

## Steering Committee - Terms of Reference

### **National Lung Cancer Screening Program-Nodule Management Protocol Evaluation Project**

#### **Project Background**

Cancer Australia has contracted the Thoracic Society of Australia and New Zealand (TSANZ) to establish and lead a multidisciplinary consortium for implementation research on the application of the National Lung Cancer Screening Program (NLCSPP) Nodule Management Protocol (the Protocol).

The project will investigate the effectiveness, acceptability, and applicability of the Protocol in the Australian healthcare setting.

The multidisciplinary consortium will guide the research design and its implementation. A Steering Committee comprised of, but not limited to, representatives from each consortium partner will oversee the overall direction of the project, ensure alignment with the research objectives, and approve key decisions. Based on the outcomes of this project, TSANZ will deliver an implementation framework and recommendations to Cancer Australia to improve consistency, clarity, equity and clinical utility of the Protocol across the health system.

#### **Steering Committee leadership**

The Steering Committee will be led by TSANZ, in collaboration with the Royal Australian and New Zealand College of Radiologists (RANZCR), and in partnership with Cancer Australia.

#### **Steering Committee Roles and Responsibilities:**

The Steering Committee will:

- Guide the development of key documents for the project, in line with the project objectives and activities outlined in Cancer Australia's contract with TSANZ.
- Oversee the overall direction of the project to ensure it produces actionable, policy-relevant advice and recommendations to inform updates to the Program Guidelines and operational frameworks.
- Provide expert advice to ensure it is conducted across diverse clinical contexts, including regional, remote, and Aboriginal and Torres Strait Islander health settings.
- Review and endorse key project documents such as the project plan, research protocol, ethics submissions, and reports.
- Advise on risks and provide guidance on mitigation strategies
- Offer guidance to support liaison with various governance groups (including the NLCSPP's Expert Advisory Committee (EAC) and Project Advisory Group (PAG), Cancer Australia's Research and Data Advisory Group (RDAG), and the Cancer and Population Screening (CAPS) Committee), and the Department of Health, Disability and Ageing, National Cancer Screening Register (NCSR), Australian Institute of Health and Welfare (AIHW), and professional peak bodies and Colleges
- Seek, consider, and facilitate advice or questions from stakeholders (government, clinician and community organisations) to inform operationalising future recommendations and protocol refinement.

## Membership

### Stage 1: Core Steering Committee (Establishment Phase)

The Core Steering Committee will comprise representatives from the following organisations:

- Steering Committee Chair – TSANZ nomination
- Steering Committee Deputy Chair – RANZCR nomination
- The Thoracic Society of Australia and New Zealand (TSANZ) – up to 3 representatives
- The Royal Australian and New Zealand College of Radiologists (RANZCR) – up to 3 representatives
- Cancer Australia
- Department of Health, Disability and Ageing
- National Aboriginal Community Controlled Health Organisation (NACCHO)

This Core Group is responsible for confirming project scope, methodological feasibility within the 2 years' time frame, governance structure, and finalisation of the research questions.

### Stage 2: Full Steering Committee

Following endorsement of the Project Plan and governance framework, the Steering Committee will expand to include the broader national consortium and stakeholder representation.

In addition to the Core Steering Committee members, the Full Steering Committee may include representatives from:

- Royal Australasian College of Physicians (RACP)
- Royal Australian College of General Practitioners (RACGP)
- Australian College of Rural and Remote Medicine (ACRRM)
- Australian & New Zealand Society of Cardiac & Thoracic Surgeons (ANZSCTS)
- The Royal College of Pathologists of Australasia (RCPA)
- Consumer Representatives – up to 2
- Cancer Council Australia
- Lung Foundation Australia (LFA)
- Australian Institute of Health and Welfare (AIHW)
- National Cancer Screening Register (NCSR)
- Cancer Nurses Society of Australia (CNSA)
- Congress of Aboriginal and Torres Strait Islander Nurses and Midwives (CATSINaM)

### Steering Committee Assigned Working Groups

Working groups may be formed to support the delivery of the project. The Steering Committee will provide direction and oversight to any working groups and may co-opt additional members onto working groups to support their activities.

### Meeting Schedule and Committee Participation

- Once every six to eight weeks, 1 hour – December 2025 to May 2027.
- Meeting days will alternate between Tuesday and Wednesdays to allow for those with conflicting commitments to attend
- Opt-in honoraria will be made available to steering committee members to compensate for time (excluding government employees)
- Out-of-session pre-readings and content reviews.
- The project may be extended beyond this period for a 12-month extension following review by Cancer Australia.

