

Peninsula Cancer Alliance

Peninsula Cancer Alliance (PCA) Site Specific Group (SSG)

Chair-Role and Responsibilities

The PCA SSG Chair has overall responsibility for the development of co-ordinated, cohesive and integrated cancer services across the member trusts and within the geographical boundaries of the PCA. This will be achieved primarily by ensuring that the SSG operates efficiently and effectively to facilitate developments across the Alliance.

More specifically it is the responsibility of the chair to;

- 1.0 Ensure that the group is properly represented by all key MDT members/stakeholders.
- 2.0 Ensure that representations at SSG meetings are multi-professional in nature.
- 3.0 Take responsibility for delivering the terms of reference for the SSG.
- 4.0 Ensure that there are systems and processes in place to;
 - 4.1 Review national standards and update local guidelines/patient pathways.
 - 4.2 Collect minimum cancer data sets.
 - 4.3 Support accreditation/quality assurance.
 - 4.4 Agree common audits and bench marking.
 - 4.5 Agree research and development programmes/common clinical trials.
 - 4.6 Ensure that any tumour site specific issues of clinical governance are supported by adequate protocols across the alliance.
- 5.0 Ensure that SSG meetings are held at least twice a year.
- 6.0 Agree an agenda for and chair the SSG meetings, ensuring that adequate time is allowed for each item under discussion and that stakeholders' views are sought.
- 7.0 Ensure that meeting minutes and action notes are circulated to core and extended members of the SSG within one month of the meeting date.
- 8.0 Ensure that issues of concern raised by SSG group members are escalated appropriately and as documented within the PCA Constitution ("*Reporting Processes*").
- 9.0 Ensure that a vice chair is nominated-the purpose of which is to support succession planning and provide cover in the absence of the chair at SSG meetings.
- 10.0 Lead discussions with other SSGs on issues of common interest.