



Workforce Sub-committee Terms of Reference

1. Context

- 1.1. Challenges to fill vacant posts within highly specialised areas such as stem cell transplantation has highlighted an urgent need to address the already stretched medical workforce within the UK. A sub-committee of the BSBMTCT has been therefore established to assess the transplant community's needs in this expanding field, formulating potential solutions and overseeing actions, whilst linking in with relevant stakeholders.

2. Purpose

To ensure an optimal workforce to meet the healthcare needs of transplant and cellular therapy services, and improve doctor and patient experience through:

- 2.1. Promoting collaboration, partnership and cohesion between BSBMTCT member centres, apheresis units and stem cell laboratories and key stakeholders such as NHSBT, UK Stem Cell Strategic Forum, Anthony Nolan, BMT-CRG and NHS England.
- 2.2. Agreeing benchmark staffing ratios across clinical, collection and processing services, translated into recommendations for UK practice.
- 2.3. Identifying and addressing areas of unmet need within the UK workforce relating to the transplant and cellular therapy community.
- 2.4. Seeking support and endorsement from professional bodies such as BSH, RCPATH, RCP, JRCPTB, RCN, NMC, HTA, JACIE-FACT and the UK Government.

3. Aims

- 3.1. Complete a national survey of clinical, collection and processing services across the country to assess the current situation.
- 3.2. Identify critical areas of transplant/cellular therapy services across the country due to workforce constraints.
- 3.3. Review workforce requirements considering therapeutic developments within the transplant and cellular therapy arena.



- 3.4. Develop an ideal staff-to-patient ratio across all professional entities required within a transplant/cellular therapy service.
- 3.5. Produce recommendations for the training committees and the Government in relation to the need.
- 3.6. Develop novel alternative solutions whilst considering workforce challenges over the next 5-10 years, considering imminent retirements.

4. Membership and appointment

- 4.1. The workforce Sub-Committee requires representation from a variety of professional disciplines relevant to transplant services and across geographical locations (includes devolved nations representatives). Representatives (external organisations) shall join the sub-committee after they express an interest, with the aim to be as inclusive as possible.
- 4.2. Representatives will be drawn from affiliate organisations such as NHS England, UK Stem Cell Forum, NHSBT, Anthony Nolan, BMT-CRG.
- 4.3. Other relevant stakeholders such as BSH, RCPATH, RCP, JRCPTB may also be represented but their involvement may only be relevant at certain time points. Communication by email or invitation to certain meetings as appropriate.
- 4.4. Only BSBMTCT centre members have voting rights.

5. Appointment of Chair/Vice Chair

- 5.1. Only BSBMTCT members will be eligible to be nominated and stand for election as Sub-Committee Chair.
- 5.2. The Sub-Committee Chair will be elected by the BSBMTCT membership for a term of three years.
- 5.3. Once elected the Sub-Committee Chair may hold office for a period of three years from the 1st January following their election, and may be re-elected for one further three year term, making a maximum term of six consecutive years.



- 5.4. The Chair of the Sub-Committee shall nominate a Vice Chair in the event that the Chair is unavailable. If the Chair, for whatever reason is unable to do that, then the members of the Sub-Committee may nominate a Vice Chair in the Chair's absence.

6. Meetings

- 6.1. Quarterly meetings of the sub-committee (in-person or virtual) will be held as determined by the Chair. An acting chair will be nominated (by the Chair) if the Chair is absent on the date of meeting.
- 6.2. Ad hoc meetings or formation of sub-groups may be convened at request of the Chair or Sub-Committee to complete different tasks at higher frequency.
- 6.3. The Sub-Committee is quorate if four or more core members are present including the Chair or Vice Chair.
- 6.4. The conduct of the Sub-Committee and any sub-groups shall be consistent with the BSBMTCT Code of Conduct and Articles of Association.

7. Minutes

- 7.1. The Sub-Committee will choose a member to act as Secretary or minute taker and this may be rotated to share the administrative burden.
- 7.2. Minutes of each sub-committee meeting will be taken and circulated with 1 week of the date of each meeting.

8. Reporting mechanism

- 8.1. The Chair of the Indications Sub-Committee will report to the biannual BSBMTCT Executive Committee meeting.

9. Process for reviewing effectiveness

- 9.1. As a minimum of once per year, the Sub-Committee will include an agenda item to consider its overall effectiveness in the preceding year, and any changes that may further strengthen its work and outcomes.



- 9.2. Outputs from the group will be published on the BSBMTCT website, which will have a dedicated tab for the Sub-Committee.
- 9.3. Any subgroups established will report to the Chair and core committee via email in advance of each quarterly meeting.
- 9.4. The Chair will report and be accountable to the biannual BSBMTCT Executive Committee and/or the Board of Trustees, or when requested.

10. Conflicts of Interest

- 10.1. Under the BSBMTCT Conflicts of Interest Policy, perceived or actual conflicts of interest must be declared using the Society's form. These will then be added to Register of Interests for the Sub-Committee. (Policy will be provided for guidance).
- 10.2. The Register of Interests will be presented as the first item on the agenda at the start of each Sub-Committee meeting.
- 10.3. All attendees must declare if they have any conflicts of interest pertaining to agenda items for each meeting.
- 10.4. Where a conflict of interests pertaining to an agenda item exists, Sub-Committee members will withdraw from the room/not contribute/mute when meetings are virtual in nature.
- 10.5. Members of the Sub-Committee must advise the Chair and Society when their interests change to ensure the Register of Interests is updated in a timely manner.
- 10.6. The Register of Interests will be formally reviewed annually.

11. Publications

- 11.1. Where relevant, appropriate acknowledgement will be given in any publication or similar output to the BSBMTCT and other affiliate organisations.



11.2. Where information used from the outputs of this sub-committee, appropriate acknowledgement must be given in any publication or similar to the BSBMTCT and this Sub-Committee.

12. Review of Terms of Reference (ToR)

12.1. The suitability/contents these Sub-Committee ToR will be reviewed annually.

12.2. Date approved by sub-committee:

12.3. Date approved by the Board of Trustees/Executive Committee:

12.4. Future date for review by Workforce Sub-Committee:

12.5. Version WSCv1 05122022