



# Terms of Reference of the EBMT Nurses Group

A Division of the EBMT

## Revision history

- **January 2025:** Amendments on terms for research committee, added information on WP nurse lead and moved WP nurse information to a separate appendix. Added information about the Next Generation nurse representative as a part of the scientific committee. Added information on second terms for WP-nurses and committee members, and vacant chair positions. Removal of appendix 5, Communications and Networking committee. Added table of content.
- **September 2020:** WP amendments
- **June 2021:** CNC update
- **April 2019:** RC amendments
- **February 2019:** Minor amendment including Board role descriptions
- **October 2017:** Minor amendments
- **January 2017:** Minor amendments

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## **1. Establishment**

The group is established as the European Blood and Marrow Transplantation Nurses Group (EBMT NG) and forms a division of the main EBMT and obeys rules, regulations, and byelaws of the EBMT.

## **2. Objectives**

The purpose of the EBMT NG is to improve the care of patients (including donors, relatives and carers) undergoing Haematopoietic Stem Cell Transplantation (now HCT) and cell therapy or other haematological treatment.

In achieving this purpose, the Group will:

- 2.1 Promote and develop this sphere of nursing in countries throughout Europe and worldwide.
- 2.2 Promote and co-ordinate educational programs for nurses and Allied Health Professionals (hereafter AHP) engaged in caring for patients undergoing HCT and cell therapy.
- 2.3 Identify and build a corpus of knowledge specific to this sphere of nursing.
- 2.4 Encourage the development of and participation in collaborative research projects.
- 2.5 Encourage exchange programs for nurses involved in HCT and cell therapy care.
- 2.6 Provide tools of communication between similar groups and individuals engaged in this sphere of nursing.
- 2.7 Ensure clear and regular communication with the EBMT Board of Association and Scientific Council to maintain a mutually beneficial and cooperative working relationship.
- 2.8 Work towards establishing links with the different EBMT working parties (WP) through the WP link nurses and with the aim of identifying appropriate collaborations with these groups.
- 2.9 Establish links with other organizations that may influence the development of HCT and cell therapy nursing.

## **3. Membership**

- 3.1 Membership will be restricted to nurses and health care workers actively engaged in HCT and cell therapy, and haematology nursing, and to the development of this sphere of nursing.

- 3.2 Membership terms and fee is for the EBMT financial year, (1st January to 31<sup>st</sup> December). The membership fee is voted by the EBMT General Assembly. Membership is administrated by the EBMT Executive office.
- 3.3.1 Honorary Members. *EBMT Presidents become EBMT Honorary Members when they step down as Presidents.* A further 2-3 nurses per year can be nominated on retirement for EBMT Honorary Membership in recognition of their contribution to the NG and society in general. These nominations are made by EBMT-NG Board or NG Committee chairs and voted for by same. The maximum number of Honorary Members per year is 2. Honorary Members will be announced during the Annual Meeting.
- 3.3.2 Distinguished Merit Award. EBMT members are nominated in recognition of their outstanding and significant contribution to EBMT, the EBMT NG, the transplant and cell therapy community and patient care. These nominations are made by EBMT NG Board and voted for by same. The maximum number of Distinguished Merit Award per year is 1. Distinguished Merit Award will be announced during the Annual Meeting.
- 3.4 Members, who are not Registered Nurses, cannot hold Board functions.
- 3.5 Members, who are not Registered Nurses, cannot vote for Board members.
- 3.6 One or more nurses may be named as an EBMT member as part of the membership of an EBMT Centre membership. One nurse is identified as the Principal Nurse and one additional nurse position is available as part of the standard team. A distinction is made between Full and Associate Membership Centres related to reporting of transplant data to the EBMT registry. Full and Associate Membership is outlined on the EBMT Membership page of the EBMT website: <https://www.ebmt.org/ebmt-centre-membership>
- 3.7 Nurses who are representative of an Associate member program have no voting rights and cannot apply for board or committee membership, unless they are also individual members (see below).
- 3.8 Individuals actively involved in the field of HCT and cell therapy can apply for Individual EBMT Membership. Individual members have the same rights as individuals listed within full member centres excluding voting for the NG President-Elect position which is the responsibility of the Principal Nurse. Individual members can apply for NG President.
- 3.9 *Applicants for all nurse group committee and Board positions will work within an EBMT registered centre or are themselves an individual EBMT member working within a HCT centre that submits CAR-T or HCT activity to the EBMT society.*

- 3.10 Pharmaceutical companies or Patient Associations active in the field of haematopoietic stem cell transplantation may become Corporate Patrons of the EBMT. There are different levels of Corporate Patrons corresponding to the financial contribution to the EBMT. Individual contracts between the EBMT and Corporate members define the mutual rights and duties. All and any MOU will need to be developed with endorsement from Excom/EBMT Board to ensure it is in conjunction with the overall strategy of the organisation. It shall be reviewed every year.

#### 4. Official Language

The official language of the group will be English.

#### 5. Address

The address of the EBMT Nurses Group can be provided by the EBMT secretariat office by making a contact request on the EBMT website.

#### 6. Honorary Officers

- 6.1 The Principal Nurses will have the right to elect the president-elect from among the EBMT-NG members, who after one year of being president elect will move on automatically to be President for a term of three years, and then will remain a board member for one more year as past president (term of five years altogether). All members of the EBMT-NG will have the right to elect a NG Accounts Officer and a Secretary from among themselves with a term of four years each. **To be elected, one must first become a member.**

#### 7. Overview of the board

- 7.1 Board members are as follows:

- President-Elect 1 year
- President 3 years
- Past President 1 year
- Secretary 4 years
- Account Officer 4 years

This means that every five years there will be one year with only three board members (*assuming no positions are vacant*)

- 7.2 Office holders may be re-elected apart from the President and for a maximum of two full terms.
- 7.3 The membership of the board will have a maximum of two representatives per country.
- 7.4 Elections for secretary or account officer will be held every four years, unless otherwise required due to early resignation. The position of President-elect will be elected every 3 years. Elections will be held at the same time as the EBMT Board of Association.
- 7.5 The Secretary will be responsible for organizing the elections.
- 7.6 Resignation from the board: Board members who wish to resign must give written notice to all board members of a minimum of 3 months.
- 7.7 In the case of an emergency resignation, President Elect then Secretary will assume the role on a temporary basis until interim elections are held (within 6 months of the emergency resignation).

