



## Northern Cancer Alliance Expert Advisory Group - Systemic Anti-Cancer Therapy (SACT)

### TERMS OF REFERENCE

<b>Chairperson:</b>	Steve Williamson, Consultant Cancer Pharmacist
<b>Purpose:</b>	<p>The primary purpose of Northern Cancer Alliance (NCA) SACT Expert Advisory Group is to provide cross organisational representation to ensure that all patients with cancer in the North East and North Cumbria receive equitable access to safe, evidence based and effective care, ensuring best practice in the use of cancer chemotherapy and systemic therapies.</p> <p>We will achieve this by holding each other to account for performance in this respect.</p>
<b>Membership</b>	<p>Core membership:</p> <ul style="list-style-type: none"><li>• Chair person</li><li>• Representative from each SACT service provider organisation (both NHS and private)</li><li>• Patient and carer representative</li></ul> <p>Cancer Alliance Staff:</p> <ul style="list-style-type: none"><li>▪ Cancer Alliance - administration support</li><li>▪ Cancer Alliance - clinical lead</li></ul> <p>Additional membership to be determined by group.</p> <ul style="list-style-type: none"><li>• Palliative care representative</li><li>• Academic Representative</li><li>• Clinical research network</li><li>• Solid Tumour Oncology Consultant</li><li>• Haematological Oncology Consultant</li></ul>
<b>Specific Role</b>	<p>To be the SACT expert advisory group to the Northern Cancer Alliance.</p> <p><i>'SACT refers to any systemic anti-cancer therapy, this includes monoclonal antibodies/targeted therapies, intravenous, subcutaneous, intrathecal and oral SACT as well as topical treatments for bladder cancer; hormonal treatment is excluded.'</i></p> <p><b>General Role of Group</b></p> <ul style="list-style-type: none"><li>• To support the delivery plan of the NCA.</li><li>• To develop and maintain up to date clinical guidelines. These may in part be reference to nationally developed guidelines where available.</li></ul>



	<ul style="list-style-type: none"> <li>• To review local data and metrics such as the cancer dashboard, and where possible use them to inform service improvement proposals.</li> <li>• To provide a forum for the sharing of good practice, discussing local and national issues and initiatives.</li> <li>• To ensure the views of patients and carers are taken into account in the planning, operation and evaluation of services including Patient Information material.</li> <li>• To lead rapid change, including the development and implementation of consistent standards within available</li> <li>• resources.To ensure NCA clinical and strategic service development issues are shared within member organisations.</li> <li>• To ensure that clinical research is incorporated into the work of the Group.</li> <li>• To contribute to the Alliance needs assessment of education, training and work force planning</li> </ul> <p><b>SACT Specific Role</b></p> <ul style="list-style-type: none"> <li>• Clinically approve and give recommendations for good practice on supportive therapies for SACT that would be funded via tariff and are hence not suitable for commissioning by NHS England. It is recognised that implementation of these therapies will be undertaken at Trust level without additional funding.</li> <li>• Establish and maintain links with Northern Cancer Alliance Expert Advisory groups ensuring SACT and related drug issues are integrated into clinical and referral guidelines for all tumours.</li> <li>• To ensure appropriate discussion of pharmaceutical, oncology pharmacy and aseptic service issues are discussed.</li> <li>• Provide co-ordination and consistency across the cancer alliance with the implementation of SACT Quality Measures contained in Department of Health (DoH) Manual for Cancer Services: chemotherapy Measures and NICE guidance on applicable SACT agents, through communications with locality SACT groups.</li> </ul> <p><b>Note:</b> It is acknowledged that the group may need dedicated expert time, e.g. secondment of SACT nurse/pharmacist to support the review and production of SACT regimen protocols on behalf of the NCA. Therefore the group will advise the NCA board of when this is needed and the chair will facilitate the appointment of seconded staff and oversee the workplan.</p> <ul style="list-style-type: none"> <li>• Develop NCA guidelines for SACT service models ensuring new approaches to SACT delivery (e.g. home SACT) are safe, evidence based, patient-centred and equitable</li> <li>• To ensure key SACT issues are included in the NCA workstreams</li> </ul>
<b>Accountability</b>	The tenure of the Chair will be 2 years with an option to extend for a



	<p>further 2 years. (maximum tenure at discretion of group)</p> <p>A vice chair will deputise for the chair when necessary and normally succeed the chair when they step down</p> <p>To report to the NCA board through the Chair's membership of the NCA Clinical Leadership group of which the Expert Advisory Group Chairs are members.</p>
<b>Frequency of Meetings:</b>	Bi-annual meetings will be held with one inclusive of NCA site specific performance data.
<b>Quorum:</b>	A minimum requirement for quorate to be achieved is attendance by 75% of core members who provide a service.
<b>Admin:</b>	Action Points <input type="checkbox"/> Minutes <input checked="" type="checkbox"/>
<b>Ownership of Group Projects and Initiatives</b>	All projects, initiatives and outcomes will be owned by each member of the group that has taken part in the group project or initiative.
<b>Ways of Working Together</b>	All relationships must be handled in an open and transparent manner, which comply with the requirements of guidance issued by the Department of Health. Healthcare professionals have a responsibility to comply with their own codes of conduct at all times.
<b>Communication Arrangements:</b>	<p>Minutes will be forwarded to members within three weeks. Agendas and minutes will be posted on the group page of the Northern England Clinical Network website. Items for the agenda should be received 7 days before the meeting.</p> <p>Inter meeting communication will be circulated by email from the NCA.</p>
<b>Declaration of Interest:</b>	All potential or perceived conflicts of interest should be declared.