



Terms of Reference

ANZSN Clinical Policy Advisory Committee (CPAC)

1. Role

- (a) The ANZSN (**Society**) Clinical Policy Advisory Committee (**CPAC** or **Committee**) is a subcommittee of the Council, and provides advice to, the Council (**Council**).
- (b) The CPAC aims to develop and promote clinical policy and practice tools to guide care in Australian and New Zealand (**ANZ**) nephrology.

2. Functions

- (a) CPAC's functions are:
 - (i) to address important clinical practice issues and develop and review materials (such as policy documents, measurement recommendations, reporting recommendations) in relevant areas of nephrology;
 - (ii) to provide advice to Council on key performance and quality indicators in clinical nephrology practice across the spectrum of care of patients with kidney disease and related disorders;
 - (iii) to establish task-groups, as required, to address particular clinical practice issues. Where appropriate, such task groups will provide a report to the Committee, recommending appropriate actions to the Council. Such task-groups should include people with relevant expertise and can include, where necessary, people from outside the Committee and the Society;
 - (iv) to organise and develop the program for the biennial Dialysis, Nephrology & Transplantation (**DNT**) Renal Policy Workshop, the aim of which is to engage Heads of Renal units, and/or their nominated representatives, as well as rural nephrologists, private nephrologists and renal surgeons, in developing and reviewing clinical policy and practice issues for the nephrology community; and
 - (v) such other functions as are reasonably determined by the Council.
- (b) Office bearers and members of the Committee or any subcommittee of the Committee, must obtain express written permission from the Council or Chair of the Council before purporting to act or communicate on behalf of the Society or Council.

3. Membership

- (a) The membership of CPAC should as far as possible represent the broad renal community including the sub-specialties. Membership should therefore reflect the diversity of clinical policy and practice needs of the Society. General members must be ordinary members of the Society; ex officio members may or may not be Society members.

- (b) The Committee must comprise of no less than 8 and no more than 10 members, including ex-officio members, and should include:
 - (i) 6 ordinary members of the Society;
 - (ii) 1 representative of the Renal Society of Australia (**RSA**), who may or may not be a member of ANZSN (ex officio); and
 - (iii) 1 representative of Kidney Health Australia (**KHA**), who will provide consumer input to relevant discussions (ex officio).
- (c) Proxies can be nominated for ex officio members only. Where an ex officio member is unable to attend a meeting, proxies will be allowed to attend the meeting at the discretion of the Chair.
- (d) One member will be co-opted to act as a local co-organiser for the DNT Renal Policy Workshop and will work closely with the Chairs of the other Council subcommittees (DAC, RAC and SPEC) as well as the Renal Transplant Advisory Committee (**RTAC**), Australasian Kidney Trials Network (**AKTN**), Australian and New Zealand Dialysis and Transplant Registry (**ANZDATA**), and KHA – Caring for Australasians with Renal Impairment (**KHA-CARI**) and a representative of the National Renal Advisory Board (**NRAB**) to develop the program for this meeting.

4. Terms of appointment

- (a) All general members, except ex officio members, will hold office for a term of three years.
- (b) No person may be a member of the Committee for three consecutive terms.
- (c) A Committee member who has completed their term will be eligible to nominate to become a member of the Committee again once six years has elapsed from the last time they were a member of the Committee.
- (d) The Chair must:
 - (i) be elected by the Committee from its membership, and ratified by the Council;
 - (ii) must not be an ex officio member; and
 - (iii) must not have served on the Committee for more than three years before becoming Chair.
- (e) The Chair must call for expressions of interest to join the Committee as required to fill vacant memberships, giving those interested one calendar month to express their interest.
- (f) The Council will select the Committee from those who have expressed an interest in consultation with the Chair of CPAC.
- (g) Members will cease to be a member of the Committee if they:
 - (i) resign from the Committee by giving one month's notice in writing to the Chair of the Committee; or
 - (ii) cease to be a member of the Society.
- (h) The Chair for the time being shall have power at any time and from time to time to fill a casual vacancy or vacancies occurring amongst the Committee.

5. Meetings

- (a) The CPAC shall have up to two (2) face-to-face meetings per calendar year, including one (1) in conjunction with the Annual Scientific Meeting.
- (b) The Chair may call a special meeting of the Committee to be held by teleconference, with members being given at least seven days notice of the meeting.
- (c) The Chair must:
 - (i) issue the Agenda for a meeting a week before the meeting;
 - (ii) ensure all items are referred for additional advice to appropriate other subcommittees of the Council, where appropriate;
 - (iii) ensure all discussion items end with a decision or action; and
 - (iv) nominate an acting-chair from the Committee to act in the Chair's place, as required.
- (d) A quorum of members:
 - (i) must be present before a meeting may proceed; and
 - (ii) is constituted by five (5) members, including the Chair (or nominated acting-Chair), but excluding ex officio representatives.
- (e) The Committee may make a decision by a show of hands, or where demanded by a member entitled to vote, a ballot. The Chair of the Committee will have a deliberative and, in the case of equal votes, a casting vote.
- (f) The Committee may make a decision without a meeting if all committee members sign their consent on a document (which may have counterparts), which states the decision.
- (g) No business may be considered at a meeting of the Committee until the minutes of the previous meeting have been confirmed or otherwise disposed of. No discussion of the minutes is permitted except as to their accuracy.
- (h) Minutes of a meeting must be confirmed by resolution and signed by the Chair at the next meeting. Minutes confirmed and signed in that way will be taken as evidence of proceedings of that meeting.

6. Secretariat

The Society will provide administrative support to the Chair of CPAC for the operational aspects of the Committee.

7. Reporting

- (a) The Chair of CPAC will report to the Council biannually. At the Council meeting prior to the Society Annual Scientific Meeting, such reporting shall be face-to-face, but may be by teleconference, or in writing at other Council meetings.
- (b) All Committee meeting minutes will be forwarded to Council.
- (c) Additional written reports will be provided to the Council at the Council's request.

8. Confidentiality

All business of the Committee that members should understand is confidential must be treated as confidential. Members are not to disclose any confidential information to anyone outside the Committee and are to treat this material with the utmost care and discretion.

9. Conflict of Interest

- (a) A Committee member must declare any conflict of interest annually (and updated as required in the interim) to the Chair if they, their partner or close family friend has a direct financial or other interest which influences, or may appear to influence, proper consideration or decision-making by the Committee on a matter or proposed matter.
- (b) In the case of a declared conflict of interest. The CPAC Chair must:
 - (i) determine the nature of that member's permitted participation, whether that is full participation in the Committee's handling of that issue, capacity to discuss the issue but not to vote on the issue, a prohibition on discussing or voting on the issue, or departure from the meeting while that issue is being handed;
 - (ii) advise the person concerned of the Chair's determination; and
 - (iii) report the determination to the Committee.

10. Amendments

- (a) The Committee may review these Terms of Reference at any time.
- (b) The Committee may recommend that these Terms of Reference be altered.
- (c) The recommended alteration takes effect on approval by the Council

11. Funding of CPAC

- (a) Each year, a budgetary allocation for the following year will be developed by the CPAC and will be submitted to Council for discussion and approval and communicated to CPAC.
- (b) The budgetary aspects of the DNT workshop are the responsibility of the CPAC.