## **8. Committees and Working Party Nurses**

- 8.1 The EBMT NG Board is free to create or dissolve committees or positions of delegates to achieve the goals of the EBMT NG within the possibilities of the NG budget.
- 8.2 Communication between the NG board and committees is outlined in **Figure 1 (page 14)**.
- 8.3 Committees must create their own terms of references to be approved by the NG-Board that will review them regularly.
- 8.4 Board and Committee members will receive a description of their position and duties from the NG Board.
- 8.5 An overview of activities of committees and members will be collated by the Secretary and presented by Committee chairs at the annual business meeting and Board and All Committees meeting.
- 8.6 Committees of the EBMT NG
  - Scientific Committee active
  - Research Committee active
  - Paediatric Committee active
  - Global Education Committee active
  - *Communication & Networking Committee* dissolved October 2020.  
Communication and Networking managed directly by EBMT communication team from October 2020

8.7 An overview of activities of Working Party Nurses will be collated by the Working Party Lead Nurse and will be presented at the Board and All Committees meeting. At the Educational days and Annual Meetings each Working Party Nurse will present their yearly achievements and planned activities.

#### 8.8 Working Party Nurses of EBMT

- Working Party Lead Nurse (also serving as a Working Party Nurse)
- TCWP – Transplant Complications Working Party
- PDWP – Pediatric Diseases Working Party
- IDWP – Infectious Diseases Working Party
- ALWP – Acute Leukemia Working Party
- ADWP – Autoimmune Diseases Working Party
- CITWP – Cellular Therapy & Immunobiology Working Party
- IEWP – Inborn Errors Working Party
- LWP – Lymphoma Working Party
- CMWP – Chronic Malignancies Working Party
- SAAWP – Severe Aplastic Anemia Working Party
- HWP – Haemoglobinopathies Working Party

### 9. Election Process

#### Board positions:

- 9.1 Any EBMT NG member who is a Registered Nurse working in the field of HCT and cell therapy is free to apply for any vacant position within the EBMT NG board (see 3.7, 3.8).
- 9.2 Members will be informed via the EBMT newsletter/ Elections mailing of vacant Board positions as they arise and given a time period of four weeks in which to respond and apply.
- 9.3 Members wishing to apply for a Board position will be asked to send a CV, letter of motivation and a manifesto summarising, strategic vision, aims and objectives to the EBMT NG secretariat. Board members are proposed and elected by the terms set out within the constitution.
- 9.4 Applications for positions within the board must be voted for by EBMT NG members using an on-line voting tool. The details of this voting tool will be sent to members by e-mail with instructions for use.
- 9.5 As the president of the EBMT NG will be a member of the EBMT Board of Association, the president elect will exclusively be voted for by the Principal Nurses. The secretary of the EBMT NG is also voted for by the Principal Nurses

### **Committee positions:**

- 9.6 Any EBMT member who is a registered nurse working in the field of HCT and cell therapy is free to apply for a vacant position within an EBMT NG committee (see 3.7. 3.8). They will be working at an EBMT registered centre and either be a registered EBMT member of that centre or registered individual member.
- 9.7 Members will be informed by the EBMT newsletter and at the EBMT NG website of vacant positions as they arise and given a time period of four weeks in which to respond and apply.
- 9.8 Members wishing to apply for any position will be asked to send a CV and letter of motivation to the EBMT secretariat. Committee members are proposed and elected by the terms set out within the constitution.
- 9.9 Members will serve for a period of 3 years. Replacement of members should be staggered whenever possible to maintain some continuity within the group. Members can apply for second 3 year term and spending a 3 year term as chair (maximum 9 years totally). Committee members who express interest to continue for a second term will apply for the position as advertised with a motivation letter and objectives for the second or subsequent term.
- 9.10 For replacement of chair, all current committee members are informed of the upcoming position of committee chair and approached together in writing via email by the EBMT NG secretary. Committee members can apply by writing a motivation letter with objectives for 3 year term as chair which is shared with the NG board via the NG secretary.
- 9.11 Committee and delegate applications must be reviewed by, and then agreed on by, the majority of board members. In case of equal votes the vote of the NG President will prevail.

### **Working Party Nurse positions:**

- 9.10 Any EBMT member who is a registered nurse working in the field of HCT and cell therapy, is free to apply for any vacant EBMT Working Party Nurse position(see 3.7. 3.8). They will be working at an EBMT registered centre and either be a registered EBMT member of that centre or registered individual member.
- 9.11 Members will be informed by the EBMT newsletter and at the EBMT NG website of vacant positions as they arise and given a time period of four weeks in which to respond and apply.
- 9.12 Members wishing to apply for any position will be asked to send a CV and letter of motivation to the EBMT secretariat. Committee members are proposed and elected by the terms set out within the constitution. Members will serve for a period of 3 years.

Replacement of members should be staggered whenever possible to maintain some continuity within the group. WP nurses who express interest to continue for a second term will apply for the position as advertised with a motivation letter and objectives for the second or subsequent term.

- 9.13 Working Party nurse applications are reviewed by the EBMT NG Board, WP lead Nurse and the Chair of the working parties. In case of equal votes, the NG President decision will prevail.
- 9.14 For replacement of WP lead Nurse, all current WP nurses are informed of the upcoming position of the WP Lead nurse role approached together in writing via email by the EBMT NG secretary. WP nurses can apply for the WP Lead nurse role by writing a motivation letter with objectives for the term which is shared with the NG board via the NG secretary.

## **10. National Groups / Regional Forums**

- 10.1 The EBMT NG will foster and encourage the establishment and development of national / regional groups or forums as part of the development of HCT and cell therapy nursing. These national groups / regional forums will act as a resource to members locally and for the EBMT NG board.
- 10.2 The National Groups should create their own terms of reference, aligned with the EBMT NG terms of reference.

## **11. Meetings of the EBMT NG Members**

- 11.1 The EBMT Annual General Meeting (AGM) is held during the EBMT Annual Meeting for all members of the organization.
- 11.2 The NG members will meet once a year at the NG Annual Business Meeting (ABM) also held during the EBMT Annual Meeting.
- 11.2.2 Members may propose ABM agenda items by forwarding these to the secretary, at the latest **six** weeks prior to the ABM. An e-mail will be sent to members requesting items.

## **12. Activities of the EBMT NG Board**

- 12.1 The Board will meet at least twice a year.
- EBMT NG board will meet once a year for a further business meeting, referred to as BAC (Board and all committees) together with EBMT NG committee members and WP Lead nurse.
  - EBMT NG board will meet once a year at the Annual Meeting together with EBMT NG committee members and WP Lead nurse.