## Meeting Protocol

### 1. Chairing and Secretariat Support

- The Steering Committee will be Chaired by a TSANZ member who is nominated by TSANZ.
- The Steering Committee will be Deputy Chaired by a RANZCR member who is nominated by RANZCR.
- Secretariat support will be provided by TSANZ.

### 2. Agenda and Documentation

- The Chair and Deputy Chair will review and approve the agenda prior to circulation.
- Meeting agendas and associated documents will be distributed at least seven (7) days before meetings.
- Meetings will be recorded in addition to official minutes being provided. These recordings will be made available upon request.

### 3. Conflict of Interest and Code of Conduct

- Members must adhere to the TSANZ Code of Conduct <https://thoracic.org.au/about-us/operational-policies/> and declare any conflicts of interest.
- Members with a real or perceived conflict will be excused from discussions on related matters.
- Chair, Deputy Chair and the TSANZ project team will document and manage conflicts appropriately.
- All Steering Committee members must maintain strict confidentiality regarding all discussions, documents, and information shared or generated as part of the Committee's work. Members must not disclose any confidential or sensitive information to unauthorised parties, except where required by law or with explicit written consent from the Committee Chair.

### 4. Decision Making and Operations

- The Steering Committee will meet virtually ensuring that a quorum of least 50% of members are present.
- Decisions will be made by consensus where possible; otherwise, a majority vote (50% +1) will apply.
- Impasses will be escalated to Cancer Australia.
- Members are expected to attend a minimum of 80% of scheduled meetings from the time of their appointment over the project period.

## Members

| No. | Name                    | Designation   |
|-----|-------------------------|---|
| 1   | Prof Kwun Fong          | Steering Committee Chair (TSANZ nomination)               |
| 2   | Dr Miranda Siemienowicz | Steering Committee Deputy Chair (RANZCR nomination)       |
| 3   | Dr Tracy L Leong        | The Thoracic Society of Australia and New Zealand (TSANZ) |
| 4   | A/Prof Henry Marshall   | The Thoracic Society of Australia and New Zealand (TSANZ) |

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| 5  | Prof Fraser Brims    | The Thoracic Society of Australia and New Zealand (TSANZ)                        |
| 6  | Dr Mark McCusker     | The Royal Australian and New Zealand College of Radiologists (RANZCR)            |
| 7  | Prof Catherine Jones | The Royal Australian and New Zealand College of Radiologists (RANZCR)            |
| 8  | Dr Diane Pascoe      | The Royal Australian and New Zealand College of Radiologists (RANZCR)            |
| 9  | Dr Kate Armstrong    | National Aboriginal Community Controlled Health Organisation (NACCHO)            |
| 10 | Dr Hashim Periyalil  | Department of Health, Disability and Ageing                                      |
| 11 | Prof Vivienne Milch  | Cancer Australia   |
| 12 | Ms Jacqui Real       | Cancer Australia   |
| 13 |                      | Australian & New Zealand Society of Cardiac & Thoracic Surgeons (ANZSCTS)        |
| 14 |                      | The Royal College of Pathologists of Australasia (RCPA)                          |
| 15 |                      | Royal Australasian College of Physicians (RACP)                                  |
| 16 |                      | Cancer Council Australia   |
| 17 |                      | Lung Foundation Australia (LFA)  |
| 18 |                      | Cancer Nurses Society of Australia (CNSA)  |
| 19 |                      | Congress of Aboriginal and Torres Strait Islander Nurses and Midwives (CATSINaM) |
| 20 |                      | Royal Australian College of General Practitioners (RACGP)                        |
| 21 |                      | Australian College of Rural and Remote Medicine (ACRRM)                          |
| 22 |                      | Australian Institute of Health and Welfare (AIHW)                                |
| 23 |                      | National Cancer Screening Register (NCSR)  |
| 24 |                      | Consumer Representative  |
| 25 |                      | Consumer Representative  |

**Observers**

| No. | Name             | Designation   |
|-----|------------------|---|
| 1   | Ms Carmen Wong   | The Royal Australian and New Zealand College of Radiologists (RANZCR) |
| 2   | Ms Melissa Doyle | The Royal Australian and New Zealand College of Radiologists (RANZCR) |
| 3   | Mr Graham Taylor | The Royal Australian and New Zealand College of Radiologists (RANZCR) |

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| <b>4</b> | Ms Sophia Truong   | The Royal Australian and New Zealand College of Radiologists (RANZCR) |
| <b>5</b> | Ms Maddison Naulty | Cancer Australia  |
| <b>6</b> | Ms Rhona Wang      | Cancer Australia  |

**Key Contacts for the Thoracic Society of Australia and New Zealand:**

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- Dr Hayley See, Head of Public Affairs, Research and Operations  
Email: [hayley.see@thoracic.org.au](mailto:hayley.see@thoracic.org.au)

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