

**Cardiothoracic Transplant Coordinator Team Lead Quarterly Meeting
Via Microsoft Teams**

Chairperson: Richard Quigley (Lead Nurse Transplant, Royal Papworth Hospital)

Terms of Reference

Introduction

Cardiothoracic Transplant Coordinators work in a very niche area of nursing and are a small group nationally. Collectively they can become more of a collaborative work force by engaging with colleagues from other transplant centres to form a strong group in which ideas can be discussed and clinical practice shared openly and honestly. This may help personal and departmental development, assist with Service Improvement and most importantly of all patient care.

Purpose

To establish an online forum for virtual meetings in which Team Leads or a representative from all 7 cardiothoracic transplant units across the country can support each other as peers and national colleagues. It might be that in the future we arrange a face to face meeting if participants feel it would be useful.

Objectives

1. To understand how other centres operate with regards the challenges of CT organ donation and transplantation
2. To discuss and share unusual case studies and lessons learnt where a clear learning point is identified
3. To share good practice with other teams in order to improve own service
4. To provide a safe environment for confidential discussion and peer support
5. To become more collective as a national group of specialist nurses

Membership

Representation from all 7 cardiothoracic transplant unit Coordinator teams would be desirable.

Where a team has an identified leader, they or a nominated deputy would be the preferred participant, however where a team has no identified team lead, the team should use their discretion in identifying an appropriate team member to participate in the meeting.

Frequency

Quarterly

First meeting 1400-1530 5th November 2020