- 12.2 The Board will have the responsibility of deciding the date, agenda and venue of the meetings and will make the necessary arrangements.
- 12.3 Information about establishment of new committees or delegates will be announced to members via the ABM. All committee members or delegates must be EBMT members.

### **13. Communication**

- 13.1 All official announcements of the Group will be published in the EBMT Newsletter, Bulletins, on the EBMT NG website, or sent to members by e-mail.
- 13.2 Any committees wishing to publish work carried out within their committee should attempt to publish in a high impact, peer reviewed journal appropriate to the subject matter. Approval for publication should be granted by the board. The EBMT publication guidelines should be followed.

### **14. Finance**

- 14.1 All moneys raised in the name of the EBMT-NG will be managed by the Treasurer of the EBMT in accordance with the rules of EBMT. The accounts and books will be kept by the financial department of EBMT which closely liaises with the accounts officer and Board of EBMT-NG. Financial reports will be shared every three months with the EBMT NG Board, or on request.
- 14.2 All financial agreements with external partners must be approved and signed by the treasurer of the EBMT or the Executive Director on their behalf.
- 14.3 All moneys raised in the name of the EBMT-NG will be forwarded to the EBMT Treasurer.
- 14.4 The EBMT NG Board ( President, President-Elect, Past President, Secretary and Accounts Officer) will be able to view the account(s) of the EBMT-NG.
- 14.5 Copies of the financial statement will be presented to the members at each ABM.
- 14.6 Budgets for the working parties / committee projects or activities must be presented and submitted for consideration to the EBMT NG Board during the September meeting (Board and All Committees) each year.
- 14.7 The budget of the EBMT-NG is decided on by the EBMT Board of Association.
- 14.8 The EBMT NG Board of EBMT-NG are responsible for the correct use of the money of the EBMT-NG within the yearly budget, and in accordance with the aims of the EBMT and EBMT-NG.

## **15. Amendments of the Terms of Reference**

Proposals to amend the TOR will be made to the secretary at least **eight weeks** before the next ABM and will have the support of three other EBMT-NG members. Details of the proposed amendment will be circulated with the agenda of the meeting.

Amendments of the TOR must be in agreement with the constitution and the byelaws of EBMT.

Amendments to the TOR must be agreed by at least two-thirds of the members of the NG present at the ABM.

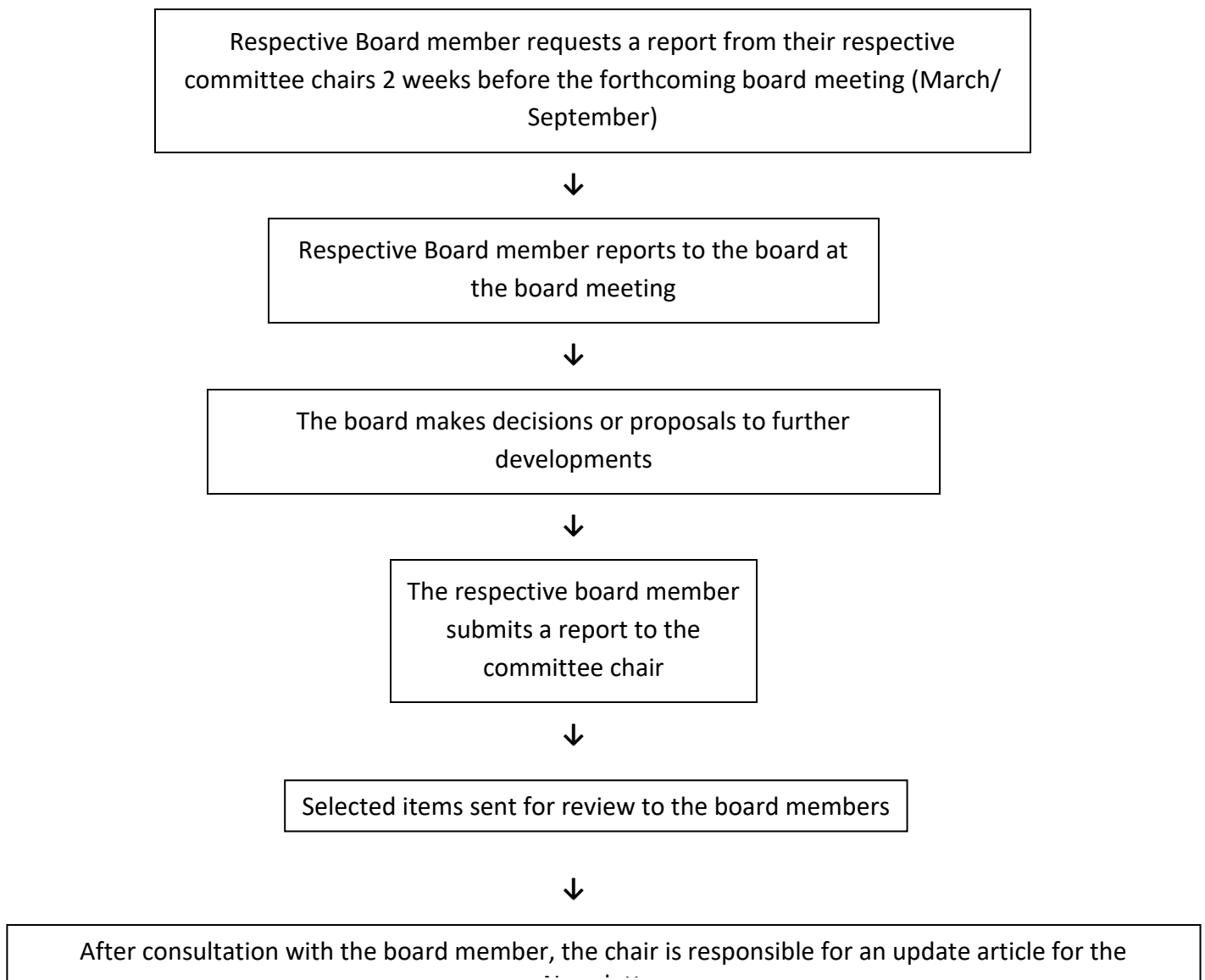
## **16. Dissolution**

Dissolution of the Group will be agreed by at least 75 % of the voting members of the EBMT NG.

Upon dissolution of the EBMT-NG, all funds held in the name of the EBMT-NG revert to EBMT.

