



## **DRAFT TERMS OF REFERENCE FOR THE *CARDIAC* ADVISORY COMMITTEE**

### **1. Preamble**

The Transplantation Society of Australia and New Zealand has a number of Advisory Committees that act as the peak body for their special interest group in the areas of retrieval, allocation and standards of practice. This document defines the terms of reference which is intended to guide members in their deliberations. The Cardiac Advisory Committee is the peak clinical advisory body for issues related to heart donation and transplantation in Australia.

### **2. Objectives**

The Cardiac Advisory Committee (herein after referred to as Cardiac AC) is committed to supporting the following objectives:

- a. Development of nationally uniform eligibility criteria to ensure there are equitable and transparent criteria for listing patients for heart transplantation.
- b. Development of nationally uniform allocation protocols to ensure consistency across Australia in the criteria by which donated hearts and related organs and tissues are allocated.
- c. Promotion of best practice, including ethical standards, in respect to donation and transplant of heart and related organs and tissues.

### **3. Responsibilities**

- a. Formulate relevant eligibility criteria and allocation protocols for heart transplantation.

- b. Oversee and regularly review eligibility criteria and allocation protocols for heart transplantation.
- c. Regularly review the information they make available on the TSANZ website for accuracy and current applicability.
- d. Provide a forum for discussion of new or emerging therapies or practices in the field of heart transplantation.
- e. Provide advice to TSANZ Council on new or emerging therapies or practices in the field of heart transplantation

#### **4. Membership\***

- a. The Cardiac AC shall comprise 10 members (excluding ex-officio members) who should also be members of the TSANZ (where appropriate).
- b. There shall be six surgeons or physicians, one from each of the following regions/jurisdictions :
  - i. NSW/ACT
  - ii. Queensland
  - iii. South Australia/Northern Territory
  - iv. Western Australia
  - v. Victoria/Tasmania
  - vi. New Zealand
- c. The Cardiac AC shall have a Community Representative.
- d. The Cardiac AC shall have a Consumer Representative.
- e. There shall be a representative of Australian Transplant Coordinators Association (ATCA) in the Cardiac AC appointed by ATCA
- f. There shall be a paediatric representative in the Cardiac AC appointed by Paediatric Advisory Committee
- g. The President of TSANZ and Chair of TSANZ Advisory Committees and Working Groups shall be ex-officio members of Cardiac AC.
- h. Cardiac AC may co-opt specific persons to attend meetings either for a single meeting, part of a meeting, or for the term of a project as appropriate.
- i. Members of the Cardiac AC shall be nominated by their peers at the ASM of TSANZ.
- j. All members (excluding ex-officio) shall normally hold office for a three year term with the possibility of extension for a further 3-year term.

\* See Appendix 1

## **5. Chairperson**

- a. The chair will have the responsibility for conducting meetings and representing the Cardiac AC as appropriate in other meetings and forums.
- b. The chair shall be selected by the Cardiac AC by consensus for a term of two years, with the possibility of further two terms, at the discretion of the Advisory Committee.
- c. The chair shall be rotated by regions whenever possible at the end of each term.
- d. Where there is no consensus, selection of the Chair will be by a vote of the members of Cardiac AC cast electronically or by show of hands at a meeting.
- e. The person who receives the most votes in the ballot will be declared the Chair.

## **6. Governance and Reporting**

- a. The Chairman shall issue an Agenda a week prior to a meeting.
- b. The quorum for a meeting shall be one half of the membership of the Committee for face-to-face and teleconference meetings (that is five members excluding ex officio).
- c. At least one face-to-face meeting of the Cardiac AC will be held each year, to coincide with the annual scientific meeting of TSANZ (usually mid to late June).
- d. Additional face-to-face meetings and teleconferences will be held, as required, to discuss more urgent issues.
- e. Members may nominate a suitable person to represent them at the meeting which they are unable to attend for whatever reasons.
- f. Minutes will be kept of all meetings and distributed to all members.
- g. Minutes and recommendations of meetings will be tabled to TSANZ Council.
- h. The Chair of Cardiac AC will report to the TSANZ council via the Chair of TSANZ Advisory Committees and Working Groups on a regular basis.
- i. The Chair of Cardiac AC will participate in the meeting with other Advisory Committees chairs by teleconference at least once per year.
- j. The Chair and members of Cardiac AC should report back to the general membership as appropriate.

## 7. Conflict of Interest

- a. A committee member must declare any conflict of interest to the Chair of Cardiac AC if they, their partner or close family friend has a direct financial or other interest which influences, or may appear to influence, proper consideration or decision-making by the committee on a matter or proposed matter.
- b. The Cardiac AC chairperson shall determine the matter and advise the person concerned and also report his decision to the Committee.

## 8. Confidentiality

The Chair may declare some material and discussion at the Cardiac AC meetings as confidential and any disclosures in this respect are not permitted except with the approval of the Chair.

## 9. Review

The terms of reference can be reviewed any time at the discretion of the Cardiac AC.

## 10. Confirmation

The Terms of Reference of the Cardiac Advisory Committee was approved at its meeting dated 27 June 2012 and is confirmed as correct.

Name: Paul Jansz

Signature:

Title: Chair, Cardiac Advisory Committee

Date:

### APPENDIX 1: Membership of Cardiac Advisory Committee 2012/13

Name	Interest Group/Jurisdiction
Paul Jansz	Cardiothoracic and Transplant Surgeon (NSW/ACT)
Peter Bergin	Transplant Cardiologist, The Alfred Hospital (VIC/TAS)
Enzo de Angelis	Cardiologist, Adelaide Heart Clinic (SA/NT)
Lawrence Dembo	Cardiologist, Wembly (WA)
George Javorsky	Physician, Heart and Lung Transplant Unit, Prince Charles Hospital (QLD)
Peter Ruygrok	Cardiologist, Clinical Director, Greenlane Hospital. (NZ)
Jo Maddicks-Law	Cardiac Transplant Nurse Practitioner, The Prince Charles Hospital District Health Service (ATCA Rep)
Rob Weintraub	Physician, Royal Childrens Hospital, Melbourne Paediatric Rep
(TBA)	Community Rep
Peter Wicks	Consumer Rep
Peter Macdonald	Ex officio (TSANZ President)
Geoff McCaughan	Ex officio (Chair TSANZ Advisory Committees and Working Groups.)

## Appendix 2

### Administrative & Organisational Framework for Cardiac Advisory Committee

