



TSANZ

The Transplantation Society of Australia and New Zealand

TERMS OF REFERENCE FOR THE PANCREAS & ISLET TRANSPLANT ADVISORY COMMITTEE

1. Preamble

The Transplantation Society of Australia and New Zealand has a number of Advisory Committees that act as peak bodies for their special interest groups 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 Pancreas & Islet Transplant Advisory Committee is the peak clinical advisory body for issues related to pancreas and islet transplantation in Australia.

2. Objectives

The Pancreas & Islet Transplant Advisory Committee (herein after referred to as PITAC) is committed to supporting the following objectives:

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

3. Responsibilities

- a. Formulate relevant eligibility criteria and allocation protocols for pancreas transplantation.
- b. Oversee and regularly review eligibility criteria and allocation protocols for pancreas 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 pancreas transplantation.

- e. Provide advice to TSANZ Council on new or emerging therapies or practices in the field of pancreas transplantation

4. Membership

- a. Members of the PITAC should be members of the TSANZ, where appropriate.
- b. Membership of the PITAC should reflect various professions involved in pancreas and islet transplantation from relevant jurisdictions, in particular taking into account the centres that are:
 - i. approved at a national and state level for clinical pancreas and islet transplantation
 - ii. approved to perform human islet separation
 - iii. approved to perform research on human islets
- c. The PITAC shall have 14 voting members as follows:
 - i. Six members comprising one surgeon and one physician from each of the current Solid Organ Pancreas Transplant Centres:
 - Westmead National Pancreas Transplant Unit in NSW
 - Monash National Pancreas Transplant Unit in Victoria
 - Auckland National Pancreas Transplant Unit in New Zealand
 - ii. Three members (one each) from the current Clinical Islet Transplant Centres including:
 - Westmead Hospital, Islet Transplant Program in NSW.
 - St Vincent's Hospital, Islet Transplant Program in Victoria
 - Royal Adelaide Hospital, Islet Transplant Program in South Australia.
 - iii. Two members, each representing the two current separation facilities.
 - Westmead Hospital, Islet Separation Facility in NSW
 - St Vincent's Hospital, Islet Separation Facility in Victoria
 - iv. A representative of Australasian Transplant Coordinators Association (ATCA)
 - v. One consumers' representative
 - vi. One community representative
- d. The Committee will have two nonvoting members comprising:
 - i. A person representing the pancreas registry

ii. A recipient nurse coordinator

These nonvoting positions may be represented by existing voting members if they hold the appropriate position.

- e. The President of TSANZ and Chair of TSANZ Advisory Committees and Working Groups will be ex-officio members
- f. Members to the Committee will normally be nominated and appointed during the TSANZ Annual Scientific meeting in June except that the Committee can receive nominations at any other times to fill a vacancy occasioned by the absence of a member (See Appendix 1).
- g. Members (excluding ex officio members) will hold office for an initial 3-year term with the possibility of extension for an additional term
- h. PITAC 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.

5. Chairperson

- a. The Chair will have the responsibility for conducting meetings and representing the PITAC as appropriate in other meetings and forums.
- b. The Chair shall be selected by the PITAC by consensus for a term of two years, with the possibility of a further two-year term, at the discretion of the Advisory Committee
- c. The Chair shall be rotated by regions or centres whenever practical 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 PITAC 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 two third of the voting membership of the Committee (i.e. 9 members) for face-to-face meetings and one half for teleconference meetings (i.e. 7 members) and shall include at least one representative from each of the three solid organ transplant centres and three representatives from the islet centres.

- c. If a matter requires voting via email, the entire voting membership will be polled. Members will have seven days in which to respond. A quorum for these purposes will be similar to that for face-to-face meetings.
- d. A member may appoint a suitable representative to attend a meeting(s) if he or she is unable to do so.
- e. At least one face-to-face-meeting of the PITAC will be held each year, to coincide with the annual scientific meeting of TSANZ (usually mid to late June).
- f. Additional face-to-face meetings and teleconferences will be held, as required, to discuss more urgent issues.
- g. Minutes will be kept of all meetings and distributed to all members.
- h. Minutes and recommendations of meetings will be tabled to TSANZ Council.
- i. The Chair of PITAC will report to the TSANZ council on a regular basis through the Chair of TSANZ Advisory Committees and Working Groups.
- j. The Chair of PITAC will participate in the meeting with other Advisory Committees chairs by teleconference at least once per year, with a face-to-face meeting also held once per year.
- k. The Chair and members of PITAC 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 PITAC 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 PITAC 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 PITAC meetings 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 PITAC.

10. Confirmation

The Terms of Reference of the Pancreas and Islet Transplant Advisory Committee was approved at its meeting in November 2017 and is confirmed as correct.

Name: David Goodman

Title: Chair

Appendix 1

Administrative & Organisational Framework for Pancreas and Islet Advisory Committee