Figure 1.  
**Communication**

**Flow-chart**



## ***Appendix 1***

### **Role description of the EBMT NG Board**

#### **President, President Elect, Secretary and Accounts officer**

The President, President Elect, Secretary and Accounts Officer are members of the EBMT Nurses Group Board. Additionally, to the organizational and administrative responsibilities there may be other tasks and duties as decided within the NG Board.

**Applicants must be EBMT members** and will be required to speak, read and write English sufficiently enough to be able to communicate effectively. Access to email and phone is mandatory. Potential candidates should be working currently within the field of Haematology and Stem Cell Transplant.

In order to make the most of the team's wealth of experience and ideas, meetings will occur face to face with the other members of the board 3 times a year.

The NG Board will meet three times yearly:

- after EBMT Board Meeting (January or February)
- during the EBMT Annual Meeting (March/April)
- the Board & All Committees meeting (September)

#### **Roles and responsibilities**

##### ***President and President Elect***

**The term is five years in total, three years as President, with one year as President Elect and one year as Past President.**

To be a leader and devise with the support and advice of the NG Board strategies to take the NG forward in an expanding cellular therapy arena. The President will promote educational opportunities in all aspects of HCT and cell therapy, particularly around the major NG meetings. They will facilitate collaborative works with other professional bodies and be the point of contact between the nursing and medical committees.

This involves:

- Attending the main medical Board meeting
  - Represent the views and wishes of the NG members
  - Take part in Board decisions on the future direction of EBMT
  - Work in collaboration with NG Committee chairs, WP Chairs and main Board
- Member of the scientific committee
  - Develop the theme and agenda of the Annual Meeting with the SC
  - Integral part of the abstract selection process
- Responsible for developing the NG strategic plan

- Develop sponsorship opportunities to enable NG projects to be appropriately funded
- Lead in the following areas
  - Education policy
  - Scientific policy
  - Communication policy
  - Sponsorship policy

### **Secretary**

#### **The term is four years**

Management of the Nurses Group administration in close collaboration with NG President, President Elect and Accounts Officer.

This involves:

- planning the yearly meetings (board, ABM and BAC)
  - notifying attendees of dates and venues
  - notifying EBMT office for accommodation and travel co-ordination
  - acquiring updates from committee chairs
  - inviting attendees to provide agenda items and develop and circulate agenda
  - writing and circulating minutes and actions for comment and agreement
- co-ordinate annual grants and awards
  - advertise end May, close end June
  - circulate applicants to Board (and Paediatric Committee) with review deadline
  - notify applicants of outcome
  - assist with expense submission and verification, signed off by the EBMT NG President
  - copy Accounts Officer or EBMT Accounts team for reimbursement
  - maintain list of awardees to track repeat applicants
  - collect each grant receivers experience for the newsletter/ post Annual Meeting newsletter
- co-ordinate committees membership and election process of new Board, NG committee and Working Party Nurse members
  - be aware of upcoming vacancies
  - advertise appropriately and provide applicant with additional information and support where needed
  - co-ordinate advertisement with EBMT office
  - collate applicants after deadline and circulate to committees and Board
  - notify applicants of outcome and copy committee chair into successful applicant notice
- Annual Business Meeting at the Annual Meeting

- Collect committee report slides and prepare slides for ABM
- Include notice of any changes to TOR
- Upcoming vacancies
- Chair ABM
- Support committee activities as requested and agreed by board.
- Share information and updates through teleconferencing and e-mail.
- Governance; monitoring EBMT NG Bylaws/ TOR, election process of new Board and NG committee members

### ***Finance officer***

#### **The term is four years**

Account officer is a member of the Nurses Group Board. Additionally, to the financial responsibilities there may be other tasks and duties as decided within the NG Board. The term is four years.

This involves:

- Management of the Nurses Group budget and finances in close collaboration with NG President and The EBMT Finance Office
  - planning the yearly budget
  - follow up of the correct use of the NG money
  - Ensure that systems and procedures regarding internal financial management and external accountability are in line with current standards
  - Collect and approve expense claims from the President, President Elect, Secretary and NG committee members (control, sign and insert into basecone system)
  - Keeps self and the board informed about the current financial situation of EBMT NG
  - Presentation of the annual accounts to the ABM
  - Liaise regularly with the main finance team (Leiden) to ensure budget managed accurately

## **Appendix 2**

### **Research Committee Terms of Reference**

#### **Aims of Committee:**

To co-ordinate and lead the development of a program of research in HCT and cell therapy nursing and other topics deemed relevant on behalf of the EBMT nursing group, progressing evidence based practice and clinical knowledge.

To provide support to individuals within the EBMT community involved in nursing or allied health professional research and linking individuals who have similar areas of interest.

In conjunction with EBMT members develop a program of nursing research priorities that are evaluated and reviewed regularly.

Develop an action plan and timetable to facilitate progression of the research program.  
Disseminate research findings and encourage adoption into practice.

#### **Period of tenure**

1. From January 2025, new appointments to the RC have a 3 year tenure with the option of applying for second 3 year term and spending a 3 year term as chair (maximum 9 years).
2. From January 2025, existing Full Members who are eligible to apply for optional second term or position of Chair of the RC will serve 3 year terms.
3. To offer the greatest period of handover, upcoming vacancies will be advertised at least 6 months before the current outgoing member's tenure is due to end.
4. Should a vacancy in the committee arise, which cannot be appropriately filled, the chair will discuss with the board the option of extending an existing members' tenure by 12 months.
5. Junior member will serve 3 years. They can apply for second 3 year term as junior member. If they become eligible to apply for a vacant full member position during the second term, they can do so and time served during that term will be deducted from the first full member term of 4 years. If at the end of that second junior member term they are not eligible to apply for full member position they will complete their time in the committee.

#### **Members:**

The committee will consist of a maximum of 6 people, one of whom will be the Chairperson. Co-option of individuals in addition to the core membership will be based on need according to specific projects identified in the action plan. The committee should consist of at least 3 different countries where possible to reflect EBMT NG membership in Europe however, knowledge & experience of research and the research process is essential for committee

members and will take priority. The official language of the committee will be English.

### **Role description**

Applicants for the role of a full member must be EBMT members with experience of performing research (e.g. whilst undertaking a doctorate) in order to lead projects and advise / support EBMT nurse members.

Applicants for the role of a Junior member must be EBMT members with an interest in performing nurse led research. Applicants will work under the supervision of Research Committee members to develop their research skills and collaborate on projects advising and supporting EBMT nurse members.

