

# JOB DESCRIPTION for the ETCO, National Key Member

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## *Job identification*

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**Job Title:** National Key Member (NKM) European Transplant Coordinators Organisation, (ETCO)

**Department:** National Key Member Committee

**Responsible to:** National Key Member Chair

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## *Job purpose*

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NKMs are ordinary ETCO members who provide a link between the ETCO members in their country and the ETCO board. They are transplant coordinator professionals who have taken the responsibility of providing a profile of their country and information about its professional practices in relation to organ and tissue donation.

The role of the NKM is an important one. They are advocates of their profession and the ETCO organisation as a whole. The NKM also has the responsibility of encouraging colleagues in the organ and tissue donation field to become members of ETCO and to foster and encourage education and networking with colleagues in other countries. Regardless of how successful our donor programs are, we can all learn from each other.

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## *Elections for National Key Members*

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- Initially, ordinary members may be invited by the Board to be the NKM for their country.
- When there are several members from that country, elections should be held between all valid fee-paying members of that country.
- All eligible members must be informed of the election and invited to present their candidature or propose another member.

- The list of proposed candidates must be sent to all ordinary members of that country and their vote collected, preferably online as a secret ballot.
  - Results of the election must be sent to the NKM chair, and the ETCO Executive Officer who will inform the Board.
  - Elections should be held every four years.
  - Current NKM can be re-elected for another 4 years (2 terms only)
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### *Organisation Position*

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### *Scope and Range*

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- The National Key Member is the representative of ETCO in his/her country representing the donation and transplantation community.
  - The National Key Member may represent ETCO in his/her country in donation and transplantation events.
  - The National Key Member represents ETCO members of his/her country for ETCO.
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### *Main Duties and Responsibilities*

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An NKM must be an active ETCO Member. In this position “active” means:

- Regularly participates in ETCO Congresses;
- Regularly attends NKM Committee Meetings, or provides a replacement and informing the NKM Chair;
- Encourage and guide ETCO members and other Transplant Coordinators to publish in the ETCO Journal
- Must be up-to-date with membership fees;
- Provides a link between the ETCO members in their country and the ETCO board;

- Provides a profile of the country and information about professional practices in relation to organ and tissue donation (updated annually).
  - Encourages colleagues in the organ and tissue donation field to become members of ETCO.
  - Keeps the ETCO members in his/her country informed about current events of ETCO, member fees etc.
  - Promotes the ETCO website and encourages activity on the member's site for educational purposes.
  - Supports the NKM Chair in identifying appropriate projects for NKMs which will promote educational activities and increase awareness of donation and transplantation.
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### *Communication and Relationships*

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- Have effective verbal and written communication with all ETCO members in his/her country and contacts to promote collaboration between members;
  - Be willing to support other ETCO members and provide information when requested
  - Preserve and promote the professional profile of ETCO.
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### *Knowledge, Training and Experience to Perform this Position*

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- At least 2 years experience in transplant coordination;
- Attained qualification or passed competency-based recognition either locally or internationally in transplant coordination.