



Bylaws of the Worldwide Network for Blood and Marrow Transplantation Nurses Group Committee Third Edition

1. BACKGROUND

The Worldwide Network for Blood and Marrow Transplantation Nurse Group Committee, hereafter referred to as WBMT NG, Committee established in July 2023, is a nurses' group with representatives from the different regions across the world and will be in collaboration, consultation and coordination with various Stem Cell Transplantation and Cellular Therapy (SCT & CT)-related organizations. The WBMT NG is responsible for providing guidance and recommendations on issues related to nursing in SCT & CT, particularly in emerging countries. The committee will report to the WBMT Executive Committee policies, programs, or actions in the field of nursing in SCT & CT and implement these as approved by the WBMT Executive Committee (WBMT Bylaw 8.2)

2. MISSION

The WBMT NG will provide leadership, education, and support to nursing professionals involved in SCT & CT worldwide, particularly nurses in emerging countries. The committee is responsible for addressing issues related to nursing practice, evidence-based nursing care and advocating for nursing excellence in SCT & CT through collaboration and consultation with existing international societies.

3. VISION

- 3.1 Empower nurses in developing nations for SCT & CT through diverse charitable, scientific, and educational activities fostering information exchange and idea diffusion across disciplines.
- 3.2 Advance SCT & CT by collaborating closely with other member organizations in alignment with the WBMT's mission and vision.

4. RESPONSIBILITIES

- 4.1 To enhance nursing care, explore global academic research on SCT & CT, focusing on trends, patterns, and the latest practices in these fields worldwide.
- 4.2 Empower nurses in emerging nations through education and training, enabling them to mentor and train their colleagues, fostering competency and confidence within the SCT & CT healthcare community.
- 4.3 Aim to set up essential SCT & CT registries in developing nations.

- 4.4 Maximize the sharing of knowledge related to SCT & CT.
- 4.5 To augment collaborative research in the different regions.
- 4.6 To collaborate with other international organizations related to SCT & CT.
- 4.7 To establish standardization for quality control and accreditation.
- 4.8 Conduct follow-up on data collection, statistics and reports on SCT & CT.
- 4.9 Advocate for nurses' interests in the field of SCT & CT.
- 4.10 Foster leadership skills among members by initiating country-specific efforts in collaboration with the WBMT NG, emphasizing teamwork, transparency, respect, innovation, loyalty and creativity.

5. MEMBERSHIP AND APPOINTMENT

The committee will comprise of members from six (6) world regions and includes an appointed/elected Chairperson, Co-Chairperson, Quality Manager, Clinical Nurse Adviser and Administrative Assistant (see item 9). Officers will serve for a 3-year term, renewable once. Under unique circumstances, extended terms are permitted after approval by the WBMT Executive Committee (WBMT Bylaw 8.1).

- 5.1 Nurse Group Chairperson: The NG Chairperson is responsible for the overall direction and coordination of the committee. Their specific responsibilities include:
 - 5.1.1 Setting the agenda and chairing meetings of the committee
 - 5.1.2 Coordinating the committee's activities and ensuring they align with the WBMT Executive Committee mission and vision objectives.
 - 5.1.3 Representing the WBMT NG at the WBMT Executive Committee
 - 5.1.4 Facilitating communication and collaboration among WBMT NG members
 - 5.1.5 Encouraging the participation of all WBMT NG members in the WBMT NG activities
 - 5.1.6 Liaising with other WBMT committees, international organizations on matters related to nursing in SCT & CT
 - 5.1.7 Preparing and presenting the WBMT NG committee's annual report to the WBMT Executive Committee
- 5.2 Nurse Group Co-Chairperson: The NG Co-chairperson works closely with the Chairperson to help manage the activities and operations of the WBMT NG. They provide support and share the workload, contributing to decision-making, planning, and execution of tasks. Their specific responsibilities include:
 - 5.2.1 Serving as a backup to the Chairperson to lead meetings, make decisions, and ensure that the WBMT NG continues smoothly in their absence.
 - 5.2.2 They may liaise with other WBMT committees and international organizations to ensure the WBMT NG tasks are completed on time and information is effectively shared.
 - 5.2.3 May be asked to represent the WBMT NG

5.3 Quality Manager: The quality manager is responsible for leading and coordinating the processes and procedures of the WBMT NG to ensure ongoing quality assurance across the group. Their specific responsibilities include:

- 5.3.1 Monitoring and ensuring adherence to the WBMT NG Bylaws throughout the committee's activities and processes.
- 5.3.2 Identifying areas for enhancement, implementing strategies for improvement, and fostering a culture of continuous quality enhancement
- 5.3.3 Assessing potential risks that may affect the quality of the committee's outcomes and developing mitigation plans.
- 5.3.4 Providing guidance, training, and support to WBMT NG committee members to maintain quality standards and improve performance.
- 5.3.5 Working closely with other committee members to ensure consistency and alignment with the overall objectives and mission of the WBMT NG.