There is a requirement to speak, read and write English with sufficient fluency to be able to communicate effectively. Access to email and phone is mandatory. Potential candidates should be working currently within the field of HCT and cell therapy. In order to make the most of the team's wealth of experience and ideas, you will meet face to face with the other members of the committee 3 times a year:

- during the EBMT Annual Meeting (March/April)
- the Board & All Committees meeting (October)
- The EBMT NG Educational Meeting

The committee works closely with the EBMT NG Board and all other committees/working parties affiliated with the EBMT NG.

### **Roles and responsibilities**

Committee members are nurses and Allied Health Professionals who will provide support to individuals within the EBMT community involved in nursing or allied health professional research and link individuals who have similar areas of interest.

The Research Committee in conjunction with the Working Party link nurses and EBMT members develops a programme of nursing research that is evaluated and reviewed regularly.

Our Integrative action plan and timetable facilitates progression of the research programme and we disseminate research findings and encourage adoption into practice.

The Research Committee members reserve the right to convert the role of the Junior member to Full Member role where Junior members demonstrate development of qualifications / experience fitting with the requirements of a Full Member (e.g., whilst undertaking a doctorate). The period of tenure is 3 years with the option to apply for a second Junior member term whilst demonstrating progression towards the Full Member requirements.

### **Committee structure/ numbers of people**

- 1 chair
- 5 ordinary members
  - can include 1 junior member

Maximum 6 members at any time

Not more than 2 people from one country at any time.

### **Organization of the Committee:**

The Research committee will consist of EBMT-NG nurse members and or Allied Health Professionals (majority Nurses) who have an interest in the further development of research activities for nurses and allied health professionals within the field of HCT and cell therapy.

All members of the committee will need to speak, read and write English sufficiently enough to be able to communicate effectively. Access to email and phone is mandatory.

The committee will work closely with the EBMT NG Board and all other committees/working parties affiliated with the EBMT NG.

There is the opportunity to present a yearly budget to the EBMT NG Board to fund operational working. There will be a clear research/project proposal to accompany the budget request. The annual budget request (where this is being made) must be submitted to the EBMT NG Board prior to the Board and All Committees meeting in September.

New committee members will be informed of the aims, organization and tasks of the research committee by the RC chair.

A junior member position will be available and occupied by a nurse wishing to develop their research experience with support from the other Research Committee members.

Period of tenure will be 3 years. Special consideration from RC and NG board will be given to those wishing to extend this period.

The committee will meet three times a year:

- In conjunction with the EBMT Annual Meeting
- In September in conjunction with the EBMT-NG board meeting. Any other communication will be facilitated by phone, fax and/or email.
- At the Educational Meeting of the EBMT Nurses Group

The committee will report on their activities to EBMT NG board in writing a report after receiving a request from the link person (will be requested 2 weeks prior to a board meeting).

Any communication to EBMT NG members will incorporate the official EBMT logo.

Any official representation at or communication to associations, institutions, industry or

companies should be first agreed by the EBMT-NG board.

Strategic decisions (i.e. changes/additions to the group, collaboration with industry<sup>[1]</sup><sub>[SEP]</sub> etc) can be suggested by the group but will be handed to the EBMT NG Board for review and final approval.

### **Journal Publications:**

Any publications that arise from the work of the sub-group will adhere to the following guidelines:

- All articles will acknowledge that they are being written on behalf of the EBMT NG and the EBMT Research Committee and all contributing members of the group will appear as authors.
- The lead author will be the person identified as leading the project in the research proposal/action plan, the sequence of all other authors should be agreed at project initiation stage.
- [EBMT Authorship Policy](#)

### **EBMT NG Research Committee Member Role Description / Requirements**

<b>Education and professional qualifications</b>	<ul style="list-style-type: none"> <li>• Registered Nurse</li> <li>• Educated to degree level</li> <li>• PhD, or working towards a PhD</li> <li>• Evidence of ongoing professional development within haematology specialism</li> <li>• Evidence of performing research</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Desirable</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of extensive experience in HCT and cell therapy setting</li> <li>• Extensive teaching and presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Essential</li> </ul>
<b>Skills and aptitudes</b>	<ul style="list-style-type: none"> <li>• Knowledge of research and audit methodology</li> <li>• Evidence of ability to develop collaborative working relationships with different teams</li> <li>• Teaching skills</li> <li>• I.T skills</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> </ul>
<b>Personal qualities and attributes</b>	<ul style="list-style-type: none"> <li>• Highly effective communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>• Communicate in English</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> </ul>

## **Appendix 3**

### **Global Educational Committee Terms of Reference**

The Global Educational Committee (GEC) works in collaboration with the EBMT NG President and President Elect/ Past President, other Committees, and various Nurse Groups.

#### **Aims of the Committee**

Collaborate and organize outreach meetings in cooperation with other no-profit associations with the same mission in objectives.

Collaborate and provide a range of educational activities for nurses and allied health professionals within the field of HCT and cellular therapy specially among low- and middle-income countries (LMICs).

Promote international networking among nurses.

To support the creation of Nurses Groups to become part of a wider EBMT-NG.

#### **Members:**

The committee will consist of 3 members, with representation of at least 2 countries. Applicants must be EBMT members working currently within the field of HCT and cellular therapy. The official language of the committee will be English.

#### **Organization of the committee:**

In order to make the most of the team's wealth of experience and ideas, you will meet face to face with the other members of the committee 3 times a year.

- during the EBMT Annual Meeting (March/April)
- the Board & All Committees meeting (September/October)
- during GEC education or training programme

The committee will hold monthly online meetings to share information and updates through teleconferencing and e-mail.

The committee will present a yearly budget to the EBMT NG Board if needed to fund operational expenses. There will be a clear proposal and strategy to accompany the budget request. The annual budget request must be submitted to the EBMT NG board on or before 1st of September.

Any official representation at or communication to associations, institutions, industry or companies should be first agreed by the EBMT-NG board.

Strategic decisions (i.e. changes/additions to the group, collaboration with industry etc) can be suggested by the group but will be handed to the EBMT NG Board for review and final approval.

**Role description:**

Applicants must be EBMT members and have interest in collaboration with LMICs and developing educational activities where needs are detected.

- Access to email and phone is mandatory
- It is required to speak, read and write English sufficiently enough to be able to communicate effectively.
- Teamwork, ability of communication and relationship with other organizations and associations and interpersonal skills.
- Ability to organize training and educational activities.
- Teaching and presentation skills.

**Roles and responsibilities:**

As a member of the EBMT Global Educational Committee, you will play a key role in the organization of educational events and development of educational tools for nurses and allied professionals across our European community and LMICs.

