



ASBMT TRANSPLANT NURSING SPECIAL INTEREST GROUP

CHARTER

History

Beginning in 1999, nursing educational sessions have been held during the Tandem Meetings. Co-chairs and Planning Committee members have originated from the Oncology Nursing Society's Blood and Marrow Stem Cell Transplant (ONS BMSCT) Special Interest Group (SIG) through a collaborative arrangement. Many of the co-chairs and planning committee members are also Affiliate Members of American Society of Blood and Marrow Transplant (ASBMT).

In 2010, the ASBMT Board identified the need for a nursing representation and involvement within the Society and created the ASBMT Nurses SIG.

Purpose

The ASBMT Nursing Steering Committee provides leadership for nurses within ASBMT and promotes nursing representation on ASBMT committees. The Steering Committee collaborates with the ONS BMSCT SIG on various projects and represents ASBMT's interests on these projects.

Steering Committee Membership

1. Number of Members
 - a. Not less than three nor more than seven members
2. Term of Members
 - a. Three-year term.
 - b. May be re-appointed.
3. Overlap of terms
 - a. Terms of members will overlap.
 - b. Members will rotate off in a manner that allows continuity.
4. Term start/stop
 - a. Terms will begin and end at the ASBMT annual meetings.
5. Nomination to Steering Committee
 - a. All Transplant Nurses who are members of ASBMT will be notified of the upcoming vacancies. Any nurse who is a member of ASBMT may submit their name and CV to the committee.
6. Composition
 - a. Diverse representation is preferred (geographic, areas of expertise, size of program and type of program).

- b. Excluded from the Steering Committee membership are consultants and/or representative from industry (payers, vendors, pharmaceutical firms).
- 7. Leadership
 - a. The members of the Steering Committee will elect a Chair. The term of Chair will be two years.
 - b. To promote continuity outgoing the Chair will serve as ex-officio for two years.
 - c. Chairs may be re-appointed.
- 8. In cases of more members volunteering than available openings on the Steering Committee, members of the Steering Committee will make the appointment decision.
 - a. Consideration for appointments: (also see charter)
 - i. Diverse representation.
 - ii. Only 1 individual from any program will be appointed
 - iii. Appointments may be based on maintaining the diverse representation.
 - iv. Involvement with ASBMT or ASBMT SIG
 - v. Professional involvement within BMT
- 9. Chair-Elect Position
 - a. Chair-Elect will be a member of the Steering Committee.
 - b. The position will be held for one year prior to becoming Chair.

ASBMT Committee Membership

Members of the Nurses SIG are eligible to serve on other ASBMT Committees or be involved with other activities representing the ASBMT Nurses SIG.

- 1. Notification
 - a. As opportunities become available, members will be informed via email.
- 2. Appointments
 - a. Members will be nominated and appointed by the Nurses SIG Steering Committee and approved by the ASBMT Board of Directors as appropriate.
- 3. Terms
 - a. Terms will be determined by the specific activity. Members may be re-appointed.
- 4. In cases of more members volunteering than available opportunities, the Steering Committee and ASBMT Board may select members with appropriate experience for the specific position and will consider of the items listed below.
 - a. Volunteers not selected for the opportunity will be added to a 'wait list' for the next available opportunity commiserate with their experience. Mentorship of members in appropriate opportunities will be strongly promoted.
 - b. Diversity in composition of membership is desired.
 - c. Consideration for appointments:
 - i. Diverse representation.

- ii. Only 1 individual from any program will be appointed to a specific committee or project (unless necessary for the committee/project.)
- iii. Appointments may be based on maintaining the diverse representation.
- iv. Experience related to committee/project
- v. If limited or no experience, consider if the volunteer can be mentored for this committee or project
- vi. Involvement with ASBMT SIG
- vii. Professional involvement within BMT

Goals and Projects

1. BMT Tandem Transplant Nursing Meetings:
 - a. Collaborate with the ONS BMSCT SIG to plan and organize the Transplant Nursing Sessions.
 - b. Co-Chairs will be appointed from each nursing SIG (ASBMT and ONS). Co-chairs will serve for 2 years and will rotate off in a manner that allows continuity.
 - c. Planning Committee Membership will consist of nurses who are members of ASBMT or ONS BMSCT SIG nurses and ONS Staff. No more than 2 members from any institution may be on the Planning Committee. Diverse representation is preferred (geographic, areas of expertise, size of program, and type of program).
2. Promote affiliate membership in the ASBMT
3. Promote transplant nursing representation on ASBMT committees as deemed appropriate.
4. Create of a list serve of Transplant Nurses within ASBMT
5. Collaboration with the ONS BMSCT SIG

Reports to the Board of Directors

The Chair of the SIG Steering Committee will submit a report of SIG activities to the annual meeting of the ASBMT Board of Directors and to additional meetings as needed or as requested by the Board.

