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## Exemplar Terms of Reference ATMP Education and Training Committee

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*Exemplar document for NHS Trusts wishing to establish ATIMP delivery and governance arrangements, until they become 'Business as Usual'*

**Terms of Reference**

*ATMP Education and Training Committee*

<b>1. Constitution</b>	The Advanced Medicinal Therapy Product (ATMP) board hereby resolves to establish a committee to be known as the ATMP Education and Training Committee. The committee will link with the Hematopoietic Stem Cell Transplant (HSCT)/Immune Effector Cell (IEC) Quality meeting and the Trust Education and Training Committee meeting. The committee will report to the HSCT/ IEC Quality meeting and the Trust Education and Training Committee as appropriate by means of joint representation and provision of committee meeting minutes. The Committee has no executive powers other than those specifically delegated within these terms of reference.
<b>2. Terms of Reference</b>	<p><b>a. Purpose</b> The Committee is established:</p> <ul style="list-style-type: none"><li>▪ To provide an expert developmental and discussion forum for education and training initiatives relating to Advanced Therapies across the whole Trust workforce to ensure the safe delivery of complex advanced therapies in both the commercial and research settings.</li><li>▪ To develop and deliver a comprehensive Trust wide Advanced Therapy Education Programme applicable and relevant to individuals and groups dependent on the appropriate level of training required</li><li>▪ To review, advise on and endorse the education and training elements of Trust policies, standard operating procedures, training packages and competency documents relating to ATMP delivery</li><li>▪ To contribute to the educational work package requirements of the iMATCH project</li></ul> <p><b>b. Duties</b> In relation to identifying workforce training requirements:</p> <ul style="list-style-type: none"><li>▪ To review the educational and professional development requirements of the Trust workforce in relation to ATMP delivery by undertaking a workforce scoping exercise using appropriate regulatory and guidance documents (JACIE standards, MHRA/GCP ATMP advice) as a framework</li><li>▪ Address the training needs from issues flagged elsewhere through trust governance processes</li><li>▪ To identify priority areas requiring systematic training needs analyses including the analysis of findings</li></ul> <p>In relation to meeting training requirements:</p> <ul style="list-style-type: none"><li>▪ To provide a steer for a comprehensive and structured approach to ATMP education and training activity within the Trust, ensuring equity of access across all sites and parity across workforce groups in relation to investment and access to education and training</li></ul>

	<ul style="list-style-type: none"> <li>▪ To assist in audit/evaluation processes to help ensure that training commissioned or delivered in house is providing the skills and expertise required by the workforce and by service needs</li> </ul> <p>In relation to Trust policies</p> <ul style="list-style-type: none"> <li>▪ To review, advise on and endorse education, training and supervision systems, training packages and or competency packages in relation to ATMP delivery</li> </ul> <p>In relation to developing trainers:</p> <ul style="list-style-type: none"> <li>▪ Work closely with specialist staff to ensure the continuing professional development of ATMP trainers and educators within the organisation.</li> </ul> <p>In relation to statutory reporting requirements</p> <ul style="list-style-type: none"> <li>▪ To be involved as required with ensuring compliance with the JACIE essential standards in relation to advanced therapies and Immune effector cells</li> <li>▪ To ensure compliance as required with the strategic and annual objectives of the trust in relation to education and training</li> </ul>
<p><b>3. Membership</b></p>	<p>The committee core membership will include:</p> <ul style="list-style-type: none"> <li>• Chair – PTW Senior Practice Facilitator</li> <li>• Vice Chair – Research Nurse Team Leader Advanced Immune and Cell Therapies</li> <li>• Advanced Nurse Practitioner – Advanced Therapy Research Team</li> <li>•</li> <li>• School of Oncology - Representative</li> <li>• Medical Oncology – Medical representative</li> <li>• Advanced/cell therapy research - Senior Practice facilitator</li> <li>• HSCT - Senior Practice facilitator</li> <li>• Advanced/cell therapy research – medical representative</li> <li>• Haematology Transplant – Medical representative</li> <li>• Haematology Transplant (PTW)– Nursing representative</li> <li>• Clinical Research Facility (CRF) - Nursing representative</li> <li>• The Christie Clinic (TCC) - Nursing representative</li> <li>• Oncology Admissions Unit – medical representative</li> <li>• Oncology Admissions Unit – Ward sister/ Practice Facilitator</li> <li>• Oncology Admissions Unit –</li> <li>• Critical Care – Medical representative</li> <li>• Critical Care Outreach - Nursing representative</li> <li>• Acute Oncology Outreach – Nursing representative</li> <li>• Ward 4</li> <li>• Ward 11</li> <li>• Ward 12</li> </ul> <p style="margin-left: 150px;">} Nurse Representation/Practice Facilitator</p> <ul style="list-style-type: none"> <li>• PTW pharmacy representative</li> <li>• ATMP pharmacy representative</li> </ul> <p>Any other staff can be asked to attend the Committee to speak to specific agenda items</p>

