

Draft Terms of Reference for the CTAG Lung Early Career Subgroup

1. Background

The Cardiothoracic Advisory Group Lung section supports the development of national advice and oversight in relation to lung transplantation within the NHS Blood and Transplant Organ Donation and Transplantation structure. CTAG Lung wishes to establish a formal subgroup to create a structured route for early career clinicians in lung transplantation to contribute to national work, to support leadership development, and to strengthen links between early career clinicians and CTAG Lung.

The subgroup is being established as a subgroup of CTAG Lung rather than as a separate advisory group. It will operate within the governance framework of CTAG Lung and will be subject to approval by CTAG Lung.

2. Name

The subgroup will be known as the **CTAG Lung Early Career Subgroup (ECSG)**.

3. Aims

The aims of the CTAG Lung Early Career Subgroup are to:

- Provide a forum for early career clinicians in lung transplantation to discuss matters of relevance to their clinical practice and professional development.
- Provide a structured mechanism through which early career clinicians may contribute to and inform the work of CTAG Lung.
- Enable CTAG Lung to seek feedback from early career clinicians on national initiatives, policies, data requirements, service developments, and other matters relevant to day-to-day clinical practice.
- Identify issues, risks, opportunities, and priorities affecting the early career lung transplant workforce for consideration by CTAG Lung.
- Support the development of future clinical leaders in lung transplantation.
- Provide a route through which early career clinicians may contribute to CTAG Lung working groups, task and finish groups, and other agreed activities.

4. Membership

Membership of the CTAG Lung Early Career Subgroup will be open to:

- Consultants in lung transplantation within 5 years of award of Certificate of Completion of Training, or equivalent first substantive consultant appointment, in the United Kingdom.
- Final year specialty trainees in relevant transplant related specialties with a demonstrable commitment to lung transplantation.

Members will be expected to attend meetings regularly, contribute constructively to discussion, and act in the interests of the wider United Kingdom lung transplant community rather than solely those of their own center.

5. Chair and chair tenure

The CTAG Lung Chair, or the CTAG Lung Deputy Chair if so delegated, will chair the CTAG Lung Early Career Subgroup for the first year following its establishment.

Thereafter, chairing arrangements and tenure will be reviewed by CTAG Lung, with the intention of supporting leadership development within the subgroup while maintaining appropriate oversight and continuity.

6. Early Career Representatives to CTAG Lung

CTAG Lung will include two Early Career Representatives drawn from the CTAG Lung Early Career Subgroup as formal members of CTAG Lung:

- One physician representative.
- One surgical representative.

Eligibility for appointment as an Early Career Representative will be restricted to consultants within 5 years of award of Certificate of Completion of Training, or equivalent first substantive consultant appointment, at the point of appointment. Final year trainees may be members of the subgroup but will not be eligible to serve as Early Career Representatives.

Each Early Career Representative will normally serve for a total of three years, comprising:

- One year as an advisory non-voting member of CTAG Lung.
- Two subsequent years as a full voting member of CTAG Lung.

During the advisory year, the incoming Early Career Representative will attend meetings, receive papers, and contribute to discussion, but will not vote. During the final year of a voting Early Career Representative's term, CTAG Lung will normally appoint the next advisory Early Career Representative of the same discipline to support overlap and succession.

Once in the voting phase of their term, Early Career Representatives will be full voting members of CTAG Lung with the same expectations and responsibilities as other voting members.

7. Appointment process

Appointments to Early Career Representative roles on CTAG Lung will be made through a transparent and competitive process.

The appointment process will include:

- Open advertisement to all eligible members of the CTAG Lung Early Career Subgroup.
- A written application addressing the role description and person specification.
- A structured interview conducted by a panel convened by CTAG Lung.

Selection criteria will include leadership potential, ability to represent early career clinicians across United Kingdom lung transplant centers, commitment to national service development, and willingness to contribute to CTAG Lung working groups and related activity.

8. Frequency of meetings

The CTAG Lung Early Career Subgroup will meet at least twice each year. Where possible, meetings will be aligned with the CTAG Lung meeting cycle.

9. Reporting and accountability

The CTAG Lung Early Career Subgroup will be accountable to the CTAG Lung Chair, who in turn is accountable to the Medical Director of NHSBT.

The subgroup will operate in a bidirectional relationship with CTAG Lung. CTAG Lung may provide updates on national policies, initiatives, data requirements, work programs, and service developments affecting day to day lung transplant practice and may seek feedback from the subgroup on their practical impact for early career clinicians. The subgroup may in turn raise issues, identify risks and opportunities, and propose matters for CTAG Lung consideration, including identifying members who may contribute to CTAG Lung working groups and task and finish activity.

A report from the CTAG Lung Early Career Subgroup will be a standing item on each CTAG Lung agenda.

CTAG Lung and the CTAG Lung Early Career Subgroup may consider holding joint sessions on matters of strategic relevance to the early career lung transplant workforce where this is compatible with meeting agendas and capacity.

10. Minutes and actions

A brief record of each meeting will be produced, including key points discussed, actions agreed, and any matters to be escalated to CTAG Lung.

11. Administrative support

Administrative and secretariat support arrangements will be agreed through CTAG Lung and NHSBT Organ Donation and Transplantation administrative support.

12. Review

These Terms of Reference will be reviewed by CTAG Lung after the subgroup has been established and thereafter at intervals determined by CTAG Lung.

13. Metrics of success

CTAG Lung will assess the effectiveness of the Early Career Subgroup using a small number of qualitative and quantitative indicators, to be reviewed periodically. These will include:

- Engagement and reach, including breadth of membership across UK lung transplant centers and attendance at subgroup meetings.
- The extent to which the subgroup informs and contributes to CTAG Lung work, including the number and impact of issues or recommendations raised by the subgroup and the participation of subgroup members in CTAG Lung working groups and task and finish activity.
- Evidence of leadership development among subgroup members, including progression to national roles within CTAG Lung, NHSBT ODT, or relevant professional societies.
- The subgroup's contribution to identifying workforce issues, risks, opportunities, and priorities affecting early career clinicians in lung transplantation.
- Delivery of the subgroup's core functions as set out in these Terms of Reference, including holding at least two meetings per year, maintaining appropriate records of discussions and actions, and providing regular reports to CTAG Lung.