



TSANZ

The Transplantation Society of Australia and New Zealand

TERMS OF REFERENCE FOR THE TSANZ RENAL TRANSPLANT ADVISORY COMMITTEE (RTAC)

1. Preamble

The Renal Transplant Advisory Committee (RTAC) of The Transplantation Society of Australia and New Zealand (TSANZ) is the peak clinical advisory body for issues related to kidney transplantation in Australia, providing professional advice to optimise patient outcomes and maximize equity and utility in the kidney transplantation sector.

RTAC provides advice in the areas of clinical guidance, organ retrieval, organ allocation and standards of practice in transplantation. This document defines the terms of reference which are intended to guide the functions of RTAC.

2. Reporting to TSANZ

RTAC shall report to its main governing body TSANZ. The following lines of communication are to be used:

- a. The RTAC chair will report directly to TSANZ council through the minutes of meetings and through summary biannual written reports.
- b. A TSANZ council member will be appointed to the RTAC membership and will be able to report on RTAC activities directly to TSANZ council (see "Membership").
- c. The RTAC Chair will participate in meetings with other TSANZ Advisory Committee chairs by teleconference or face to face, as requested by TSANZ.

3. Communication

- a. Members of RTAC are responsible for consulting with and reporting back to their constituencies. Each RTAC member should report directly to their respective affiliated group (e.g. State Transplant Advisory Committees, ATCA, ANZSN, OrganMatch oversight groups etc.).
- b. The RTAC biannual report should be circulated broadly to interested parties. This should include (via each secretariat) i) all TSANZ members, ii) all ANZSN members and iii) the Organ and Tissue Authority (OTA).
- c. RTAC shall at times convene special meetings or arrange presentations to facilitate communication with the broader Nephrology and/or Transplant Sector. This will generally occur in conjunction with other planned meetings such as the TSANZ Annual Scientific Meeting, ANZSN Annual Scientific Meeting or DNT meeting.
- d. RTAC acts as a vital link between TSANZ and ANZSN, allowing representation of the broader nephrology community in decisions regarding transplantation. RTAC membership includes an ANZSN Council member who will report RTAC activity directly to the ANZSN Council.

4. Responsibilities

- a. Act as the peak national body for kidney transplantation for advice in the areas of clinical guidance, organ retrieval, organ allocation and standards of practice.
- b. Advise and support the review and implementation of changes around allocation.
- c. Participate and regularly review relevant sections of the TSANZ Clinical Guidelines for Transplantation.
- d. Develop Clinical Guidance Documents informing additional areas of current practice in kidney transplantation.
- e. Regularly review relevant information on the TSANZ website for accuracy and current applicability.
- f. Provide a forum for discussion of current new or emerging therapies or practices in the field of kidney transplantation.
- g. Provide advice to TSANZ Council on current new or emerging therapies or practices in the field of kidney transplantation.
- h. Be responsible and responsive primarily to the TSANZ Council, but also to communicate with ANZSN, for advice about the views and interests of their transplant communities.
- i. Receive and comment on reports from the Vigilance and Surveillance Expert Advisory Committee (VSEAC).
- j. Support diversity, equity and inclusion

5. Membership

In order to fulfill its functions and responsibilities, and to develop standards and policies that will be adopted nationally, it is intended that RTAC is fully representative of the individuals, units and states taking part in renal transplantation.

The membership of RTAC may be up to 22, including multiple ex-officio members.

All members, except ex-officio members of RTAC, shall normally hold office for an initial 3-year term with the possibility of extension according to advice from the advisory committees of each jurisdiction. Where voting is necessary, voting members can be represented by a proxy.

The composition of RTAC should represent different jurisdictions and relevant clinical and professional bodies as follows:

- a. Ten (voting) state delegates - representatives consisting of two each of the 5 Australian regions (nominated via each State-based Renal Transplant Advisory Committee or relevant State-based Renal Transplant Governance body):
 - New South Wales/Australian Capital Territory.
 - Queensland.
 - South Australia/Northern Territory.
 - Victoria/Tasmania.
 - Western Australia.

b. Ex-officio voting members of the RTAC shall comprise:

- i. One Representative of the Transplant Surgeons
- ii. One Representative of the TSANZ
- iii. One Representative of the ANZSN
- iv. One Representative of the ANZKX
- v. One consumer representative
- vi. One community / or a second consumer representative (optional)
- vii. One Paediatric representative

c. Ex-officio non-voting members of the RTAC shall comprise:

- i. A representative from New Zealand nominated by the Renal Transplant Leadership Team*
- ii. Chair of National Tissue Typing working group
- iii. One ATCA Representative
- iv. A representative of DonateLife State Managers
- v. OrganMatch representative

*NZ representative will have voting rights if there is a vote on ANZKX issues

6. Invited Guests

- a. An OTA representative (the National Medical Director or their representative) will be a Standing Invited Guest for all RTAC meetings (and/or portions of each meeting if there is potential for conflict of interest).

7. Chairperson

- a. The Chair will be chosen from one of the Australian jurisdictions identified under 5a.
- b. The Chair will have the responsibility for conducting meetings and representing the RTAC as appropriate in other meetings and forums
- c. The Chair shall be selected by RTAC by consensus for a term of three years, with the possibility of a further term, at the discretion of the Advisory Committee.
- d. Where there is no consensus, selection of the Chair will be by a vote of the members of RTAC. The person who receives the most votes in the ballot will be declared the Chair.
- e. A chair-elect to replace the outgoing RTAC chair will be nominated in a similar way at the start of each new term to allow for forward planning.

8. Meetings & Decision Making

- a. There will be a minimum of two face-to-face meetings of RTAC during the year, additional meetings may be arranged.
- b. Teleconferences may be held in between face to face meetings, as required, to discuss more urgent issues.

- c. The Chairman shall issue an Agenda a week prior to a meeting.
- d. The quorum for a meeting shall be two thirds of the membership of the Committee (including ex officio) for face-to-face meetings or 10 whichever is less and one half for teleconference meetings or 8 whichever is less.
- e. Members of RTAC may nominate a suitable proxy or alternate to represent them if they are unable to attend a meeting for any reason.
- f. Decisions of RTAC will normally be made by consensus but where a common point of view cannot be reached decisions will be made by voting with the views of individual members duly recorded in the Minutes.
- g. The Minutes will be kept of all meetings and distributed to all members.
- h. Minutes, reports and recommendations of meetings will be tabled at TSANZ Council meeting. TSANZ council endorsement will be required for any RTAC-initiated changes to policy and/or guideline documents.
- i. RTAC may assign specific work to be undertaken by subcommittees which will function under a terms of reference and report back to the group.

9. Financial Arrangements

- a. TSANZ with OTA will organise funding for travel and meetings with appropriate secretarial support.

10. Conflict of Interest

- a. Committee members must declare any conflict of interest to the Chair of RTAC if they, their partners or close family friends have 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 RTAC chairperson shall determine the matter and advise the person concerned and also report his/her decision to the Committee.


11. Confidentiality

Some material and discussion at the RTAC meetings may be declared confidential by the Chair.

12. Review

The terms of reference can be reviewed any time at the discretion of the RTAC. Periodic review should also occur every 3 years.

13. Confirmation

The Terms of Reference of the Renal Transplant Advisory Committee were approved at its meeting dated 3 rd December 2019.	
Name: Kate Wyburn	Signature: 
Title: Chair	Date: 3/12/2019