	<p><b>a. Quorum</b> Business will only be conducted if the meeting is quorate. The committee will be quorate with 6 attendees, including the Chair or Vice Chair.</p> <p><b>b. Attendance by Members</b> The Chair and Vice Chair of the Committee will be expected to attend 80% of the meetings over a 12 month period (barring exceptional circumstances). Other Core members will be required to attend a minimum of 60% of all meetings and be able to send a deputy to one meeting per annum.</p> <p><b>c. Attendance by Others</b> Additional attendance may be requested by invitation as necessary when relevant to specific projects or activities.</p>
<b>4. Accountability and Reporting Arrangements</b>	All committee minutes shall be reported to the HSCT/ IEC Quality meeting and School of Oncology Education and Training Committee. Any items of specific concern or risk will be reported to the ATMP Board via the above committees or those which require Board approval will be the subject of a separate report.
<b>5. Frequency</b>	The committee will meet a minimum of every month (twelve times per year). The chair or vice chair may at any time convene additional meetings of the committee to consider business that requires urgent attention.
<b>6. Authority</b>	<p>The Committee has decision making powers with regard to the approval of education elements of procedural documents. It is established to provide recommendations to the HSCT/ IEC Quality Meeting and School of Oncology Education and Training Committee on ATMP specific education matters.</p> <p>The Committee is authorised to create sub-groups or working groups, as are necessary to fulfil its responsibilities within its terms of reference. The Committee may not delegate executive powers (unless expressly authorized by ATMP Board or the School of Oncology Education and Training Committee) and remains accountable for the work of any such group. The Committee is authorised to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience if it considers this necessary.</p>
<b>7. Monitoring Effectiveness</b>	The minutes of the Committee will be formally recorded and available on the Trust intranet
<b>8. Dissemination of information</b>	<p>Information on decisions made through the ATMP Education and training Committee will be communicated to the trust through formal, and informal reporting measures as appropriate.</p> <p>Method used will include: committee reports to boards; committee minutes on the intranet and via team brief when appropriate.</p>
<b>9. Review</b>	<p>The Committee will:</p> <ul style="list-style-type: none"> <li>▪ Review its Terms of Reference annually within the first quarter of the year (Apr- June) as a minimum.</li> <li>▪ Review its forward work programme annually within the first quarter of the year (Apr-June) as a minimum, this will include <ul style="list-style-type: none"> <li>○ A list of policies owned by the committee and their review date</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ A list of Standard Operating Procedures, training and/or competency documents owned by the committee and their review date</li> <li>○ The annual audit schedule for the committee</li> <li>○ The planned compliance review schedule for MHRA and JACIE and any other regulatory agencies</li> </ul>		
<b>10. Administration</b>	<p>Administrative support will be provided by School of Oncology administration team</p> <p>Their duties will include:</p> <ul style="list-style-type: none"> <li>▪ Ensuring all related papers are available and emailed to members not less than ten working days before the date of the meeting.</li> <li>▪ Attending the meetings to take minutes, maintain actions rolling programme and provide support to the chair and members of the Committee where required</li> </ul>		
<b>Date Approved</b>	April 2020	<b>Review Date</b>	April 2021