



## Implementation Steering group for Organ Utilisation - Terms of Reference

### Remit

- To improve the resilience of the organ transplant service and improve patient experience and outcomes, through increasing organ utilisation
- To contribute energy and oversight on implementation of the Organ Utilisation Group's recommendations and supporting actions
- To lead, co-ordinate and govern the programme for implementation of the OUG recommendations
- To support those organisations with a role in implementation to work collaboratively to develop and deliver implementation plans
- To agree and monitor: milestones for implementation; measures of progress; measures of success.
- To ensure that the delivery plans are aligned and, where necessary, joint plans are developed where implementation falls across several groups.
- To ensure that the roles and responsibilities for implementation of the recommendations are clearly defined and recognised.
- To identify and agree actions to address any risks to successful implementation of the recommendations.
- To ensure that the implementation plans are informed by national and international best practice.
- To collate and publish regular progress reports.

### Scope

#### In scope

- Implementation of the recommendations and supporting actions within England, acknowledging that patients cross UK borders for some transplant services

#### Out of scope

- It is acknowledged that Transplantation is organised across the UK. Whilst the implementation activity may inform work in the Devolved Governments, the implementation of the recommendations outside of England is for local decision.

### Reporting Structure

The Chair of the Group will report to DHSC Ministers and the Secretary of State for Health and Social Care on progress made/ planned, maintaining engagement with Devolved Government Ministers.

#### Stakeholder engagement

The Chair will also provide updates for information/ comment to the organisations listed below and others as appropriate:

- OUG Chair
- Patient representative groups

- NHSE Board and other UK Commissioning Boards
- NHS Blood and Transplant Board
- NHS Providers Board
- National Organ Donation Committee
- NHSBT Solid Organ Advisory Groups
- British Transplantation Society
- Royal Colleges

## **Membership**

Membership of the Group will include:

- Patients
- Lay representatives
- Senior representatives of organisations with a key role in leading implementation of the recommendations
- Subject matter experts (transplantation; physicians; managers)
- International expertise (where required)

Membership will be reviewed as workstreams progress. Further members may be added/ co-opted as appropriate on to the main Group and/ or any sub-groups.

Representatives of Government and Commissioners from the Devolved Governments will be invited as observers.

## **Role/ remit for members**

Members of the Oversight Group are responsible for:

- Working collaboratively to prioritise, plan and implement the recommendations and supporting actions
- Advising on the implementation of the recommendations and supporting actions
- Speaking on behalf of, and with the authority of, the organisation they represent where applicable
- Championing the OUG report and recommendations within their organisation/ community and disseminating key messages from the Group
- Leading on the development and delivery of implementation plans within their own organisation
- Ensuring that the implementation plans of the organisation they represent are aligned with, and do not jeopardise, the work of others with a role in implementation

## **Meetings**

The group will meet at least 3 times a year. Ideally face to face, but with an online option where required.

A limited number of subgroups may be set up by the overarching Group and may draw on more widespread expertise.

## **Minutes**

Formal minutes of the meeting will be taken and may be made publicly available.

## **Secretariat**

DHSC and NHSBT will provide the Secretariat and administrative support for the group, including the following activities:

- Secretariat:
  - Working with the Chair, collate the agenda and papers
  - Draft papers, to be cleared by Members and Chair as appropriate
  - Drafting and or compiling reports to Ministers and others, but the responsibility for the content lies with the members and ultimately the Chair of the Group.
  - Working under the instruction of the Chair, drive activity and progress between meetings
- Admin:
  - Setting dates and issuing invites
  - Hosting virtual meetings
  - Organising venues for in-person meetings
  - Taking notes, clearing notes with the Chair, circulating notes to delegates