trainee Name included on Agenda: