

Terms of Reference

Peninsula Cancer Alliance Lead Cancer Nurses and Cancer Managers Group

("Cancer Operational Group" – COG)

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Status: FINAL

1. Purpose

1.1 The Peninsula Cancer Alliance (PCA) COG consists of operational and nursing leadership from four local acute provider Trusts, who work collaboratively to ensure all activities that influence the quality, safely, effective and efficient delivery of cancer services are considered.

2. Context

2.1 The new PCA COG has been established under the Peninsula Cancer Alliance Board (previous COG arrangements were established under the old Strategic Clinical Network South West Cancer Steering group (SWCSG) which has since been disbanded).

2.2 The group will ensure that the Peninsula Cancer Alliance Board is informed of the outcomes of significant discussions and the consensus view on any major issues when necessary.

2.3 Any issues that cannot be solved locally will be taken to the PCA Board.

3. Structure

3.1 The agenda will ensure that a balance of topics from across the entire cancer agenda is considered;

3.2 The group will discuss issues including:

- Patient pathways; including good practice and issues affecting patients moving between organisations (following each reporting quarter end).
- Patient experience, including feedback and actions from survey results and the Personalised Care for cancer agenda.

- Quality Surveillance Management, results and issues arising (with representation from the Quality Surveillance Programme (QSP) on invitation, including annual briefing).
- Agreement on any cross-provider policies or processes where required. A separate PCA Information Group has been established to cover this area, but a representative (SSG Manager) will keep the COG informed of any outcomes/decisions where necessary
- Discussion of new developments in cancer care and strategy and how the different organisation can work together to implement these.
- Discussion of any initiatives being undertaken locally or regionally, including those being led by the PCA, National Cancer team, Macmillan, and Public Health England awareness campaigns.
- Educational opportunities in cancer
- Updates from the Site-Specific Groups and Clinical Advisory Groups (via the SSG Support Manager)
- Updates from the chair of the Peninsula Cancer Alliance Patient Advisory Group.
- Data quality and completeness, including national audits, Cancer Outcomes and Services Dataset (COSD), Systemic Anti-Cancer Therapy Dataset (SACT), surgeon level reporting, and any other data issues will be discussed at the Cancer Waiting Times and Data Group. Actions arising from that meeting will be escalated up through the COG. Please note the PCA Information Group will be responsible for ensuring consistency of reporting data across the PCA.

4. Responsibilities

4.1 To provide an opportunity for nursing and management leads in provider organisations to meet together, in a semi-formal environment, to discuss issues affecting the PCA.

4.2 To collaborate and support each other in providing the best services for patients.

4.3 To work to ensure patients passing between organisations have smooth pathways.

4.4 To form consensus views on major issues that can be fed back to the provider Trusts and/or the PCA Board and relevant stakeholders.

4.5 To provide a forum for external guests to communicate issues to Trust representatives.

4.6 To collectively manage and mentor the Site-Specific Group (SSG) support post alongside the Peninsula Cancer Alliance Managing Director.

5. Accountability

5.1 The group will report to the PCA Board or to the provider cancer Lead and Medical Directors by exception, as required by the issues currently being discussed.

6. Membership

<p>Royal Devon University Healthcare NHS Foundation Trust</p>	<p>Cancer Services Manager (Northern & Eastern) Cancer Transformation Manager (Northern & Eastern) Lead Cancer Nurse (Northern & Eastern)</p>
<p>University Hospitals Plymouth</p>	<p>Cancer Operational Manager Lead Cancer Nurse</p>
<p>Royal Cornwall Hospitals NHS Trust</p>	<p>Cancer Services Manager Improvement Facilitator Lead Cancer Nurse</p>
<p>Torbay and South Devon NHS Foundation Trust</p>	<p>Cancer Services Manager Cancer Services Development Manager Lead Cancer Nurse</p>
<p>Peninsula Cancer Alliance</p>	<p>PCA SSG Support Manager PCA Managing Director/ Alliance Manager</p>

7. Quoracy

7.1 The meeting will be quorate when at least one member from each trust is present.

8. Management

8.1 The chair will be responsible for preparing an agenda, in consultation with members of the group via email, with administrative support from the PCA SSG Manager; and for inviting any external guests/agreeing requests from external guests to attend.

8.2 Nominations for the voluntary position of COG chair must be supported by at least one other core member of the COG. Where there is more than one nominee, the chair of the group will be elected from within the membership of the COG. Ideally this will rotate across the trust organisations.

The term of office will be three years unless otherwise agreed by the group members.

8.2 The agenda will be circulated one week ahead of the meeting.

8.3 Notes will be produced for each meeting capturing;

Attendance

Actions for core members

Agreements

Recommendations for commissioners, providers and PCA Board.

Draft notes, agreed by the chair, will be circulated within one month of the meeting.

8.4 Action logs will be maintained and updated by the SSG Manager.

9. Frequency

9.1 The PCA COG will meet quarterly with majority of meetings being held virtually via Microsoft Teams. However, the Chair of the meeting may convene additional meetings, as necessary.

9.2 6 weeks' notice will be given for meeting dates where possible

9.3 All meetings will be recorded for note taking purposes.