

AUSTRALIAN AND NEW ZEALAND SOCIETY OF NEPHROLOGY

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Terms of Reference

ANZSN Dialysis Advisory Committee (DAC)

1. Role

- (a) The ANZSN (**Society**) Dialysis Advisory Committee (**DAC** or **Committee**) is a subcommittee of the Society, and provides advice to the Society's Council (**Council**).
- (b) The DAC aims to foster and promote high quality delivery of dialysis therapies, expansion of home dialysis and high quality scientific research and education in the field of dialysis.

2. Functions

- (a) DAC's functions are:
 - (i) to provide overall strategic direction and policy advice on all aspects of haemodialysis (**HD**) and peritoneal dialysis (**PD**);
 - (ii) to oversee and regularly review key performance indicators for dialysis;
 - (iii) to develop protocols and pathways of care to meet the recommendations of the CARI guidelines and/or international best-practice guidelines, as appropriate;
 - (iv) to advocate equity of access to home dialysis throughout Australia and New Zealand (**ANZ**) with a view to facilitating appropriate expansion of the program and promoting access to home HD and PD;
 - (v) to provide advice on minimum training standards in dialysis;
 - (vi) to organise and design the program for the biennial dialysis conference; and
 - (vii) 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 DAC should as far as possible represent relevant clinical and professional bodies in the field of dialysis. Membership diversity therefore should include individuals with expertise in dialysis practice and research. General members must be ordinary members of the Society; ex officio members may or may not be Society members.

- (b) The Committee should be made up of no less than 10 and no more than 15 members, including ex-officio members, and should include:
 - (i) 5 ordinary members of the Society;
 - (ii) 1 ATC representative of the Society;
 - (iii) 2 RSA representatives;
 - (iv) 1 KHA National General Manager of Education or other suitable representative (ex officio);
 - (v) 1 KHNZ representative (ex officio);
 - (vi) 1 Allied health professional with experience in dialysis services (ex officio);
 - (vii) 2 Consumer of dialysis services (ex officio); and
 - (viii) 1 Carer of a person receiving dialysis (ex officio).
- (c) The Committee may co-opt the services of any other person if it considers this desirable, however that person will have no voting rights at any meeting of the Committee, or any subcommittee of the Committee.
- (d) 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

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 once six years has elapsed from the last time they were a member of the Committee.
- (d) The Chair of DAC:
 - (i) must be elected by the Committee from its membership, and ratified by the Council;
 - (ii) must not be an ex officio member;
 - (iii) may have served on the Committee for up to three years prior to assuming the three-year term as 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 Committee members from those who have expressed an interest in consultation with the Chair of DAC.
- (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 DAC shall 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 Chairman 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 her/his place as required.
- (d) A quorum of members
 - (i) must be present before a meeting can 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 DAC for the operational aspects of the Committee.

7. Reporting

- (a) The Chair of DAC will report to the Council at least biannually, including one face-to-face meeting, and by teleconference or in writing at other Council meetings. The Chair will be informed of Council meeting dates annually.
- (b) All DAC meeting minutes will be forwarded to the 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 to the DAC 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 DAC 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 alternation takes effect on approval by the Council.

11. Funding of DAC

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