5.4 Clinician Nurse-Adviser: A healthcare professional who provides expert clinical guidance, education, and support to healthcare providers, patients, and organizations. Their role often involves advising on best practices, disease management, and the appropriate use of medical products or treatments.

- 5.4.1 Providing healthcare professionals with training on disease management, medical devices, or pharmaceuticals.
- 5.4.2 Provide advisories on improving patient care and implementing best practices.
- 5.4.3 Contributing to healthcare guidelines, accreditation programs, and quality improvement initiatives.
- 5.4.4 Conducting audits to assess healthcare practices and improve patient outcomes.

5.5 Administrative Assistant: The Administrative Assistant is responsible for keeping records of minutes and activities for the WBMT NG for its development and maintenance and for liaising with the WBMT Executive Committee on behalf of the committee. Their specific responsibilities include:

- 5.5.1 Preparing and distributing agendas and minutes of committee meetings
- 5.5.2 Maintaining a record of committee activities and decisions
- 5.5.3 Coordinating communication among committee members, including sharing relevant information from the WBMT Executive Committee and other international organizations.
- 5.5.4 Assisting the Chairperson with the preparation and presentation of the committee's annual report.

5.6 WBMT NG Steering Committee members: SCT & CT nurse-representatives from the six (6) world regions (LABMT/Latin America region, Eastern Europe, AFBMT/African region, EMBMT/Middle East region, APBMT/Central Asia and Asia-Pacific with ASTCT and EBMT to serve in the capacity of a society-consultant role). Their specific responsibilities include:

- 5.6.1 Generating ideas and crafting training, developmental, and scientific programs to support SCT & CT in developing or underserved nations.
- 5.6.2 Coordinating within their regions, guiding country representatives, and overseeing overall regional SCT & CT activities when needed.
- 5.6.3 Willingness to be a resource person, trainer or speaker if nominated.
- 5.6.4 Attend the WBMT in-person Board meetings (where practicable) conducted at either EBMT or TCT annual meetings on a rotating basis, and the WBMT Workshop and Symposium held every second year in different regions worldwide.

6. COORDINATION OF ACTIVITIES WITH THE WBMT EDUCATION COMMITTEE

The WBMT NG Committee should coordinate and/or notify the WBMT Education and Dissemination Committee of any educational and training activities with provisions for close coordination, assistance, and partnership.

7. MEETINGS AND QUORUM

The WBMT NG meets twelve (12) times per year, or as deemed necessary to address emerging issues related to SCT & CT. Meetings may be conducted in-person or virtually, as determined by the WBMT NG Chair or Co-Chair. A quorum shall be at least 50% plus one.

8. REPORTING

The WBMT NG shall report to the WBMT Executive Committee (President) on a regular basis, providing updates and recommendations on its activities. WBMT NG shall also prepare an annual report for the WBMT Board.

9. ASSIGNMENT OF POSITIONS

Positions to the WBMT NG will be assigned using one of the following methods:

9.1 By Appointment or recommendation by majority of NG members

- 9.1.1 This will be in accordance with the discretion of the President and/or WBMT Executive Committee with or without the recommendation of the WBMT NG Chairperson.
- 9.1.2 The designated member will assume the assignment effectively on the specified date.

