TSANZ
The Transplantation Society of Australia and New Zealand

Australian Government
Organ and Tissue Authority

donatelife

Enhancing Clinical Guidelines Advisory Panel

TERMS OF REFERENCE, Version 1.2, May 2026

Title

The group is titled the Enhancing Clinical Guidelines Advisory Panel (GAP).

Governance structure

The Enhancing Clinical Guidelines Advisory Panel is a multidisciplinary team of specialists working within the donation and transplantation network across Australia and New Zealand. Members may be employed by their local health district or government organisation.

Purpose

The purpose of the Enhancing Clinical Guidelines Advisory Panel (GAP) is to represent all disciplines across transplantation & donation sectors and assist in the development, review and communications relating to the TSANZ Clinical Guidelines and supporting documents such as Standard Operating Procedures (SOPs). The advisory panel will be core to the following two deliverables:

1. Adherence to the Guidelines Review Process which governs the ongoing oversight, provision, maintenance, promulgation, and implementation of the Guidelines
2. Development of national processes and/or SOPS (*where applicable*) to support implementation of the Guidelines in key areas at a practical level.

The GAP will assist in:

- Communication link with their associated local unit/team for the consultation and promulgation of the guidelines
- Identification of key areas of practice that would benefit from clarification and/or harmonisation. This may impact on SOPs
- Consultation alongside key stakeholder groups and content experts to formulate, draft and implement guideline updates and/or SOPs
- Reading, and commenting on documents between meetings – 'out of session'
- Review of current digital formats (desktop and mobile app) to drive aesthetic updates and improved user interface and ease of use
- Local quality assurance audits/QIP to support personal portfolios and enquiries into practice improvement.

Membership

- Transplantation Society of Australia and New Zealand (TSANZ)
  - Clinical Project Manager
- Donation Specialist Nurse Coordinator – each state/territory represented + Organ Donation New Zealand
- Transplant Coordinator – each solid organ system represented
- Allied Health – Transplant Physiotherapist, Occupational Health, Social Workers, Psychology & Pharmacists
- Transplant clinician - TSANZ Advisory Committee member for each solid organ

Clinical Project Manager

The clinical project manager is responsible for:

- Recruitment and maintenance of the advisory panel members
- facilitate group processes and promote balanced participation of panel members
- guiding the meeting according to the agenda and time available
- ensuring all discussion items end with a decision, action, or recommendation
- items to be actioned are assigned to an individual/s and logged
- considering and ruling on any disclosures of conflict of interest made by members
- circulation/sharing of documents prior to meeting for review
- Education provision to units upon updates or new guidance release
- provide an update on items discussed within Clinical Guidelines Project Steering Group, TSANZ Board, TSANZ Advisory Committees, DonateLife National Managers, OTA Clinical Programs and other key stakeholders as appropriate.

Proxies

Where a member is unable to attend a meeting, a proxy may be nominated.

The substantive member is required to notify the clinical project manager of any such arrangement in a timely manner.

Acceptance of a proxy nomination will be at the discretion of the Clinical Project Manager.
The proxy must be adequately briefed and empowered to make decisions at the meeting.

Resignation

Individuals may cease membership of the advisory panel at any time. Members may resign upon leaving employment within the donation/transplantation sector and/or if they no longer wish to participate. Resignation from the GAP can be submitted via email to the Clinical Project Manager. guidelines@tsanz.com.au

Conflict of interest

Conflict of interest is defined as any instance where a member, partner or close family friend has or acquires an interest, including a financial, personal, or professional interest, in matters under consideration or proposed for consideration by the advisory panel and that interest conflicts with or could conflict with or be seen to conflict with the proper performance of the member's role.

A member must disclose to the clinical project manager any situation that may give rise to a conflict of interest or a potential conflict of interest.

Unless the Clinical Project Manager determines otherwise, the relevant member must not be involved in any related discussion of the matter or decision-making process regarding that matter.

Confidentiality

All documents are confidential and must not be disclosed by members unless otherwise advised by the Clinical Project Manager. Presentations from meetings may be shared for educational purposes, and draft guideline versions may be circulated for GAP member feedback. Any broader distribution will be at the discretion of the Clinical Project

Manager, based on assessment of stakeholder involvement.

Meetings

Virtual meetings will be scheduled as indicated via MS Teams – quarterly for the entire Advisory Panel with smaller sub-group meetings for organ specific fields, when required. Where a consensus cannot be reached on a matter, members will agree a compromise or an alternative handling strategy.

Presenters

Subject matter experts may be invited to attend meetings at the request of/on behalf of the advisory panel to present papers and/or provide advice and expertise where necessary.

Committee duration and review

The terms of reference will be reviewed every two years, by the Clinical Project Manager with members, to determine the future duration, membership and functions of the group's duration and review