

NHS BLOOD & TRANSPLANT

ORGAN DONATION AND TRANSPLANTATION

Terms of Reference for Advisory Group Chairs Committee

The purpose of the Advisory Group Chairs Committee is for the Chairs of the Advisory Groups to meet with senior members of ODT and external organisations to discuss issues that cover wider aspects of organ donation, retrieval and transplantation.

1.0 Membership

1.1 Chair: the Associate Medical Director ODT will be the chair

1.2 Members

1.2.1 Chairs of Advisory Groups:

Chair of Kidney Advisory Group

Chair of Liver Advisory Group

Chair of Cardiothoracic Organs Advisory Group

Chair of Pancreas Advisory Group

Chair of Bowel Advisory Group

Chair of Ocular Tissue Advisory Group

Chair of National Retrieval Group

Chair of National Organ Donation Committee

1.2.2 Deputy Chairs of Advisory Groups:

Deputy Chairs of Cardiothoracic Advisory Group

Deputy Chair of Kidney Advisory Group

Deputy Chair of Liver Advisory Group

1.2.3 Members of Professional Organisations

President of British Transplantation Society (BTS) or representative

Chair of British Society for Histocompatibility and Immunogenetics (BSHI)
or representative (as required)

1.2.4 Members of NHSBT:

Chair Transplant Policy Review Committee

Director ODT

Medical & Research Director NHSBT

Director, Business Transformation Services NHSBT
Head of Organ Donation & Transplantation Studies NHSBT
Assistant Director, Transplantation Support Services ODT
National Clinical Lead for Governance ODT
Associate National Clinical Lead for Organ Retrieval
Head of Transplant Development ODT
Lead Nurse Recipient Co-ordination ODT

1.2.4 The Chair, in discussion with members of the Group, may invite other appropriate members to join the group.

1.3 Members will be responsible for

1.3.1 Bringing to the Committee any relevant concerns or suggestions arising from the meetings of their Advisory Group that are relevant to the work of the Committee

1.3.2 Responding to relevant items on the Agenda brought forward by the Chair or Associate Medical Director

1.3.3 Attending at least 75% of meetings and, if unable to attend, nominating a deputy

1.4 Role of the Committee

The role of the Committee is primarily to advise NHSBT on aspects of donor identification and management, retrieval, allocation and follow-up which cut across the work of the Advisory Groups, National Organ Donation Committee and National Retrieval Group and bring to the attention of NHSBT relevant concerns for action.

In particular, the Committee will:

Provide NHSBT with advice for prioritising projects and other developments as requested

Help ensure timely implementation of agreed projects

Provide NHSBT with advice for joint working with professional organisations

Help with development, recommend approval and publication of joint clinical policies

Help ensure good clinical governance of the donation and transplantation pathways

Review and recommend approval of clinical policies which cover the work of more than one advisory group

Help identify areas for support from NHSBT

Review the work plans of the Solid Organ Advisory Groups.

Ensure that the recommendations set out in the 'Review of Solid Organ Advisory Groups 2012' are implemented

Provide ODT with support and advice in the promotion, dissemination and implementation of research and audit that improves donation and transplantation

1.5 Reporting

The Committee will report to the Senior Management Team of ODT.

2.0 Frequency of meetings

The Committee will meet at least twice a year at a venue to be agreed. The meetings will be timed, where possible, to precede the Transplant Policy Review Committee meeting.

3.0 Minutes

3.1 The minutes of each meeting will be taken by the NHSBT (ODT) Secretariat (Clinical & Support Services) and will be circulated electronically.

3.2 The agenda, papers, and minutes and agreed Committee meeting dates will be published on the ODT web-site.

3.2.1 Redacted papers will be published only if they contain patient-identifiable material or published details would preclude publication in a peer-reviewed journal.

4.0 Support

4.1 Budget

There will be an agreed budget, administered by NHSBT, which will include travel expenses, hosting of meetings, working parties, consensus meetings and other relevant activities.

4.2 Administrative support

The NHSBT (ODT) Secretariat (Clinical & Support Services) will provide an agreed level of administrative support, to help with the planning and organisation of meetings, minute taking and other relevant matters.