

TERMS OF REFERENCE

South West Cancer Alliances SACT Lead Nurses Group



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DOCUMENT MANAGEMENT

Revision History

Please check the Peninsula Cancer Alliance website for the latest version available: <https://peninsulacanceralliance.nhs.uk/sw-sact-nurses-group/>. The controlled copy of this document is maintained by the Peninsula Cancer Alliance Core Team.

Version	Date	Summary of changes
1.0	Oct 2017	First Draft
1.1	March 2018	Second Draft
1.2	June 2021	Final Draft
1.3	June 2021	Final Draft (slight amendment)
2.0	July 2021	TOR Agreed

Approved by:

This document must be approved by the following people:

Name	Date	Version
South West SACT Nurses Group	06/07/2021	2.0

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1. PURPOSE

The purpose of the Southwest (Peninsula and SWAG) Cancer Alliances Systemic Anti-Cancer Therapy (SACT) Lead Nurses Group is to provide clinical expertise and leadership in the development of SACT nursing practice and to influence the development of SACT services in order to ensure patients have equitable access to safe, high quality, standardised SACT services across the South west.

Encourage collaboration and sharing of information between all SACT provider Trusts across the Peninsula and SWAG Cancer Alliances.

2. OBJECTIVES

2.1 Clinical Guidelines

Coordinate and maintain consistency of nursing practice guidelines, audit, and research and service development across the Southwest.

Develop, advise and share best practice across the network and to collaborate on initiatives designed to enhance patient care.

Provide clinical supervision to colleagues through the sharing of knowledge and advice.

The group will consult with other Cancer Alliance Site Specific Groups (SSGs) / CAGs when necessary.

2.2 QST

The Group will undertake the mandatory requirements as set out by the Quality Services Team (formerly the National Peer Review Programme) for SACT provider organisations.

Shared documents will be deemed agreed when each of the providers Chemotherapy Nurse Leads have agreed – either at a meeting or via e-mail.

Chemotherapy Leads will be responsible for ensuring their colleagues' views have been considered.

2.3. Education and Training

Provide clinical supervision for group members.

Agree standards for the education and training of SACT nurses in the Southwest.

3. MEETING ORGANISATION

3.1 Chair

A Chair will be appointed (for a term of one year) from within the membership of the group. Ideally this will rotate fairly across alliances.

3.2 Members

Lead SACT Nurse, and / or SACT Clinical Nurse Specialist and / or Chemotherapy Education Facilitator from each hospital trust across the Peninsula and SWAG Alliances.

Representatives from other organisations and disciplines may also be invited to attend meetings.

3.3 Member Roles and Responsibilities

Members will take responsibility to be the link person for their unit / Trust.

Members will communicate work programmes and issues to relevant stakeholders and bring relevant information / issues from their Trust to the meetings.

Members will demonstrate commitment to the group by attending at least 50% of meetings.

Members will actively participate in the agreed work plan for the group and ensure communication and practice change occurs where feasible at a local level.

3.4 Frequency of Meetings

The group will meet three times a year; February/ June/ October.

3.7 Videoconferencing

Meetings will be held remotely via Microsoft Teams except for educational events which may be face to face.

All meetings will be recorded for note taking purposes.

3.5 Agendas

Agendas will be circulated two weeks before the meeting. The standard agenda is expected to include:

- Introduction

- Review of previous minutes
- Review of action log
- AOB
- Date of next meeting

3.6 Minutes

Notes will be produced for each meeting capturing;

- Attendance
- Actions for group members
- Agreements
- Clinical issues discussed

Draft notes, agreed by the Chair, will be circulated to all group members within one month of the meeting.

3.7 Meeting Administration

Secretariat support will be provided by the Peninsula Cancer Alliance who will be responsible for:

- Administering and co-ordinating meeting agendas, papers and information as required;
- Documenting the discussions, agreed actions and maintaining suitable records - minutes and action points will be circulated to members within one month of the meeting taking place;
- Circulating papers for the next meeting 14 days prior to the next meeting date.

4. ACCOUNTABILITY

Accountability remains with the Trust from which each members originates.

5. CONFIDENTIALITY

Some shared learning discussions must remain confidential and will not be recorded within the meeting minutes.

The following documents will be made public on the Peninsula Cancer Alliance website;

- Meeting papers/attendance records.

- Agreed documents/ TOR

6. REVIEW OF TERMS OF REFERENCE

These terms of reference will be reviewed on an annual basis following its agreement.