



Terms of Reference for Australia and New Zealand Transplant and Cellular Therapies Limited Education, Practice Standards and Guidelines Committee

1. Background

ANZTCT is a professional association that represents healthcare professionals involved in transplantation and cellular therapies in Australia and New Zealand. As a part of ANZTCT, the Education, Practice Standards and Guidelines Committee is responsible for providing guidance and recommendations on issues related to Education (including Training), Practice Standards and Guidelines for TCT healthcare professionals and providers. The committee reports directly to the ANZTCT Board.

2. Role of the Education, Practice Standards and Guidelines Committee

The ANZTCT Education, Practice Standards and Guidelines Committee will provide leadership, education, and support to healthcare professionals involved in transplantation and cellular therapy through the development of educational programs and evidence-based standards and guidelines. The committee will promote best practices and advocate for high standards in TCT.

3. Objectives of the Education, Practice Standards and Guidelines Committee

- 3.1 To provide educational resources and support to the ANZTCT members involved in transplantation and cellular therapy.
- 3.2 To develop and promote best practice standards and guidelines for transplantation and cellular therapy.



- 3.3 To ensure that all educational initiatives and guideline development activities align with the ANZTCT's strategic objectives and priorities.
- 3.4 To identify gaps in knowledge and create educational opportunities and pathways to address these gaps.
- 3.5 To ensure that educational programs, practice statements and guidelines developed by the committee adhere to relevant accreditation standards and best practices.
- 3.6 To advocate for the adoption of evidence-based guidelines and high standards of practice in the field.
- 3.7 To support ongoing professional development of healthcare professionals through tailored educational initiatives.
- 3.8 To represent the interests of healthcare professionals in education and practice guidelines.
- 3.9 To represent to collaborate with our international counter parts to develop education and ensure local education initiatives are at an international best practice standard.

4. Responsibility

The responsibilities of the **Education, Practice Standards and Guidelines Committee** for the ANZTCT is to meet regularly to and achieve the following:

- 4.1 To meet regularly to discuss emerging issues, educational needs, and opportunities in transplantation and cellular therapy.
- 4.2 To provide recommendations and advice to the ANZTCT Board on matters related to education and guideline development including budget allocations for the activities of the committee.



- 4.3 To organise and coordinate educational programs, webinars, and workshops for healthcare professionals.
- 4.4 To develop, review, and update clinical practice statements and guidelines in consultation with experts.
- 4.5 To collaborate with and support other ANZTCT committees and Special Interest Groups on relevant education initiatives.
- 4.6 To liaise with other professional organisations to share and promote best practices.
- 4.7 To establish subcommittees and working groups to facilitate the delivery of the committee's objectives.
- 4.8 The committee is authorised to review and approve educational programs, guidelines, and policy documents before submission to the ANZTCT Board for final approval.
- 4.9 To review and assess external requests for endorsement of educational activities, guidelines, statements, or related programs, ensuring alignment with ANZTCT's values, scientific integrity, and strategic objectives, and to provide recommendations to the ANZTCT Board for final approval.
- 4.10 To provide regular reports to the ANZTCT Board on the activities of the committee.
- 4.11 To manage and maintain any funds allocated to the committee, including preparing and presenting a budget to the ANZTCT Board.



5. Membership and Appointment

Membership of the Education, Practice Standards and Guidelines Committee is open to all healthcare professionals who are members of the ANZTCT. The Committee will be appointed by the board in response to a call out for expressions of interest. Composition of the committee will balance diversity in professional disciplines, disease expertise, geographic representation and backgrounds. The Committee will include a Chairperson, Deputy chair and Secretary, who are appointed by the ANZTCT Board, for a period of 3 years with the option to renew for a maximum of 3 terms.

5.1 Chairperson: is responsible for the overall direction and coordination of the Committee. Their specific responsibilities include:

- 5.1.1 Setting the agenda and chairing meetings of the Committee
- 5.1.2 Coordinating the Committee's activities and ensuring they align with the ANZTCT's strategic objectives
- 5.1.3 Representing the Committee at the ANZTCT Board and reporting back to the Committee on Board activities and decisions
- 5.1.4 Facilitating communication and collaboration among Committee members
- 5.1.5 Liaising with other ANZTCT committees and Committees on matters related to education, practice standards and guidelines.
- 5.1.6 Preparing and presenting the Committee's annual report at the ANZTCT Annual General Meeting

5.2 Deputy Chair: The Deputy Chair works closely with the Chairperson to help manage the activities and operations of the group. They provide support and share the workload, contributing to decision-making, planning, and execution of tasks. Their specific responsibilities include:



- 5.2.1 Serving as a backup to the Chairperson so that in their absence they lead meetings, make decisions, and ensure that the group's work continues smoothly.
- 5.2.2 They may liaise with other Committee members, stakeholders, and external parties to ensure that the group's tasks are completed on time and information is effectively shared.
- 5.2.3 May be asked to represent the Committee.
- 5.3 Secretary: The secretary is responsible for keeping records of minutes and activities for liaising with the ANZTCT Board on behalf of the Committee. Their specific responsibilities include:
 - 5.3.1 Preparing and distributing agendas and minutes of Committee meetings
 - 5.3.2 Maintaining a record of Committee activities and decisions
 - 5.3.3 Coordinating and communication among Committee members, including sharing relevant information from the ANZTCT Board and other committees.
 - 5.3.4 Liaising with the ANZTCT Board on behalf of the Committee, including presenting reports and recommendations
 - 5.3.5 Assisting the Chairperson with the preparation and presentation of the Committee's annual report
- 5.4 Treasurer: The Treasurer is responsible for managing the committee's finances. Responsibilities include:
 - 5.4.1 Developing an annual budget for the committee.
 - 5.4.2 Managing income and expenditures.
 - 5.4.3 Reporting on the financial status to the ANZTCT Board.
- 5.5 Additional Members and Experts:
The committee membership may include external experts, trainee



representatives, or other key stakeholders with expertise relevant to education and guideline development, as needed, to enhance discussions and input.

6. Meetings and quorum

The Education, Practice Standards and Guidelines Committee shall meet at least six times per year, or as needed to address educational, practice statement and guideline development activities. Meetings may be conducted in person or virtually, as determined by the Committee Chair. A quorum shall be at least 50% plus one.

7. Reporting

The Committee shall report to the ANZTCT Board on a regular basis, providing updates and recommendations on its activities including recommendations on endorsement requests. The Committee shall also prepare an annual report on its activities and financial statements for presentation at the ANZTCT Annual General Meeting.

8. Finances

Any funds raised or allocated for educational activities or guideline development will be managed by the committee and quarantined for those purposes.

9. Accountability

The committee is accountable to the ANZTCT Board and will fulfil its responsibilities as outlined in these Terms of Reference.

10. Compliance with ANZTCT Policies and Procedures

The Education, Practice Standards and Guidelines Committee and its members are required to adhere to all ANZTCT policies, procedures, and governance frameworks in carrying out their responsibilities. This includes compliance with ethical, financial, operational, and strategic directives as set by the ANZTCT Board.



11. Amendments

These Terms of Reference will be reviewed every 3 years and maybe amended by a two-thirds majority vote of the Committee, provided that notice of the proposed amendment has been given to all members of the Committee at least 14 days prior to the vote. Any amendments must also be approved by the ANZTCT Board.



Approval

Approved on behalf of the ANZTCT Board of Directors by:

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Signed on: 17 May 2025

Document ID: ANZTCT_EDCOMM_ToR_V1.0