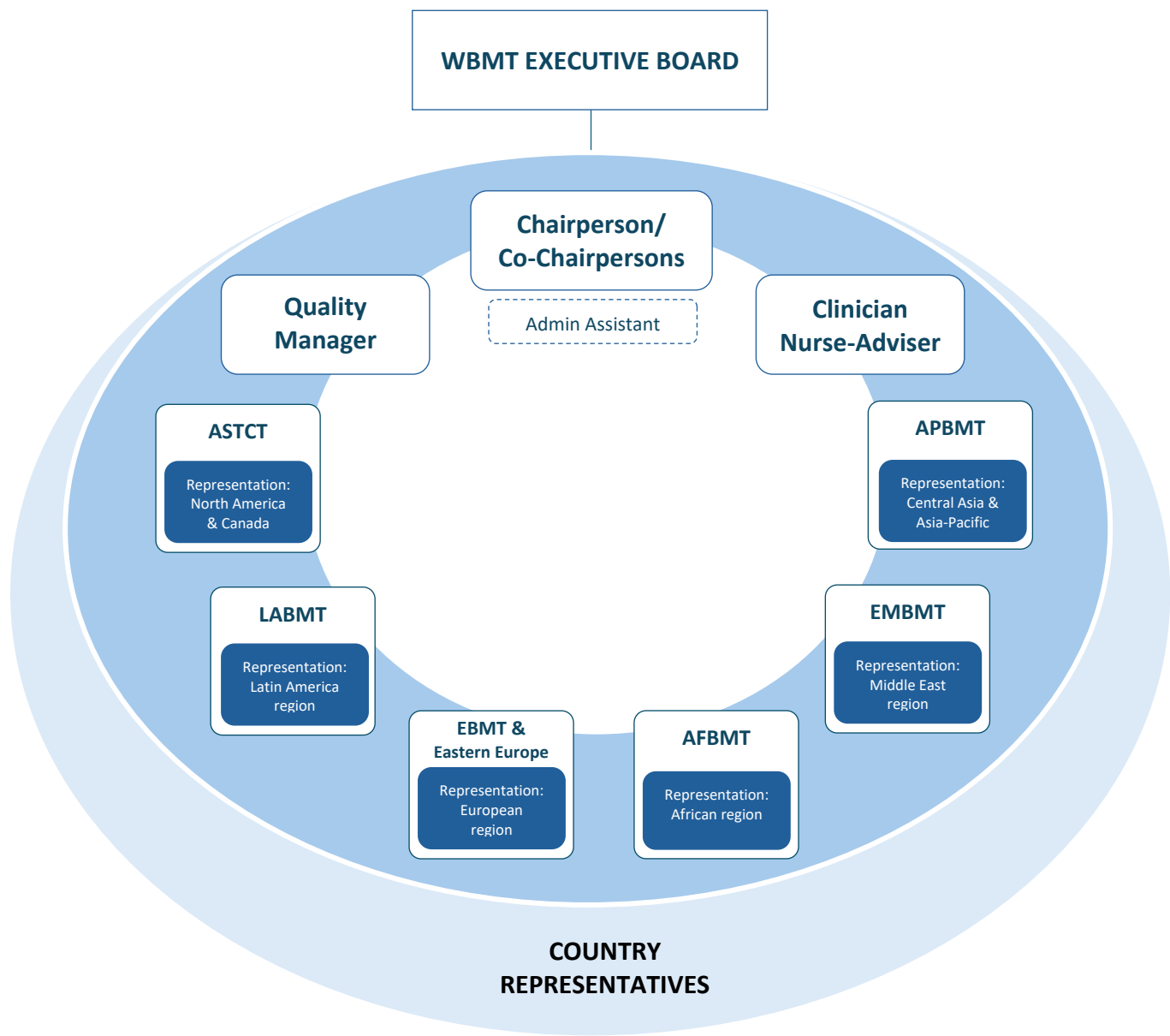
9.2 By Election.

- 9.2.1 Election will be adopted upon the recommendation and consent of the WBMT President and/or WBMT Executive Committee.
- 9.2.2 Members of the WBMT NG will nominate a person for the position needed through a survey.
- 9.2.3 A member can nominate herself or himself with justification.
- 9.2.4 The elected member can only assume the position after obtaining official approval from the WBMT President and/or WBMT Executive Committee.

10. AMENDMENTS

These Bylaws may be amended at the behest of the Executive Board and/or when deemed necessary by the WBMT NG Committee members. In addition, the Executive Board may initiate proposed amendments to the Bylaws. The proposed amendments, together with the Executive Board's recommendation, shall be distributed to members of the WBMT NG Committee at least thirty days before the next regular meeting to which it is to be considered. An amendment to be adopted must be approved by at least two thirds of the committee members.

Figure 1. **Committee Membership/Representations**



*ASTCT & EBMT to serve as society-consultant role