

AUSTRALIAN AND NEW ZEALAND COLLABORATIVE PERFUSION REGISTRY

Steering Committee Guidelines

A Purpose of the Steering Committee

Primary Functions

The primary function of the Steering Committee is to participate in the planning and oversight of the Australian and New Zealand Collaborative Perfusion Registry (ANZCPR) and to provide advice on the ongoing development of the registry. The ANZCPR Steering Committee will monitor and review the registry status, as well as provide suggestions on its future plans.

The Steering Committee provides a stabilising influence so organisational concepts and directions are established and maintained with a visionary view. Members of the Steering Committee ensure ANZCPR objectives are being adequately addressed and the project remains under control. In practice, these responsibilities are carried out by performing the following functions:

- Monitoring and review of the registry at regular Steering Committee meetings once to twice a year;
- Providing assistance to the registry when required;
- Reviewing registry scope as emergent issues force changes to be considered, ensuring that scope aligns with that of the original aims and targets and key stakeholder groups;
- Resolving registry conflicts and disputes, reconciling differences of opinion and approach;
- Evaluating the registry, reviewing process of development and implementation and its impact on the Perfusion and Cardiac Surgery community
- Monitoring the quality of the registry;
- Reviewing registry submissions, providing recommendations and approval as required;
- Formal review of registry deliverables.

Ancillary Responsibilities

The Steering Committee is responsible for recommendations and guidance with respect to major project elements such as:

- Prioritisation of future projects;
- Quality of deliverables;
- Review of schedule;
- Risk management strategies, ensuring that strategies to address potential threats to the project's success have been identified, estimated and approved, and that the threats are regularly re-assessed;
- Registry management.

B Steering Committee

Membership

The Steering Committee consists of the following members:

Name	Role
A/Prof. Robert A Baker	Chair/ Principal Investigator
Mr Richard Newland	Project Manager/ Principal Investigator
Mr Tim Willcox	Principal Investigator
Prof Alan Merry	Principal Investigator
Prof Paul Myles	Principal Investigator

- A quorum will consist of a minimum of 50% of the members. Electronic voting on any specific item before the Steering Committee will require a quorum of a minimum of 50%

Role of a Steering Committee member

It is intended that the Steering Committee leverage the experiences, expertise, and insight of key individuals at organisations committed to building professionalism in project management. Most Steering Committee members are not directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs;
- Appreciate the significance of the project for some or all major stakeholders and represent their interests;
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued in the project;
- Have a broad understanding of project management issues and the approach being adopted.

In practice, this means they:

- Review the status of the project;
- Ensure the project's outputs meet the requirements of the original proposal;
- Help balance conflicting priorities and resources;
- Provide guidance to the project team and users of the project's outputs;
- Consider ideas and issues raised;
- Check adherence of project activities to standards of best practice both within the organisation and in a wider context;
- Foster positive communication outside of the Team regarding the project's progress and outcomes;

C Steering Committee Meetings

Meeting Schedule and Process

The Steering Committee will meet annually or as required to keep track of issues and the progress of the ANZCPR and on-going.

The project manager will schedule and prepare the Agenda for Steering Committee Meetings.

D Declaration of Acceptance

Declaration of Acceptance by Steering Committee Member:

Please sign below to confirm your acceptance of the Steering Committee Guidelines and return to the ANZCPR Project Manager (details below)

Name:

Date:

Signature:

Mr Richard Newland
ANZCPR Project Manager

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