

## STANDING COMMITTEES TERMS OF REFERENCE

- 1) ANZSBT will utilise Standing Committees to deliver the objectives of the ANZSBT Strategic Plan and assist in priority setting of key issues.
- 2) The Standing Committees (see below) should each consist of up to nine ANZSBT members, at least one of whom should be a member of the ANZSBT Council. The composition of the committee should reflect membership of ANZSBT and the activity of the committee. Clinical Practice Improvement Committee membership will have at least one member from each major Australian state and New Zealand.
- 3) The Council will call for nominations for the Standing Committees from the general society membership. Such nominations must be proposed and seconded by current financial members and include a brief resume of the nominated person's experience and that person's acceptance of the nomination. If more nominations are received than positions vacant then:
  - a. For those vacancies arising at the end of the two year term, an election will be held. Upon election, members will hold office for a period of 2 years, renewable for a further two terms.
  - b. In the event of resignations arising during the 2 year term, Council will maintain the ability to make direct appointment from among the nominees. Upon appointment members will hold office for the remainder of the two year term, renewable for a further two terms.
- 4) A Chairman for each committee shall be nominated by Council and where necessary additional office bearers will be nominated.
- 5) Each Standing Committee is responsible to Council and shall report through its Chairman to the ANZSBT Council at each Council meeting. An annual report to members shall be presented to the annual general meeting, including an assessment of the effectiveness and value to the stakeholders. Each Standing Committee will partner with, support and inform the activities of the other Standing Committees.
- 6) Publications and statements from the Standing Committee must be endorsed by the Council prior to formal release. A media spokesperson must be approved by the Council.
- 7) ANZSBT Council will provide guidance to the Standing Committee.
- 8) Standing Committees shall establish Expert Working Parties to address relevant issues. Each Expert Working Party will include at least one member of the Standing Committee.

- 9) ANZSBT Council will report the activities of the Standing Committees to the ANZSBT membership.
- 10) The Standing Committee and Expert Working Parties would normally meet by teleconference and by face to face meetings where necessary. Prior approval for related expenditure should be sought from the Council.
- 11) The terms of reference will be reviewed every 2 years, in line with the ANZSBT Strategic Plan.
- 12) The following Standing Committees will be established:

#### **Clinical Practice Improvement Committee (CPIC)**

The Clinical Practice Improvement Committee will provide a forum to:

- Promote the sharing of experience in clinical transfusion practice across all jurisdictions including public and private sectors.
- Coordinate initiatives to ensure the safety, quality and cost effectiveness of transfusion practice.
- Develop and/or disseminate audit, benchmarking and practice improvement tools.
- Promote, where appropriate, the standardization and simplification of practice.
- Develop clinical practice guidelines.
- Provide an Australian and New Zealand perspective on transfusion medicine to Council, to inform and influence political decision-making.
- Implement strategies to close the haemovigilance loop.

#### **Education Standing Committee (ESC)**

The Education Committee will:

- Identify and engage stakeholders by actively contacting colleges and societies and other relevant groups to identify their educational requirements.
- Assess current gaps and opportunities for the ANZSBT to further develop transfusion medicine knowledge and practice.
- Disseminate information to meet the needs of stakeholders, using a variety of media.
- Further develop the ANZSBT website as a central transfusion medicine resource.

#### **Transfusion Science Standing Committee (TSSC)**

The Transfusion Science Committee will:

- Develop and maintain scientific and technical guidelines relating to transfusion practice.
- Develop 'position statement' documents in the areas of transfusion science on behalf of the Society.
- Provide an Australian and New Zealand perspective on scientific aspects of transfusion to Council, to inform and influence political decision-making.
- Oversee research activities of the Society, including assessment of research grant applications.
- Respond as required on scientific and technical questions.

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