



## AANMS THERANOSTICS COMMITTEE

### Terms of Reference

The definition of Theranostics is a composite word of therapy and diagnostics, using molecular imaging to appropriately guide targeted radionuclide therapy, a key requirement of precision medicine.

#### 1. Purpose

The Theranostics Committee ("the Committee") will provide assistance to the AANMS Board (the Board) in fulfilling its oversight responsibility relating to AANMS Theranostics. The Committee's purposes will include:

- To promote the safe delivery of theranostics as per the AANMS Theranostics Position Statement (TPS)
- The design and implementation of the AANMS Theranostics curriculum, including compliance with legal and regulatory requirements in the implementation of this curriculum
- The continuous review and update of the AANMS Theranostics Position Statement in line with local and international standards
- The design and implementation of the AANMS's theranostics course, including determining a strategic approach to publication of the course
- Oversight of the #AANMSTheranostics twitter accounts @TheranosticsAus and @TheranosticsNZ
- Ongoing development of policy regarding maintenance of standards for theranostics service delivery
- Liaising with government bodies on development of appropriate licensing for specialists practising theranostics
- Expansion of educational tools and courses to improve the delivery of theranostics services in Australia
- Engaging with other medical communities to ensure awareness of the AANMS' leading role in theranostics in Australia and Aotearoa New Zealand
- Promotion of theranostics as a worthwhile area of practice within nuclear medicine
- Engaging with industry to optimise theranostics access, education and trials capability through the AANMS framework
- Review and oversight of the effectiveness and integrity of all related governance and risk processes and policies pertaining to theranostics

#### 2. Roles and responsibilities

##### 2.1 Overview

The Committee's key responsibilities and functions are to:

- Ensure the effective and efficient operation of the Committee
- Ensure all Committee members are aware of their responsibilities
- Ensure the effective implementation of the AANMS theranostics curriculum and policies

- Ensure the ongoing promotion of the AANMS theranostics course and other relevant educational activities
- Oversee the continuous improvement of the AANMS's theranostics training, implementation and service provision
- Develop and maintain risk register
- Liaise with the AANMS FARMG to ensure ongoing risk management effectively identifies areas of potential risk
- Ensure there is a high level of integrity in governance processes, and that these processes are followed and maintained
- Keep the AANMS Board fully informed of all matters relating to theranostics, and raise any issues directly with the AANMS Board as required
- Ensure all Committee members, meet their duty of care and diligence

### 3. Composition

The Committee will comprise up to twelve members, with a minimum of seven members covering the roles and skills noted below. Appointments to these roles shall be confirmed by the AANMS Board. The Chair and the Deputy Chair will be appointed and agreed upon by the members of the Committee. The Committee may comprise the following:

- The AANMS President, Vice President and/or a Board Director with an interest in theranostics
- Up to three Fellows/Members of the AANMS with an interest and knowledge of theranostics
- Two Representatives from the ANZSNM (may include a physicist, MRS and/or radiopharmaceutical scientist) with experience in theranostics
- A nominee of the RACP with an interest in theranostics
- A nominee of the RANZCR with an interest in theranostics
- A representative from the Committee for Joint College Training (CJCT) in Nuclear Medicine of the RACP and the RANZCR
- A Medical Researcher with experience in Theranostics Research
- A nuclear medicine specialist in Aotearoa New Zealand
- A consumer representative with an interest in theranostics who is not a nuclear medicine specialist

An incumbent may hold more than one Committee role/skill position.

External key advisors may attend by invitation of the Committee.

The AANMS Secretariat will attend to provide secretariat support and will assist the Committee in fulfilling its roles and responsibilities.

#### 3.1 Member Terms

Committee Members will be appointed for a two-year period and will be eligible for reappointment for a further two terms of two years each, which may be extended at the AANMS Board's discretion. The terms will align with the two-year terms for AANMS Board members. Where an AANMS Board member on the

Committee retires before the date of reappointment to the AANMS Board or no longer holds the Board position which gave rise to their membership on the Committee, a new AANMS Board member may be appointed for the remainder of the previous incumbent's term of appointment.

### 3.2 Role of the Chair and Deputy Chair of the Committee

The Chair and Deputy Chair will be elected for a two-year term in accordance with Clause 3.1.

Their roles may interchange throughout their term but ultimately the Chair has overall governance responsibility for the Committee.

The Chair of the Committee will:

- Be familiar with contemporary standards, practices and concepts in theranostics
- Ensure all actions outlined at Committee meetings are acted upon
- Provide advice to the AANMS Board on statutory reporting matters
- Provide a written report to the AANMS Board at each Board meeting to keep the Board informed of matters relevant to theranostics and the Committee's activities.

### 3.3 Delegated Responsibilities

The Committee, within the constraints of the law, through its Chair has a right to seek information from any employee and any relevant external party where that information is required in order for the Committee to carry out its responsibilities under these Terms of Reference, and where such information cannot be obtained from the AANMS Board or Secretariat. The Committee has no supervisory functions or executive powers of the operations of the AANMS.

## 4. Reporting Requirements

The Committee reports to each AANMS Board meeting will include:

- Minutes of meetings and corresponding papers as required
- Any recommendations requiring the Board's approval and/or action

## 5. Meeting Operating Procedures

The Committee will hold a minimum of three regular meetings prior to a scheduled AANMS Board meeting. Additional meetings may be called by the Chair of the Committee, including if requested by a Board member or Committee member.

### 5.1 Agenda and Papers

The Company Secretary, in conjunction with the Chair, is responsible for agenda preparation, with supporting documentation, and its circulation. Contributions to the agenda should be sought from all Committee members.

The agenda and supporting agenda papers should be distributed at least five working days prior to each meeting.

## 5.2 Quorum

A quorum is the majority of the total number of Committee Members currently within the Committee. Where the Chair is absent from a meeting, the Deputy Chair must attend the meeting and act as the Chair for the quorum to be achieved.

## 5.3 Voting

Decisions made at the Committee meetings are to be decided by the majority of votes of the Committee members present.

Each Committee member has one vote. The Chair does not have a casting vote in addition to his or her deliberative vote.

Key Advisors do not have voting rights.

## 5.4 Conflicts of Interest

The Chair of the Committee will remind members at the beginning of each meeting of their obligation to declare any conflicts of interest in relation to matters being dealt with by the Committee.

## 5.5 Minutes

- The AANMS Secretariat is responsible for keeping the Minutes of all Committee meetings
- Draft minutes should be prepared and sent to the Chair
- The AANMS Secretariat is responsible for circulating the Minutes to Committee members and the AANMS Board

## 6. Review

The AANMS Board will, at least once in each year, review the membership and the Terms of Reference of the Committee to determine its adequacy for current circumstances. The Committee may make recommendations to the Board in relation to the group's membership, responsibilities, functions or otherwise.