

**Terms of Reference
of the
EBMT Nurses Group**

a Division of

**the European Society for Blood
and Marrow Transplantation**

1. *Establishment*

The Group is established and will be known as the European Blood and Marrow Transplantation Nurses Group (herein sometimes referred to as EBMT NG). The group forms a division of the main EBMT (European Society for Blood and Marrow Transplantation) and obeys rules, regulations and byelaws of 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 (hereafter HSCT) or other haematological treatment or cell therapy.

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 HSCT.
- 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 HSCT 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 HSCT nursing.

3. *Membership*

3.1 Membership will be restricted to nurses and health care workers actively engaged in HSCT 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 31st December). The membership fee is voted by the EBMT General Assembly. Membership is administrated by the EBMT central office.

3.3 Members who are not Registered Nurses cannot hold Board functions.

3.4 Members who are not Registered Nurses cannot vote for Board members.

3.5 One or more nurses may be named as member as part of the membership of an EBMT Centre. One nurse is identified as the Principal Nurse. 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 [members' page](#) of the EBMT website.

3.6 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).

3.7 Individuals actively involved in the field of HSCT can also 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.

3.8 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.

4. *Official Language*

The official language of the group will be English.

5. *Address*

The address of the EBMT NG will be the address of the EBMT secretariat office. This can be found on the EBMT website (Nurses section).

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 has to 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.

7.2 Office holders may be re-elected with the exception of 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 organising 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 delegates

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 10)**.

8.3 Committees have to 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.

9. *Election Process*

Board positions:

9.1 Any EBMT NG member who is a Registered Nurse working in the field of HSCT is free to apply for any vacant position within the EBMT NG board.

9.2 Members will be informed by e-mail of vacant 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 any position will be asked to send a CV and letter of motivation 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.

Committee positions:

9.6 Any EBMT NG member who is a registered nurse working in the field of HSCT is free to apply for any vacant position within an EBMT NG committee.

9.7 Members will be informed by e-mail 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. Members will serve for a period of 3 years. Replacement of members should be staggered whenever possible to maintain some continuity within the group.

9.9 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.

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 HSCT nursing. These national groups / regional forums will act as a resource to members locally and for the EBMT NG board.

10.2 These groups will follow 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 conference for all members of the organisation.

11.2 The NG members will, in addition to the AGM, meet once a year at the NG Annual Business Meeting (ABM) also held during the annual EBMT conference.

11.3 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.

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-NG members.

13. *Communication*

13.1 All official announcements of the Group will be published in the EBMT Newsletter / Bulletins 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 of EBMT-NG. Financial reports will be sent to the treasurer every three months, 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 Next to the Accounts Officer, the President or President-Elect will have access to 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 / committees must be presented and submitted for consideration to the EBMT NG Board during the September meeting 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 References*

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

Respective Board member requests a report from their respective committee chairs 2 weeks before the forthcoming board meeting (March/ September)



Respective Board member reports to the board at the board meeting



The board makes decisions or proposals to further developments



The respective board member submits a report to the committee chair



Selected items sent for review to the board members



After consultation with the board member, the chair is responsible for an update article for the Newsletter

Appendix 1

Research Committee Terms of Reference

Aims of Committee:

- To co-ordinate and lead the development of a programme of research in stem cell transplantation, haematology 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 programme of nursing research priorities that are evaluated and reviewed regularly.
- Develop an action plan and timetable to facilitate progression of the research programme.
- Disseminate research findings and encourage adoption into practice.

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.

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 hematology and/or stem cell transplantation.
- 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.
- The committee will 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 must be submitted to the Accounts Officer in September.

- New committee members will be informed of the aims, organisation and tasks of the research committee by the NG board link person
- The committee will meet twice a year:
 - In conjunction with the conference
 - In September in conjunction with the EBMT-NG board meeting. Any other communication will be facilitated by phone, fax and/or email.
- 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 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 core members and relevant co-opted 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.

Job description: WP Nurse Member

Job purpose

- The post holder will manage the nursing research activity under the supervision of the Research Committee (RC), within the Working Party (WP). As such they will be expected to contribute to the research agenda of both the

EBMT NG RC and Working Party. The post holder will in addition, offer support and guidance in the development of research studies, also promoting opportunities for nursing research within the Working Party.

Reporting to

- EBMT NG RC, 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 make a contribution to the strategic development within both the EBMT NG RC 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
- Any other appropriate duties as determined by the EBMT NG RC

Specific requirements

- The post holder would be expected to present any relevant nursing studies to the WP for possible collaboration, and be involved in at least 1 WP research project.

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 RC and WP, leading on nurse involvement within research studies
- To produce and submit to the EBMT NG RC, 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 EBMT NG RC.
- To facilitate communication and update the EBMT NG RC on new studies within the WP for potential nursing collaboration
- Co-operation with other colleagues both internally and externally to the EBMT NG RC 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 RC according to the Terms of Reference.