This involves:

- Contributing to the GEC strategy developing immediate and longer-term objectives
- Designing programs for nurse education and training with a key aim to improve nursing competence that is aligned to current JACIE standards
- Delivering training opportunities in nations or regions where training can be difficult to access
- Promote worldwide networking among nurses
- Cooperate with other no-profit associations
- Contribute to fundraising for outreach projects

## **Appendix 4**

### **Scientific Committee Terms of Reference**

To coordinate and organize the following:

- EBMT Annual Meeting
- To achieve accreditation and recognition of these educational activities
- To liaise/collaborate with physicians (and other allied health care professionals) of EBMT in planning educational activities
- To explore options for developing an accreditation process within EBMT
- To facilitate and support the EBMT Nurses Next Generation representative.

#### **Members:**

The committee will consist of a maximum of 8 people, one of whom will be the chairperson and one whom will be the Next Generation nurse. Specifically, the members of the committee are as follows: 3-4 members of the EBMT Nurses Group (EBMT NG), 2/3\*\* members of the EBMT NG Board and every year one or two local contact nurses will join the group to guarantee representation of the hosting country of the Annual Meeting and contacts with the medical scientific committee. The committee should consist of at least 3 different countries to reflect EBMT NG membership in Europe and to have a high variety of contacts within these countries. The official language of the committee will be English.

#### **Committee structure**

- The Nurses Group Board
- 1 chair
- 3-4 ordinary members
- 1 Next Generation representative (see description on page 26)
- 1 or 2 local nurses in preparation for the AM

Not more than 2 people from the same country at any time.

#### **Organization of the Committee:**

The Scientific committee will consist of EBMT NG nurse members and or Allied Health Professionals (majority Nurses) who have an interest in the further development of educational activities for nurses and allied health professionals within the field of HCT and cell therapy.

The committee will work closely with the EBMT NG Board and all other committees/working parties affiliated with the EBMT NG.

New committee members will be informed of the aims, organization and tasks of the scientific committee by the board link person.

The committee will report on their activities to EBMT NG board in writing a report after

receiving a request from the EBMT NG board (will be requested 2 weeks prior to a board meeting).

Any communication to EBMT NG members will incorporate the official EBMT logo.

Any official representation at or communication to associations, institutions, industry or companies should be first agreed by the EBMT NG board.

Strategic decisions (i.e. changes/additions to the group, collaboration with industry etc.) can be suggested by the group but will be handed to the EBMT NG Board for review and final approval.

Period of tenure will be 3 years. Special consideration from SC and NG board will be given to those wishing to extend this period.

### **Role Description**

Applicants for the role of a member of the SC must be EBMT members with experience in HCT and cellular therapy and experience in evaluating nursing research.

There is a requirement to speak, read and write English sufficiently enough to be able to communicate effectively. Access to email and phone is mandatory. Potential candidates should be working currently within the field of HCT and cell therapy.

In order to make the most of the team's wealth of experience and ideas, you will meet face to face with the other members of the committees several times a year:

- During the EBMT Annual Meeting
- The Board and All Committees Meeting
- Scientific Committee Abstract meeting
- Scientific Committee Preparation meeting for the annual meeting

The Committee will hold monthly online meetings to share information and updates through teleconferencing and e-mail.

Candidates should have the ability to develop collaborative working relationships with different teams. Beside this, applicants should have teaching and presentation skills and the ability to organize training and educational activities, especially focused on the Annual Meeting.

### **Roles and responsibilities**

As a member of the EBMT Scientific committee, you will play a key role in the organization of the nursing program with sessions and speakers for the yearly Annual Meeting. The committee works with other committees and working parties in order to achieve this. As preparation for the Annual Meeting, the SC reviews the nursing abstracts and works closely with the Research Committee and the Pediatric Committee.

The Scientific committee will, in collaboration with the EBMT NG, support and promote the EBMT Next Generation Group. They welcome junior nurses with a key interest of HCT and cellular therapy. The group serves as a platform for exchanging ideas on next generation topics and sharing experiences in our profession.

## **The scientific committee Next Generation nurse representative**

### **Background**

The EBMT Nurses Group Board and Committees comprises up to 20 members, the majority of whom are senior, well established figures in the HCT and cell therapy nursing community. As a Nurses Group, we recognise that there is opportunity to invest in the next generation of transplant nursing leaders and increase the appeal and reach of EBMT to nurses who have recently embarked on a career in transplant nursing.

### **Aims of Next Generation Nurse Representative:**

- As a member of the Scientific Committee of the Nurses Group, actively contribute to the development of the Annual Meeting Scientific Programme and Education activities
- In collaboration with the Scientific Committee, create Nurses Group session at Annual Meeting targeted at the interests of our 'Next Generation' nurses
- Continue to develop the Next Generation subgroup (community) for young and aspiring transplant and cell therapy nurses
- Lead this community and its activities through the Next Generation representative scientific Committee position

### **Communications and social media:**

Through EBMT communication team and EBMT Nurses Group Scientific Committee, the NG representative will be supported with social media and communication skills.

- Promote interest in the Nurse Group activities and those of EBMT more generally
- Identify issues and challenges experienced by junior transplant nurses
- Grow NG community through National Chairs and groups
- Promote and expand the reach of EBMT NG and EBMT more generally
- Offer regular updates on NG opportunities and activities through the monthly newsletter

### **General:**

- Support links with 'junior' roles from EBMT and other societies e.g. EBMT Trainee Committee; young cancer nurse (EONS)

- Support the development, implementation and dissemination of EBMT activities using social media and other forms of communication
- Promote professional development and empower junior or early career transplant nurses to become the next generation of leaders in the field

**Next Generation representative inclusion criteria:**

- Working at EBMT member centre and is an EBMT member
- Currently working in the field of HCT and cell therapy
- Working in a clinical role
- Active on social media (eg LinkedIn) and can demonstrate experience of using this medium for professional communication
- Under 35 years of age
- Has been working in the field of BMT and cell therapy 2-5 years
- Is able to communicate in the official language of EBMT (English)
- Is available to attend monthly Scientific committee meetings online and in person meetings 2-3 times a year

**Next Generation representative exclusion criteria:**

Working in a 'management' or research only role.

## **Appendix 5**

### **Paediatric Committee Terms of Reference**

#### **Aims of the Committee:**

- To improve the care of paediatric and adolescent HCT and cell therapy patients.
- To promote, develop and share knowledge between the paediatric nurses throughout Europe and within the EBMT.
- To collaborate with the EBMT Paediatric Diseases WP

#### **Members:**

The committee will consist of 3 members and with proven experience in Paediatric HCT and cell therapy. The committee should consist of at least 2 different countries to reflect EBMT NG membership in Europe and to have a high variety of contacts within these countries with no more than 2 representatives from any country. The official language of the committee will be English.

