

South Australian Transplantation and Organ Donation Advisory Council

> Terms of Reference

<p>Background</p>	<p>The South Australian Transplantation and Organ Donation Advisory Council was formed in the early 1990s by the sector to oversee the multifaceted clinical practices related to organ and tissue donation and transplantation in South Australia. The key purpose also included ensuring a forum for formal communication between the donation and transplantation sectors and to provide SA Health with expert advice relating to the sector.</p> <p>The establishment of the Australian Organ and Tissue Donation and Transplantation Authority 2009 and the National Reform Agenda Organ and Tissue Donation for Transplantation has supported the sector to work towards nationally consistent policy and operations.</p>
<p>Scope</p>	<ul style="list-style-type: none"> • Advise SA Health and The Authority on strategic and operational matters related to Organ and Tissue Donation and Transplantation in South Australia. • Receive regular reports on activity from DonateLife and the Tissue Sector. • Receive regular reports on activity from the Transplantation sector. • Submit regular reports from SATODAC to SA Health regarding progress and specifically the impact of organ donation on transplantation and vice versa. • Monitor donation and transplantation practices in South Australia and for South Australians transplanted elsewhere to ensure equity and to ensure they are carried out within appropriate National Guidelines and policies. • Consider matters referred to it from SA Health, DonateLife and the Transplantation sectors and advise and act as necessary.
<p>Purpose</p>	<p>To provide expert advice to SA Health and the sector on matters relating to Organ and Tissue Donation and Transplantation.</p>

<p>Reporting relationships</p>	<p>Reporting through:</p> <ol style="list-style-type: none"> 1. Executive Director Public Health and Clinical Coordination to SA Health Strategy and Operations Group via an annual report (July) to SA Health. 2. A copy of meeting minutes, recommendations and outcomes sent to Australian Organ and Tissue Authority through the National Medical Director.
<p>Membership</p>	<ul style="list-style-type: none"> • State Medical Director DonateLife • State Manager DonateLife • Representative: Organ Donor Coordinator • Hospital Medical Director from each site or representative • Director: Kidney Transplant Unit or representative • Director: Liver Transplant Unit or representative • Director: Lung Unit or representative • Director: Cardiac Transplant, heart failure and pulmonary hypertension or representative • Transplant surgeon • Director: SA Tissue Typing Service or representative • Director: SA Tissue (Bone) Bank or representative • Director: SA Eye Bank or representative • SA Health Executive Director Public Health and Clinical Coordination or representative • SA Health Blood, Organ and Tissue Programs Manager <p>Where a member is unable to attend, the preferred option is to ensure an informed proxy attends.</p> <p>The Chair will be elected from the membership for a two year term.</p>

<p>Ways of working</p>	<p>Where a member has a pecuniary interest (its origin being external to the organisation) in a matter, which is before the meeting for discussion, that member should not take part in the discussion and the decision on the issue unless the Chairperson of the meeting is satisfied that the interest is so trivial as to be unlikely to affect the member's judgement in the matter. The interest must be declared to the Chairperson and recorded in the minutes.</p> <p>Decisions will be made by consensus. If a consensus is not reached the Chairperson will negotiate with committee members until an agreement is reached.</p> <p>Members of the committee are to not only represent the views of their own individual areas/directorates, but are to represent the best interests of the Statewide Organ Donation and Transplantation activities.</p> <p>Committee members behaviour is to be based on the principles of the South Australian Public Sector Code of Conduct and the relevant policies which include the following:</p> <ul style="list-style-type: none"> • Respectful Behaviours • Organisational Development • Communication • Employee Relations • Supportive Working Environments • Occupational Health, Safety & Welfare
<p>Operational mechanisms of committee</p>	<p>The committee will meet quarterly.</p> <p>Venue for the meeting will usually be the Board Room, DonateLife, Level 6, 45 Grenfell Street, Adelaide.</p> <p>Extraordinary meetings may be called by the Chairperson as required.</p> <p>The quorum will be half the membership. Where a member is unable to attend, the preferred option is to ensure an informed proxy attends.</p> <p>DonateLife will provide the executive support for the meetings.</p> <p>A written agenda will be distributed to members a minimum of three days prior to the meeting.</p>

	<p>Minutes of all meetings will be circulated to members within seven days of the meeting.</p> <p>The executive support shall keep separate files (electronic and hard copies) of at least the following and forward them to each succeeding executive support:</p> <ol style="list-style-type: none"> 1. These Terms of Reference, agendas and records of each meeting 2. Papers circulated for discussion or information, papers tabled at meetings and correspondence prepared by the executive support Directorate. <p>The committee files are the property of SA Health and must be preserved in accordance with the <i>State Records Act 1997</i> and the <i>Freedom of Information Act. 1991</i>.</p>
Functions / deliverables	<ol style="list-style-type: none"> 1. Quarterly meetings held in accordance with the TOR and meeting minutes, recommendations and outcomes sent to Australian Organ and Tissue Authority through the National Medical Director. 2. Attendance records kept and reviewed on an annual basis. 3. Action item list updated quarterly and reported annually – completion and timeliness. 4. Annual report to SA Health through Executive Director Public Health and Clinical Co-ordination to SA Health Strategy and Operations.
Review date	<p>The committee will be required to complete an annual evaluation in each July, through reviewing achievements in the preceding twelve months and determining the priorities for the next twelve months. The outcome of this evaluation should be made available on the SA Health intranet.</p> <p>The Terms of Reference will be reviewed annually and evaluation against deliverables performed.</p>

No.	Date	Revision	Author
1	12 November 2009	1	Graeme Russ /Sally Tideman
2	17 November 2009	2	Kathy Hee/Sally Tideman
3	25 November 2009	3	Sally Tideman
4	27 November 2009	4	Sally Tideman/Peter Bardy/Stephen Christley/Sue Ireland
5	8 December 2009	Redraft with content from 27 November added	
6	11 December 2009	Redraft post further editing	Graeme Russ/Sally Tideman
7	17 December 2009	Amendments following SATODAC meeting	Council members
8	18 March 2010	Endorsed	