

Cord Blood Unit Selection Advisory Panel Terms of Reference

Version 1.4

29/01/16

1. Purpose

The Cord Blood Unit Selection Advisory Panel (CBUSAP) consists of leading clinicians and scientists on a voluntary basis. The panel aims to provide an advisory role to assist in final selection of best CBU for transplant based on experience based knowledge, peer-reviewed publications, national guidelines & evidence-based clinical practice. This group can offer an independent opinion on the occasions when the advice is needed to identify the preferred cord options for a given patient.

2. Disclaimer

The ultimate responsibility for donor choice remains with the clinical team and must also consider suitable alternative donor sources as directed within current BSBMT and BSHI Guidelines.

3. Role

The role of the CBUSAP is to provide a quick turnaround advisory service for transplant physicians, H&I scientists and referring Hematologists in the final selection of CBU for transplant. In pursuit of this role, the CBUSAP will:

- Act as a source of independent, expert clinical advice to NHS Transplant Centres seeking either to validate CBU selection or seeking advice in the choice of best CBU for specific patients.
- Acknowledge requests for advice within 24 hours and provide advice within a designated time frame requested by the referring centre:
 - 10 working days after receipt of the original request for routine submissions
 - 3 working days after receipt of the original request for urgent submissions.
- Provide the most up-to-date, evidence-based advice for CBU selection for cord blood stem cell transplantation and in the absence of evidence provide peer-review opinion.

4. Membership

The CBUSAP will primarily operate as a virtual Group but may meet in person once per year if required. The face-to-face meeting will be coordinated to coincide with one of the bi-annual meetings of the BSBMT CBWG. The CBUSAP membership will be drawn from clinical and H&I experts in CBU selection from BSBMT, BSHI, NHSBT and Anthony Nolan.

Members of the CBUSAP are as follows:

- Kay Poulton, BSHI Chair (Panel Chair)
- Sergio Querol, Chair of WMDA CBWG, Vice Chair
- Rachael Hough, CBWG Co-Chair

- Nigel Russell, CBWG Co-Chair
- Vanderson Rocha, Medical Director BBMR/NHSCBB (invited)
- Andrew Clarke, Glasgow Royal Infirmary
- Irina Evseeva, Anthony Nolan
- Colin Brown, Consultant Clinical Scientist, Colindale NHSBT & BBMR
- Cristina Navarrete, Consultant Clinical Scientist, Colindale & BBMR
- Paul Dunn, Consultant Clinical Scientist, Leicester General Hospital
- Katy Latham, Consultant Clinical Scientist, Anthony Nolan.
- Ann-Margaret Little, Consultant Clinical Scientist, Glasgow Royal Infirmary
- Leigh Keen, Principal Clinical Scientist, Bristol NHSBT, Filton
- Pat Taylor, Principal Clinical Scientist, H&I Laboratory, NHSBT, Birmingham
- Mike Watts, UCLH (Director Wolfson Cellular Therapy Unit)

5. Membership Responsibilities

Members of the CBUSAP are expected to:

- Respond to advisory requests in as timely manner as possible subject to other commitments.
- Ensure that potential conflicts of interest are identified, recorded and managed to ensure advice provided is independent.

6. Service delivery algorithm

Search results are analysed and summarised following recommendations of UK CBWG and selection preferences of the Transplant Centre.



Up to 10 potentially best CBUs are identified. A comprehensive table containing all necessary information for CBU selection is assimilated by the TC using the **Summary of CBU Search** form (<http://www.bshi.org.uk> & <http://bsbmt.org>).



TC Clinical Team requests CBU Reports, adds extra information to selection table, and if necessary – sends it to the CBU Selection Panel for advice

7. Governance

The CBUSAP will act as a virtual advisory group for the BSBMT CBWG, which in turn is recognised as an advisory group for the UK Stem Cell Oversight Committee, DH, NHS England.

All communication will be via the following contacts: Kay Poulton, Chair of the CBUSAP and Sergio Querol, Vice Chair. Business will be done via email, which will provide an audit trail of requests and

responses. These must be provided in line with Information Governance requirements avoiding the transfer of Patient Identifiable Data.

Where the Chair and / or Vice Chair are unavailable to act as the point of contact, alternative contact arrangements will be agreed.

Advice will be reached by consensus wherever possible. Should this not be possible, the advice of each expert member will be shared with the requesting Transplant Centre, together with a summary from the Chair or a nominated Deputy.

Administration

The CBUSAP Chair and the CBWG Chair will determine the constituent membership of the panel, and the Chair will approve the constituent members.

Submission of Requests

The **Summary of CBU Search** form is available on the BSHI <http://www.bshi.org.uk> and BSBMT websites <http://bsbmt.org>. The form should be completed according to the **Guidance for Cord Blood Search Form Completion** on pages 2 and 3 of the form, and submitted by email to Kay.Poulton@cmft.nhs.uk. An indication of the urgency of the request and the proposed transplant date should be included on the form.

Receipt of Requests

Requests for advice will be acknowledged and sent forward to the CBUSAP panel for consideration within 24 hours of receipt (Monday – Friday). A preliminary review of the **Summary of CBU Search** form will be carried out to ensure that all relevant information has been supplied to the panel. Where a request for advice arrives outside routine working hours, for example at weekends or during Bank Holidays, every effort will be made to receipt and progress the request within the target of 24 hours.

Reviewing and Responding to Requests

The requests will be reviewed by members of the Panel and their responses returned to the Chair and Vice Chair of the Panel. The Chair (or a nominated deputy in the Chair's absence) will compile a summary of the Panel's responses. The Chair's summary will be returned to both the Clinical Team and the H&I laboratory contacts who initiated the request. All panel members will be copied into the response for information.

Review

These terms of reference will be reviewed annually by the CBUSAP Chair and Vice Chair, with full and final approval by the CBWG Chair, the BSHI and BSBMT Executive.