#### **Organization of the Committee:**

The Paediatric Committee will consist of EBMT NG members who have an interest in promoting paediatric nursing within the field of HCT and cell therapy. All members of the committee will need to speak, read and write English sufficiently enough to be able to communicate effectively. Access to email and phone is mandatory.

- The committee will have an appointed chair approved by the EBMT NG board
- The committee will work closely with the EBMT NG Board and all other committees/working parties affiliated with the EBMT NG.
- The committee will work together with the EBMT Paediatric Diseases WP.
- New committee members will be informed of the aims, organization and tasks of the Paediatric Committee by the board link person
- The committee will meet two to three times a year:
  - Once in conjunction with the Annual meeting
  - One meeting with the board just after the Annual Meeting
  - Once in conjunction with EBMT Paediatric Diseases WP meeting.
  - Any other communication will be facilitated by phone, online meetings or email.
- The committee will present a yearly budget to the EBMT NG Board to fund operational working. There will be a clear proposal to accompany the budget request. The annual budget request must be submitted to the treasurer by the 1st September.
- The committee will report on their activities to EBMT NG board in writing a report after receiving a request from the link person (will be requested 2 weeks prior to a board meeting).
- Any communication to EBMT NG members will incorporate the official EBMT logo.
- Any official representation at or communication to associations, institutions, industry or

companies should be first agreed by the EBMT-NG board.

- The committee designates within the group all tasks that need to be performed in order to reach the objectives.
- Strategic decisions (i.e. changes/additions to the group, collaboration with industry etc.) can be suggested by the group but will be handed to the EBMT NG Board for review and final approval

### **Role Description**

The principal aim of the committee is to improve the care of pediatric and adolescent stem cell transplantation (SCT) patients.

The main objectives of the committee are to promote, develop and share knowledge and experience between the pediatric nurses throughout Europe, developing countries and within the EBMT.

Applicants must be EBMT members and will be required to speak, read and write English sufficiently enough to be able to communicate effectively.

- Access to email and phone is mandatory.
- Potential candidates should be working currently within the field of paediatric HCT and cell therapy and have extensive experience in a HCT and cell therapy setting.
- Teaching and presentation skills.
- Candidate should have the ability to develop collaborative working relationships with different teams.
- Highly effective communication and interpersonal skills.
- Special interest in sharing knowledge and experience within the field of paediatrics.

In order to make the most of the team's wealth of experience and ideas, you will meet face to face with the other members of the committee 3 times a year:

- during the EBMT Annual Meeting (March/April)
- during the PDWP Meeting (May/ June)
- the Board & All Committees meeting (October)

### **Roles and responsibilities of the committee:**

- Designing the program, for the Paediatric session within the EBMT Annual Meeting
- Designing the program for the Annual Paediatric Nurses Meeting
- Abstract review for the EBMT Annual Meeting

## Appendix 6

### Working Party Nurses terms of reference

#### Aims of the WP Nurses

The Working Party nurses have a vital role in keeping the EBMT NG in close contact with the EBMT Working Parties (WP) and their scientific agendas. WP Nurses are responsible for both the nursing research and nursing education activity within the WP, under the supervision of the Working Party Lead Nurse. As such, WP Nurses contribute to the research and education agenda of the EBMT NG and Working Party. In addition, WP Nurses offer support and guidance in the development of research studies and educational initiatives and promote opportunities for nursing research within the WP by collaboration and dissemination.

Applicants must be EBMT members and will be required to speak, read and write English sufficiently enough to be able to communicate effectively. WP Nurse will serve for 3 years. Prior to close of first 3 year term, upcoming vacant positions will be advertised and considered by NG Board, WP lead nurse and WP Chair. Current WP nurses will have the opportunity to apply for a second and final term with applications considered alongside non-current WP nurse applicants. *If a WP nurse position becomes vacant mid-term, the vacant position will be advertised as above.*

The official language of each Working Party is English.

Each Working Party will include one nurse:

- TCWP – Transplant Complications Working Party
- PDWP – Pediatric Diseases Working Party
- IDWP – Infectious Diseases Working Party
- ALWP – Acute Leukemia Working Party
- ADWP – Autoimmune Diseases Working Party
- CITWP – Cellular Therapy & Immunobiology Working Party
- IEWP – Inborn Errors Working Party
- LWP – Lymphoma Working Party
- CMWP – Chronic Malignancies Working Party
- SAAWP – Severe Aplastic Anemia Working Party
- HWP – Haemoglobinopathies Working Party

#### Role description

The post holder will be responsible for WP nursing research activity under the supervision of the Working Party Lead Nurse, and in collaboration with the Research Committee (RC) and the nurse education activity under the supervision of the Working party Lead Nurse and in collaboration with Scientific Committee (SC). As such they will provide simultaneous contribution to the research and education agendas of the EBMT NG and Working Party. The

post holder will in addition, offer support and guidance in the development of research studies and promote opportunities to raise the profile of nursing within the Working Party.

### **Reporting to**

EBMT NG Working Party Lead Nurse, WP Chairperson

### **Main activities:**

- Promote nursing research strategy and awareness within the WP.
- To carry out research adding to the body of knowledge in appropriate areas and where appropriate, make a contribution to the strategic development of the EBMT NG and WP.
- To support research and collaborative partnerships.
- To support dissemination of research findings through publication writing, teaching, and presentations at conferences where appropriate
- To contribute to research within both the EBMT NG RC and WP, collaborating in the development of joint proposals and project work
- To promote nurses as investigators within research.
- Attend the business and regular meetings of the Working party and contribute to the Working party educational meetings (agenda, content, presentation etc)
- Facilitate communication and update the EBMT NG and WP Lead Nurse on new studies within the WP considering the potential for nursing collaboration with RC
- Identify opportunities to collaborate with EBMT NG and WP colleagues

### **Specific requirements**

The post holder is expected to present ideas for any relevant nursing studies to the WP for possible collaboration, and where possible (with the support of the WP Lead Nurse and NG board), identify a WP project to contribute to.

### **Duties and responsibilities**

The duties and responsibilities of an individual who has been awarded the role of Nurse Member are outlined below:

- To act as a link between the EBMT NG and WP, leading on nurse involvement within research studies
- To produce and submit to the EBMT NG Board and WP, an annual report of activities undertaken (including research activity)
- To produce and submit a summary of the WP Meeting and communications to the WP Lead Nurse for presentation at the BAC and for the EBMT newsletter.

