



TSANZ

The Transplantation Society of Australia and New Zealand

TERMS OF REFERENCE FOR THE PAEDIATRIC TRANSPLANT ADVISORY COMMITTEE (PTAC)

1. Preamble

The Transplantation Society of Australia and New Zealand (TSANZ) is the peak body for transplantation therapy in these jurisdictions. It has created a number of Advisory Committees to provide advice in the areas of organ retrieval, allocation, standards of transplantation therapy, including the associated science and practice of transplanting organs in paediatric patients. This document defines the terms of reference of the Paediatric Transplant Advisory Committee (PTAC) which will be relied upon by TSANZ to provide advice on the efficacy of organ transplantation therapy as it relates to paediatric patients.

2. Objectives

- 1) PTAC primarily supports TSANZ in developing equitable and transparent criteria for listing paediatric patients for organ transplantation and in the allocation of organs, including advocacy for research funding.
- 2) Ensuring best practice, holistic, collaborative care at a national level across Australia and New Zealand; that reflects the needs of paediatric patients and their families.

3. Responsibilities

- a. Bring together those individuals actively involved in organ transplantation in the paediatric sector in Australia and New Zealand.
- b. Promote educational programs, including an annual meeting and other meetings, which advance and promote the Committee's objectives
- c. Advocate for funding to support research in regards to transplant of organs in paediatric patients
- d. In collaboration with other organisations, facilitate development of policy to ensure appropriate priority is allocated to organ transplantation pertaining to paediatric patients.
- e. Regularly review the information uploaded by PTAC on TSANZ's website for accuracy and current applicability.
- f. Provide a forum for discussion of current or emerging issues pertaining to organ transplantation in paediatric patients.

- g. Provide advice to TSANZ Council on current, new or emerging issues for organ transplantation in paediatric patients, including those related to transition to adult services.
- h. Undertake auditing of the protocols and clinical standards adopted by PTAC.
- i. Renal transplant advisory committee (RTAC) Allocation Subcommittee paediatric representative to report to PTAC.

4. Membership*

- a. Members of PTAC shall ordinarily be members of TSANZ although non-membership would not normally prevent appointment to the Committee.
- b. PTAC shall have 11-17 members actively involved in paediatric transplantation and/or transition of adolescent and young adult transplant recipients, reflecting different regions and professions as follows, including ex officios:
 - I. At least one representative (a surgeon, physician or a researcher) from each of the following jurisdictions (up to a maximum total of 12) and with the aim to represent all organ-specific groups (with a minimum of at least one member with expertise in each of heart, liver and kidney transplantation):
 - i. New South Wales/Australian Capital Territory
 - ii. Queensland
 - iii. South Australia/Northern Territory
 - iv. Victoria/Tasmania
 - v. Western Australia
 - vi. New Zealand
 - II. One representative of the Australian Transplant Coordinators Association and/ or Transplant Nurses Association.
 - III. The President of TSANZ and Chair of TSANZ advisory committees and working group shall be ex-officio members of PTAC.
 - IV. One member shall represent a consumer/community representative
- c. The members of PTAC shall normally hold office for a three year term with the possibility of extension for an additional term.
- d. Membership shall be reviewed every two years from the date of the confirmation of the terms of reference

- e. PTAC 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 including consumer representation by patients or designated family members.

5. Chairperson

- a. The Chair will have the responsibility for conducting meetings and representing the PTAC as appropriate in other meetings and forums.
- b. The Chair shall be selected by PTAC by consensus for a term of three years, with the possibility of a further term, at the discretion of the Advisory Committee.
- c. The Chair shall be rotated by regions, if 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 PTAC 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 meetings and for teleconferences and shall comprise representation from at least two jurisdictions.
- c. Where a member is unable to attend a meeting for whatever reasons he/she should appoint a suitable person to represent him/her and subsequently advise the Chair of the name of the proxy prior to the meeting.
- d. There shall be a face-to-face meeting of PTAC coinciding with the Annual Scientific Meeting of TSANZ.
- e. Attendance at the face-to-face meeting is open to all TSANZ members with an interest in organ transplant in paediatric patients but voting is restricted to members of the advisory committee (or their appointed proxies).
- 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 and relevant parties.
- h. Minutes and recommendations of meetings will be tabled to TSANZ Council.
- i. The Chair of PTAC will report to the TSANZ Council through the Chair of TSANZ Advisory Committee and Working Groups on a regular basis.

- j. The Chair of PTAC will participate in the meeting with other Advisory Committee chairs by teleconference at least once per year and other meetings convened by the Organ and Tissue Authority (OTA).
- k. The Chair and members of PTAC 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 PTAC 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. PTAC 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 PTAC meetings as confidential and any disclosures in this respect are not permitted except with the approval of the Chair. There will be public and private versions of the meeting minutes to deidentify names for privacy purposes.

9. Review

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

10. Confirmation

The Terms of Reference of the Paediatric Transplant Advisory Committee was approved at its meeting, August 2018 and is confirmed as correct.	
Name: Joshua Kausman	Title: Chair, Paediatric Transplant Advisory Committee