

Chemotherapy Network Group

Terms of Reference

Draft v1

1 Purpose of Groups

The group will support clinicians to improve patient care by performing the following functions:

- The provision of clinical opinion on issues relating to chemotherapy for the network;
- Manage operational delivery of pathways of care between providers;
- Share best practice, provide education and peer support;
- Advise on the strategic direction for services;
- Agreement of network standards;
- Assess care against standards (both nationally and locally determined);
- Assess local capacity to deliver services;
- Agree and implement service developments to meet standards;
- Provide more specific clinical advice to commissioners on issues identified as a priority by commissioners;
- Engage with patients;
- Promote the recruitment of patients into clinical trials.

The performance of network clinical groups will be tested as follows:

- Performance of member organisations against agreed clinical outcomes and patient experience;
- Performance of the Group in Peer Review assessments;
- Performance of member organisations in their own Peer Review;
- Engagement of patients will be assessed by the Peninsula and ASW Patient Groups.

2 Objectives

2.1 Clinical Guidelines

- To coordinate and provide consistency across the network for cancer policy, practice guidelines, audit, research and service development.
- To articulate best clinical practice across the Network using patient pathways, clinical guidelines and protocols taking into account nationally mandated standards (such as by NICE or national service specifications).
- The Group will consult with other interested Network Groups when necessary.

2.2 Clinical outcome and patient experience standards

- To agree clinical outcome and patient experience standards.
- To agree data used to test these standards.
- Where data is not routinely available to agree local audits.

2.3 Peer Review

- The Group will carry out the work required for the Group by Peer Review and that required in turn by member organisations.
- Documents will be deemed agreed when each of the provider Chemotherapy Leads has agreed – either at a meeting or via e-mail. Chemotherapy Leads will be responsible for ensuring their colleagues' views have been considered.

2.4 Advice to commissioners

- To advise commissioners on issues raised either by the Group or by commissioners.

2.5 Education & Training

- To provide education for Group members.
- To agree standards for education and training for clinicians.

3 Meeting Organisation

3.1 Chair

- A Chair will be appointed for a period of 2 years by the Clinical Directors of the South West.
- The Chair should be a core member of one of the associated MDTs.

3.2 Members

From each chemotherapy provider

- Chemotherapy Head of Service;
- Lead Chemotherapy Nurse
- Lead Oncology Pharmacist
- Network Lead Pharmacist
- user representatives;
- SW Cancer Network Clinical Director
- SW Cancer Network Manager (also administrative support);
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3.3 Member roles

- An NHS employed member of the Group should be nominated as having specific responsibility for users' issues and information for patients and carers.
- A member of the Group should be nominated as responsible for ensuring that recruitment into clinical trials and other well designed studies is integrated into the function of the Group.

3.4 Frequency of meetings

- The group will meet four times a year.
- Two months' notice will be given for all meeting dates.

3.5 Agendas

Agendas will be circulated two weeks before the meeting

3.6 Notes

Notes will be produced for each meeting capturing;

- Attendance;
- Actions for Group members;
- Agreements;
- Recommendations for commissioners or providers.

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

3.7 Video Conferencing

All meetings will be webexed.

4 Accountability

The Group will report to the Clinical Directors for Cancer in the South West but will also be accountable to the South West Cancer Steering Group, which will set the priorities and strategy for Cancer in the South West. Groups should request commissioning decisions via the South West Cancer Network Manager, who will facilitate a collective commissioning response – using the Steering Group where necessary.

4.1 Communication

The following documents will be made public on the South West Cancer Network website

- Meeting papers
- Agreed documents (guidelines, protocols etc.)

Peer Review documents will be available on the Peer Review website