- To facilitate communication and update the EBMT NG and WP lead nurse on new studies within the WP for potential nursing collaboration with RC.
- Co-operation with other colleagues both internally and externally to the EBMT NG and WP.
- Active participation in high quality research.
- Assisting other colleagues in the WP to develop their research from a nursing perspective as appropriate.
- Demonstrate an active role within the WP, working as an ambassador for the EBMT NG and Working party according to the Terms of Reference.

### **Special conditions**

- The post holder will/may attend 3 meetings annually:
  - the EBMT Annual Meeting (and WP Nurse meeting).
  - the WP Educational Meeting (funding should be agreed with the WP Chair)
  - the EBMT NG Annual Educational meeting (and WP Nurses meeting)
- The post holder is encouraged to actively participate in a minimum of one WP Educational Event
- Attend monthly online meetings with the WP Lead Nurse, other WP nurses and the EBMT NG board.
- The appointment is voluntary and based on a 3 year Term of Office, with potential for re-nomination for a maximum of 2 terms, i.e. 6 years.
- Not more than 2 people from one country at the same time as WP nurses.

### **Person specification**

- Practicing Registered Nurse
- EBMT member and working at an EBMT centre.
- Previous experience of; involvement in and/or development of, research protocols
- Educated to a minimum of Masters Level.
- Time management skills; work independently, effective prioritization, self-motivation and flexibility.
- Evidence of multidisciplinary collaboration
- Excellent team player
- Proficiency in verbal and written communication skills (including English Language)

## **Appendix 7**

### **National Groups & Regional Forums Terms of Reference**

#### **Aims of the groups:**

- To enhance the body of knowledge in the care of patients with a haematological disease and patients undergoing stem cell transplantation in and between different countries and nurses groups.
- To promote collaboration between national groups and the EBMT Nurses Group
- To enhance communication/education within a National Groups own country by initiating assisting and promoting collaborative projects which educate or develop the care of patients in haematology and stem cell transplantation.

#### **Members:**

The chairs of each National Group should be member of the EBMT NG. Other members of the National Groups are encouraged to also be member of the EBMT NG. National Groups are also invited to give brief information about their special meetings, study days and other meetings how can be of any use for other National Groups or individual members.

The National Groups will refer to their own constitution on:

#### **Organization of the groups:**

- Each National Group should appoint a link person who will be responsible for communication with the EBMT NG board. Normally this would be the chair but this is not a necessity.
- Further link persons can be appointed to encourage communication between the different committees and vice versa. These link persons function as informant between the EBMT NG and their National Groups
- The National Groups are invited to provide information to EBMT members through the EBMT NG website and to have a link to their national website (if applicable) through the website of the EBMT NG.
- The chair/link persons will need to speak, read and write English sufficiently to be able to communicate effectively. Access to email and phone is mandatory.
- The link persons are invited to inform the EBMT NG on their part of any initiatives or projects ongoing in their own country before every board meeting, this means 3 times a year.
- In order to facilitate close communication between the National Groups and the EBMT NG a full report of the activities within the national groups and from the EBMT NG board is expected at least once a year as an annual report.
- Each National Group should have a constitution written in English. The National Group constitution will be sent to the EBMT NG Secretary for review. With the aim being to assure no conflicts with the EBMT NG constitution.

- National Groups should refer to the EBMT NG in their name and they are encouraged to use the EBMT NG logo.
- Any communication to EBMT NG members will incorporate the official EBMT logo.
- Any communication which refers to or implicates the EBMT-NG should be first agreed by the EBMT-NG board.
- The EBMT NG board cannot be held liable for any activities ongoing within the National Groups.

## **Appendix 8**

### **The Local Contact Nurse (LCN) for the Annual Meeting of the EBMT Nurses Group**

#### **Who is the local contact nurse?**

The LCN is the representative of the organizing team, from the nurses group of the city or country in which the Annual Meeting takes place.

She/ he works in the field of HCT and cell therapy. She/ he might have a managerial role in the HCT and cell therapy team, but this is not essential. She/ he should have some knowledge of the English language in speech and writing. She/ he must/ become be a member of the EBMT nurses group.

She/ he is a temporary member of the Scientific Committee

The person who takes on the role as the LCN will be decided within the organizing hospital, as soon as the responsible EBMT committee has announced where the Annual Meeting will be held and which EBMT centre will be responsible for the organization. At the latest, this decision should be made around the time of the Annual Meeting one year before. It is advantageous for the LCN to attend this Annual Meeting.

#### **How does the LCN participate in the organization of the Annual Meeting?**

The named LCN must attend the Annual Meeting, one year before. A meeting should take place with the EBMT nurses group's board members, the members of the Scientific Committee and the LCN to discuss initial ideas, expectations, and possibilities for their cooperation in organizing the Annual Meeting.

If the LCN cannot attend Annual Meeting she/ he should make contact with the board members by the end of April.

Within the first half of the year prior to the Annual Meeting, the members of the NG Board and the Scientific Committee will plan the preliminary program with consideration of the evaluation conducted at the last Annual Meeting and with reference to the local opportunities and ideas of the LCN.

The role of the LCN can be to provide a link and convey information between the members of the Scientific Committee of the nurses group, the board members and the organizing scientific team at the Hospital and the organizing agency.

It may be helpful for the LCN to have some support from her colleagues.

#### **Communication with the board members:**

The communication between the LCN and the board members can be performed over telephone, E- mail or by mail.

The LCN will be invited to the Abstract Review Meeting during the year prior to the Annual Meeting.

## ***Appendix 9***

### **The EBMT Centre Principal Nurse**

- To act as and be recognised as the principal source of information to individual members of EBMT NG in the centre
- To participate in the collection of data for the EBMT NG
- To report to the EBMT NG as necessary
- To be an active member of the country's EBMT NG National Group, promoting the EBMT NG
- To ensure representation at annual meetings, National Group meetings and EBMT NG study days
- To disseminate information from EBMT NG to all haematology nurses in the centre
- Encourage the EBMT NG exchange and scholarship programmes in the centre
- To contribute to the EBMT NG newsletter and website by encouraging nurses in the centre to submit articles and updates on initiatives and study days
- To inform the EBMT NG CNC chair of Annual Meeting and Educational Meeting taking place so that the website can be updated

## Appendix 10

### Organogram