Special conditions

- The post holder will be required to attend a minimum of 3 meetings annually (the EBMT Annual Meeting, WP Meeting and relevant EBMT NG RC meeting).
- The appointment is based on a 3 year Term of Office, with potential for re-nomination.

Person specification

- Practicing Registered Nurse
- Previous experience of; involvement in and/or development of, research protocols
- Preferably educated to a minimum of Masters Level or currently undertaking Masters Level Study
- 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 2

Global Educational Committee Terms of Reference

Aims of the Committee

The Global Educational Committee in collaboration with the EBMT NG President and President Elect/ Past President, other Committees and various Nurse Groups, aims to coordinate and organize outreach meetings in cooperation with other no-profit associations with the same mission in objectives. Together they coordinate and provide a range of educational activities for nurses and allied health professionals within the field of Haematology and Haematopoietic Stem Cell Transplantation.

The members 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.

Role description

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 2 times a year

The committee will meet three times yearly

- during the EBMT annual conference (March/April)
- the Board & All Committees meeting (September/October)

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

Roles and responsibilities:

As a member of the EBMT Global Educational Committee you will play a key role in the organization of the events in low and middle income countries (LMICs).

This involves:

- Designing the programmes for the nurse's education/training day
- Cooperate with other no-profit associations
- Contribute to fundraising for outreach missions

You will also share information and updates through teleconferencing and e-mail.

Appendix 3

Scientific Committee Terms of Reference

Aims of the Committee:

To coordinate and organise the following:

- Annual Conference
- Annual Pre-Meeting Study Day
- To achieve accreditation and recognition of these educational activities
- To liaise/collaborate with physicians of EBMT in planning educational activities
- To explore options for developing an accreditation process within EBMT

Members:

The committee will consist of a maximum of 8 people: 3-4 members of the EBMT Nurses Group (EBMT NG), 2 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 conference 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.

Organisation 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 hematology and/or stem cell transplantation.
- 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.
- New committee members will be informed of the aims, organisation and tasks of the scientific committee by the board link person.
- The committee will meet three times a year at the following times:
 - In conjunction with the conference

- Before the summer
 - In November/December to organize the abstract selection and any other business arising in conjunction with the conference. Any other communication will be facilitated by phone, fax and/or email.
- 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 etc) can be suggested by the group but will be handed to the EBMT NG Board for review and final approval

Appendix 4

Communication & Networking Committee Terms of Reference

Aims of the Committee:

To coordinate and organise communication and networking activities including

- The newsletter (at least 3 issues per year)
- To maintain and update the EBMT NG website

Members:

The committee will consist of a maximum of 3 people: and additionally be supported by the EBMT NG administrative assistant. 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.

Organisation of the Committee:

The CNC will consist of EBMT-NG nurse members who have an interest in the further development of educational activities for nurses and allied health professionals within the field of haematology and stem cell transplantation. 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.
- New committee members will be informed of the aims, organisation and tasks of the CNC by the board link person
- The committee will meet three times a year:
 - Once in conjunction with the conference
 - One meeting with the board just after the conference
 - One other meeting at the committee's discretion Any other communication will be facilitated by phone, fax and/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

Appendix 5

Paediatric Committee Terms of Reference

Aims of the Committee:

- To improve the care of Paediatric and Adolescent Haematology and Stem Cell Transplantation patients.
- To promote, develop and share knowledge between the paediatric nurses throughout Europe and within the EBMT.
- To collaborate with the chair of the EBMT Paediatric Diseases WP

Members:

The committee will consist of 3 members and with proven experience in Paediatric Haematology, Oncology and HSCT. 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.

Organisation of the Committee:

The Paediatric Committee will consist of EBMT NG members who have an interest in promoting paediatric nursing within the field of haematology and/or HSCT. 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, organisation 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 conference

- One meeting with the board just after the conference
 - Once in conjunction with “Paediatric HSCT training course” or EBMT Paediatric Diseases WP.
 - Any other communication will be facilitated by phone, fax and/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

Appendix 6

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:

Organisation 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 7

The Role of 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 organising team, from the nurses group of the city or country in which the conference takes place.

She/ he works in the field of Haematopoietic Stem cell transplantation (HSCT). She/ he might have a managerial role in the HSCT 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 and Nurses Group Board

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

How does the LCN participate in the organisation of the conference?

The named LCN must attend the conference, 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 organising the conference.

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

Within the first half of the year prior to the conference, the members of the NG Board and the Scientific Committee will plan the preliminary program with consideration of the evaluation conducted at the last conference 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 organising scientific

team at the Hospital and the organising 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, fax, E- mail or by mail.

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

Appendix 8

Role of the EBMT Centre Principal Nurse

- To act as and be recognised as the principle 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 the inform the EBMT NG CNC chair of conferences and study days taking place so that the website can be updated