



Terms of Reference for Australia and New Zealand Transplant and Cellular Therapies Limited Quality Manager Special Interest Group

1. Background

The ANZTCT Society is a professional association that represents healthcare professionals involved in transplantation and cellular therapies in Australia and New Zealand. The ANZTCT board has approved a quality manager special interest group (QMSIG) in recognition of the importance of this field in transplantation and cellular therapy (TCT) and the need for the ANZTCT to meaningfully support this professional community that provides the backbone of clinical quality management for TCT patients. This special interest group is responsible for providing guidance and recommendations on issues related to quality management in TCT. The ANZTCT QMSIG reports directly to the ANZTCT Board.

2. Role of the Quality Management Special Interest Group

The ANZTCT QMSIG will provide leadership, education, and support to TCT quality managers. The group is responsible for identifying and addressing TCT quality management areas, including accreditation, research, education and advocacy for best clinical practice.



3. Objectives

- 3.1 To provide quality management expertise and support to the ANZTCT community
- 3.2 To facilitate communication and collaboration between quality managers and other TCT professionals
- 3.3 Identify and address quality management research areas in TCT
- 3.4 Provide educational and training opportunities for TCT quality managers
- 3.5 To promote and advocate for the highest standards of clinical quality in TCT
- 3.6 To promote and support FACT/JACIE accreditation in Australia and New Zealand
- 3.7 To represent the interests of TCT quality managers

4. Responsibilities

The responsibilities of the QMSIG are as follows:

- 4.1 To meet regularly to discuss the issues and opportunities related to TCT quality management and FACT/JACIE accreditation
- 4.2 To provide recommendations and advice to the ANZTCT Board on matters related to quality management and FACT/JACIE accreditation in Australia and New Zealand
- 4.3 To organise and coordinate relevant educational and training opportunities for TCT quality managers
- 4.4 To collaborate with other ANZTCT subcommittees and SIGs on matters related to quality management in TCT
- 4.5 To liaise with other professional organisations and relevant societies in the field of TCT quality management and FACT/JACIE accreditation
- 4.6 To provide reports to the ANZTCT Board on the activities of the QMSIG

5. Membership and Appointment

Membership of the QMSIG is open to all quality managers who are members of the ANZTCT. The goal is for the group to include a quality manager from each TCT centre in Australia and New Zealand. The group will nominate a chair, deputy chair and secretary.



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

- 5.1.1 Setting the agenda and chairing meetings of the group
- 5.1.2 Coordinating the group's activities and ensuring they align with the ANZTCT's strategic objectives
- 5.1.3 Representing the group at the ANZTCT Board on two appointed meetings per calendar year, and reporting back to the group on Board activities and decisions
- 5.1.4 Facilitating communication and collaboration among group members
- 5.1.5 Encouraging the participation of all group members in the group's activities
- 5.1.6 Liaising with other ANZTCT subcommittees and special interest groups on matters related to quality management in TCT
- 5.1.7 Preparing and presenting the group'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 subcommittee 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 group.



5.3 Secretary: The secretary is responsible for keeping records of minutes and activities for liaising with the ANZTCT Board on behalf of the group. Their specific responsibilities include:

- 5.3.1 Preparing and distributing agendas and minutes of group meetings
- 5.3.2 Maintaining a record of group activities and decisions
- 5.3.3 Coordinating and communication among group members, including sharing relevant information from the ANZTCT Board and other subcommittees and groups.
- 5.3.4 Liaising with the ANZTCT Board on behalf of the group, including presenting reports and recommendations
- 5.3.5 Assisting the Chairperson with the preparation and presentation of the group's annual report

6. Working groups

The QMSIG may at any time propose and create internal working groups to assist the chair and deputy chair manage the various projects and tasks of the SIG. These working groups will consist of members of the QMSIG and shall have a chair who provides guidance and direction and who will set the meeting times and agenda. These working groups will meet according to a schedule defined by the chair and members. The activities and achievements of the working groups will be reported to the Chair and Deputy Chair of the QMSIG and be disseminated to the QMSIG members at the regular QMSIG meetings. Members may join multiple working groups but will be restricted to acting as chair of one.

Current QMSIG working groups are listed at appendix A.

7. Meetings and quorum

The QMSIG shall meet at least four times per year, or as necessary to address emerging issues related to TCT quality management and FACT/JACIE accreditation. Meetings may be conducted in person or virtually, as determined by the group chair. A quorum shall be at least 50% plus one.



8. Reporting

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

9. Finances

Any funds raised by the QMSIG for the ANZTCT will be quarantined for the educational and training opportunities for quality management in TCT.

10. Accountability

To fulfil responsibilities as outlined in the Terms of Reference.

11. Amendments

These Terms of Reference will be reviewed every 3 years and maybe amended by a two-thirds majority vote of the QMSIG, provided that notice of the proposed amendment has been given to all members of group 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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Appendix A. QMSIG Working Groups

Working Group	Description
Education	A group to coordinate the SIG journal club, and training and educational presentations such as webinars.
Fundraising and engagement	A group to seek out sponsorship opportunities, foster collaboration with other SIGs and market the QMSIG education initiatives. This group will also act as a conduit between the SIG and FACT, including organising ANZTCT ASM quality related events.
Quality improvement	A group to identify, manage, and champion quality improvement projects on behalf of the SIG.