

ODT SOLID ORGAN ADVISORY GROUP/ CLINICAL COMMITTEES
ROLES & RESPONSIBILITIES AND WORKPLAN FOR 2014/15

1. Roles and Responsibilities:

1.1 Chair of Advisory Group/Clinical Committee (NODC & NRG)

- Develop initial workplan in conjunction with Statistical Lead and Administrative lead and evaluate the priority rating for each task within the plan
- Retain oversight of the workplan agreed by the Group/Committee
- Agree dates for the following year's Advisory Group meetings
- Agree agenda format/content at agenda planning meetings and monthly telecons with Statistical Lead and Administrative Lead
- Comment on and sign-off minutes
- Oversight of the indicative budget, in collaboration with the Administrative Lead

Action	Participants	Frequency	Completion date
Develop workplan, including priority rating for each task and budget allocation.	Chair; Statistical Lead; Administrative Lead	Annually	2014: July - Sep 2015 onwards: February – April
Retain oversight of the agreed workplan	Chair; Administrative Lead	Monthly telecons	Ongoing
Agree dates for the following year's meetings	Chair; Administrative Lead	Annually	August
Compile draft agenda format/ content/ timings for meetings	Chair; Administrative Lead	As per dates of meetings	6 weeks prior to each meeting
Agree final agenda/ format/ timings for meetings	Chair	As per dates of meetings	15 working days prior to each meeting
Respond with approved/ amended minutes to the Administrative Lead	Chair	As per dates of meetings	Within 5 working days
Oversight of the indicative budget	Chair; Administrative Lead	Quarterly	February – Budget planning June; September; December – Budget review
Monthly planning meetings	Chair; Admin Lead, Stats Leads	Monthly telecons	Ongoing

1.2 Members of Advisory Group/Clinical Committee (NODC & NRG)

- Submit any papers/ presentations for the meetings. If unable to meet the deadline then advise the Administrative Lead within the same timescale.
- Comment on the draft workplan, priority rating and resource requirements (e.g. additional Working Group; paper to be drafted), measures of success and deliverables for each task within the workplan.
- Actively contribute to the delivery of the workplan.
- In conjunction with the Chair, evaluate the impact of any proposed changes on other work plans
- To engage the wider relevant stakeholders with the work being undertaken by the Group.
- Disseminate the proposed changes to the wider transplant community

Action	Participants	Frequency	Completion date
Draft and submit papers for meetings	Members; Chair	As per meetings	10 working days prior to each meeting
Comment on draft workplan, priority rating and resource requirements and deliverable/ measure of success for each task.	Members	Annually	Within 10 working days of receiving draft
Actively contribute to the delivery of the workplan	Members	Ongoing	Ongoing
In conjunction with the Chair, evaluate the impact of any proposed changes on other work plans	Members	Ongoing	Ongoing
To engage the wider relevant stakeholders with the work being undertaken by the Group.	Members	Ongoing	Ongoing
To disseminate the proposed changes to the wider transplant community	Members	Ongoing	Ongoing

1.3 Administrative Lead

Administrative support will be agreed with the Clinical & Support Services Manager and will, where existing resources permit, include the following for Advisory Groups/ Committees and associated Working Groups:

- Agree meeting dates and venue for each year with the Chair
- Circulate details of these dates
- Arrange agenda planning meetings and monthly telecons with the Chair and Statistical Lead and others as appropriate
- Request agenda items from members prior to the meeting of the Advisory Group/Clinical Committee
- Collate and circulate the meeting papers electronically and submit to the ODT website as appropriate
- Produce a record of the meeting and circulate to the Chair for approval
- Circulate agreed note of meetings to members
- Monitor progress on action points arising from the meeting and remind members accordingly
- Assist the Chair in overseeing the Group specific indicative budget

Action	Participants	Frequency	Completion date
Agree meeting dates and venue for each year with the Chair	Admin Lead; Chair	Annual	August of preceding year
Circulate meeting dates	Admin Lead	Annual	September of preceding year
Arrange agenda planning meetings and monthly telecons with the Chair and Statistical Lead and others as appropriate	Admin Lead	Annual	August
Request agenda items from members	Admin Lead	As per meeting dates	12 weeks prior to each meeting
Circulate meeting papers electronically and submit to the ODT website as appropriate	Admin Lead	As per meeting dates	5 working days prior to meeting
Produce record of meeting and provide to Chair for comment	Admin Lead	As per meeting dates	5 working days after meeting
Circulate notes to members	Admin Lead	As per meeting dates	5 working days after receiving approved version from Chair
Monitor progress against agreed actions	Admin Lead	Ongoing	Monthly
Assist Chair in managing budget	Admin Lead, Chair	Quarterly	February – Budget planning June; September; December – Budget review

1.4 Statistical Lead

Statistical support will be agreed with the Directorate of Statistics and Clinical Studies to support the activities of the Group/Committee: this support will be used for analysis of outcomes, audit, governance issues, clinical evaluation, modelling of alternative methods of implementation and delivery and other projects, agreed with the Chair of the Group/Committee, the Associate Director of Statistics and Clinical Studies and the Associate Medical Director ODT.

- Agree agenda format at agenda planning meetings and monthly telecons with Chair and Administrative Lead
- Submit any papers for the SOAG meeting. If unable to meet the deadline then advise the Administrative Lead within the same timescale.
- Contribute to the development of the initial workplan in conjunction with the Chair and Administrative Lead

Action	Participants	Frequency	Completion date
Monthly planning meetings	Chair; Admin Lead, Stats Leads	Monthly	Ongoing
Submit papers for meeting	Stats lead	As per meeting dates	10 working days prior to meeting
Contribute to the development of workplan	Chair; Statistical Lead; Administrative Lead	Annually	2014: July - Sep 2015 onwards: February – April

2. Workplan

- 2.1 Development of the workplan should be completed by the end of (September 2014).
- 2.2 A nominated member of the Working Group allocated to each task within the workplan will be responsible for reporting to each Advisory Group meeting on progress made to date
- 2.3 The workplan must include plans to engage with stakeholders and patients groups (e.g. through meetings, workshops or written information)
- 2.4 Examples of workplans have been circulated to the Chairs and will need to be updated as appropriate.

3. Indicative Budgets

- 3.1 Indicative budgets for each Advisory Group/Clinical Committee were issued to Chairs during May 2014 and then will be issued every April from 2015 onwards.
- 3.2 The Chair, in conjunction with the Administrative Lead, will be responsible for oversight of the budget.
- 3.3 The Chair will be notified of any potential changes to available budget as soon as possible.