

Role Description - Organ Donation Committee Chair

Role Title:	Organ donation committee chair
Recommended background:	Non-Executive Director (but not limited to)
Location:	Employing Hospital(s)
Accountable to:	Hospital (s) Medical Director
Hours:	Voluntary Post
Recommended term:	3 years - renewable one further term (no prohibition on the post holder reapplying)

Role Summary

The Chair of an organ donation committee whilst a voluntary role is an integral and important part of the organ donation team whose other principal members are the clinical lead for organ donation (CLOD) and specialist nurse for organ donation (SNOD).

The intention is that the chair is non-clinical, or at the very least not a current health care professional, to bring a different insight from the CLOD and SNOD to the committee.

The role of the Chair is to:

1. Lead an effective and functioning hospital organ donation committee to champion and promote the value of organ donation.
2. Establish effective working relationships with key stakeholders throughout the hospital and within the wider community.
3. Provide constructive challenge where the potential donor audit (PDA) data demonstrates there have been missed opportunities for donation and identify action(s) to be taken for improvement.

Key Relationships

Internal

- Hospital medical director
- CLOD and SNOD
- Organ Donation Committee (ODC)
- Designated hospital governance structure (for reporting donation activity)

External

- Regional Chair
- Regional Manager NHS Blood and Transplant
- Regional Clinical Lead for Organ Donation
- Regional Collaborative Membership of CLODS, SNODS and ODC Chairs
- NHS Blood and Transplant (NHSBT)

Conditions of Service

There is an assumption that there will be commitment from the local hospital to support the work of the Chair who acts in a voluntary capacity. NHSBT will offer Chair induction for every new Chair and provide the Chair with education training and update opportunities through biannual regional collaboratives and other NHSBT events.

For NHSBT to release donor recognition funding to the hospital, the hospital must demonstrate they have a functioning organ donation committee and chair. Once the ODC Chair is nominated by the hospital, the nominee should be invited to meet with the Regional Chair and/or Regional Manager prior to commencing in the role.

The expectations and additional activities are intended as a guide and may change to meet the changing needs of the service and as agreed with the hospital medical director.

Annual Core Expectations

Activity	Frequency
Meeting with the CLOD and SNOD face to face or telecom if not possible.	Minimum Quarterly
Chairing the Organ Donation Committee Meeting.	Target 4 times per annum
Attendance at Regional Collaborative biannual meetings.	Target 2 times per annum
Invite regional NHSBT leaders to an ODC meeting.	1 per annum
Ensure there is a report of potential donor audit data to Trust/Board executive or delegated governance reporting structure.	Annual
Ensure that minutes of ODC meetings are available via regional teams using a standard template that will be provided by NHSBT.	Each meeting.
Ensure there are up to date ratified hospital organ donation policies in place.	2 years

Additional Activities

Activity	Frequency
<p>Areas of responsibility</p> <p>Ensure all areas of the hospital have appropriate local policies in place, developed in line with national policy and guidelines.</p> <p>Report local donation activity through designated hospital governance structure.</p>	<p>Annual</p> <p>Annually (minimum)</p>
<p>Act on any Missed Donation Opportunities</p> <p>With CLOD and SNOD the ODC should review PDA data, donation numbers, donation metrics, case investigations and actions required.</p> <p>Challenge any local barriers to reduce missed donation opportunities, particularly in the areas of potential donor referral and SNOD involvement.</p>	<p>Quarterly</p> <p>Quarterly</p>
<p>Promotion</p> <p>Act as a spokesperson/advocate for donation locally, particularly during Organ Donation Week (ODW) and as per local action plan eg local, regional and national promotion activities.</p>	<p>Annually (as a minimum for ODW and as per agreed local action plans)</p>
<p>Personal Development</p> <p>Chair Induction</p> <p>National Congress</p> <p>Hospital Level Meetings</p> <p>Other activities to champion donation as per personal interest</p>	<p>Chair induction within 12 months of appointment</p> <p>Held every 2 years</p> <p>Held every 2 years</p> <p>Ad hoc</p>

Suggested Person Specification: Organ Donation Committee Chair

Interpersonal Skills and Leadership	Essential	Desirable
1. Evidence of experience in working positively with NHS staff at all levels and the ability to lead and work within a multi-professional team.	*	
2. Ability to inspire and energise colleagues.	*	
3. Experience in chairing and leading meetings.	*	
4. Personal commitment to ensuring national donation and transplantation strategies, recommendations and guidelines are implemented and functioning at the hospital level.	*	
Personal Skills	Essential	Desirable
5. An effective communicator.	*	
6. Positive, persuasive and inclusive style.	*	
7. Experience in handling media or public relations issues at a local level.		*
8. Experience in analysing data.		*