Appendix A –Record of Revisions

Appendix B—Steering Committee Members

Appendix C—Transplant Nursing Conference Chairs and Co-Chairs

Appendix A

Record of Revisions

Date	Revision
November 2010	<p>Addendum 1</p> <p>In cases of more members volunteering than available openings on the Steering Committee, members of the Steering Committee will make the appointment decision.</p> <p>Consideration for appointments: (also see charter)</p> <ul style="list-style-type: none"> - Diverse representation. Only 1 individual from any program will be appointed. Appointments may be based on maintaining the diverse representation. - Involvement with ASBMT or ASBMT SIG - Professional involvement within BMT <p><u>Committees or Other Activities:</u></p> <p>Members of the Transplant Nurses SIG are eligible to serve on other ASBMT Committees or be involved with other activities representing the ASBMT Transplant Nurses SIG.</p> <p><i>Notification:</i> As opportunities become available, members will be informed via email.</p> <p><i>Appointments:</i> Members will be nominated and appointed by the Transplant Nurses SIG Steering Committee and approved by the ASBMT Board of Directors if appropriate.</p> <p><i>Terms:</i> Terms will be determined by the specific activity. Members may be re-appointed.</p> <p>In cases of more members volunteering than available opportunities, the Board may select members with appropriate experience for the specific position and will consider of the items listed below. Volunteers not selected for the opportunity will be added to a 'wait list' for the next available opportunity commiserate with their experience. Mentorship of members in appropriate opportunities will be strongly promoted. Diversity in composition of membership is desired.</p> <p>Consideration for appointments:</p> <ul style="list-style-type: none"> • Diverse representation. Only 1 individual from any program will be appointed to a specific committee or project (unless necessary for the committee/project.) Appointments may be based on maintaining the diverse

	<p>representation.</p> <ul style="list-style-type: none"> • Experience related to committee/project (e.g. Co-chair of conference – does the volunteer have experience planning and/or running a conference.) • If limited or no experience, consider if the volunteer can be mentored for this committee or project • Involvement with ASBMT SIG • Professional involvement within BMT <p><u>Chair-Elect Position:</u></p> <p>A “Chair-Elect” position for the Steering Committee will be started with the 2011 BMT Tandem Meetings to promote continuity within the Steering Committee. The “Chair-Elect” should be a member of the Steering Committee. The position will be held for 1 year prior to becoming “Chair” of the Steering Committee.</p>
February 2013	<p>Addendum 2</p> <p>Create position on steering committee for permanent NMDP representative. Position is indefinite and non-voting.</p>
February 2015	<p>Addendum 3</p> <p>Changed name from Advisory Committee to: Steering Committee</p> <p>Add to Steering Committee a representative from ONS. Position would be permanent and non-voting.</p> <p>Extend ex-officio term of office from one year to two years.</p> <p>Added appendix A, B and C</p>

Appendix B

Steering Committee Members

Member	Position	Years of Service
Suni Elgar, RN, BSN, OCN [®]	Member	2015 – 2018
Rosemary Ford, RN, BSN, OCN [®]	Member	2010 – 2011
	Chair-elect	2011 – 2012
	Chair	2012 – 2014
	Ex-officio	2014 - 2015
Angela Johns, RN, MSM. MPA, ANP-c	Member	2011 – 2012
Elizabeth Murphy, EdD, RN	Member	2011 – 2014
	Non-voting member	2014 -
Ellen Olson, RN, MS, CPNP	Member	2012 - 2016
Mildred Pasek, RN, NM, OCN [®]	Member	2013 - 2016
Kim Schmit-Pokorny, RN, MSN, OCN [®]	Chair	2010 – 2012
	Ex-officio	2012 – 2013
	Member	2013 – 2015
Chris Rimkus, RN, MSN, AOCN [®]	Member	2010 – 2014
	Chair-elect	2015 – 2016
	Chair	2016 – 2018
	Ex-officio	2018 - 2020
D. Kathryn Tierney, RN, PhD	Member	2010 – 2013
	Chair-elect	2013 – 2014
	Chair	2014 – 2016
	Ex-officio	2016 - 2018

Appendix C

Tandem Meeting Chairs and Co-Chairs. The Chair and Co-Chair positions alternate between ASBMT and ONS SIG

Tandem Meeting	ASBMT Nursing SIG	ONS BMSCT SIG
2010 Orlando	Rosemary Ford (Chair)	Margaret Bevans
2011 Honolulu	Chris Rimkus	Margaret Bevans (Chair)
2012 San Diego	Chris Rimkus (Chair)	Martha Lassiter
2013 Salt Lake City	Ellen Olson	Martha Lassiter (Chair)
2014 Dallas	Ellen Olson (Chair)	Lenise Taylor
2015 San Diego	Margaret Bellerjeau	Lenise Taylor (Chair)
2016 Honolulu	Margaret Bellerjeau (Chair)	Rebecca Martin
<i>2017</i>	<i>Mary Peterson</i>	<i>Rebecca Martin (Chair)</i>
<i>2018</i>	<i>Mary Peterson (Chair)</i>	