Chemotherapy Expert Reference Group

Terms of Reference

<table>
<thead>
<tr>
<th>Board Title</th>
<th>Chemotherapy Expert Reference Group</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Name/Title</td>
</tr>
<tr>
<td>Ratified by</td>
<td>London Cancer Board</td>
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<tr>
<td>Date Agreed</td>
<td>August 2012</td>
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<tr>
<td>Review Date</td>
<td>August 2013</td>
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<tr>
<td>Keywords</td>
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The terms of reference have been agreed by:

Clinical Lead(s) for Chemotherapy  
Name:  
Date Agreed:  

Chief Medical Officer for London Cancer, on behalf of the London Cancer Board  
Name:  
Date Agreed:
London Cancer Board

*London Cancer* is an Integrated Cancer System covering a resident population of approximately 3.2 million people in North Central London, North East London and West Essex.

The *London Cancer* Board is independent of the *London Cancer* providers and is supported by high quality information and recommendations from cancer Pathway Boards. The *London Cancer* Board takes account of clinical evidence, population, value and potential impacts in other pathways and treatments when making decisions. It has a focus on bringing about real change that delivers significant benefits for patients.

**Constitution of the Chemotherapy Expert Reference Group**

The *London Cancer* Chemotherapy Expert Reference Group is an expert advisory forum that sits as part of the *London Cancer* Integrated Cancer System (ICS) governance structure. It reports to the *London Cancer* Board.

The group brings together chemotherapy experts from all clinical disciplines and offers a strategic overview of clinical chemotherapy services provision and education. The Group has a responsibility to contribute to improved cancer outcomes and patient experience for local people within *London Cancer*. 
Aims and Purpose of the Chemotherapy Expert Reference Group

The chemotherapy expert reference group supports the overall aims of London Cancer by facilitating collaboration of providers of chemotherapy services and commissioners within the system to provide seamless care based on best practice. Primarily, it provides a forum for the strategic overview of chemotherapy services and the development of collaborative working practices.

The expert reference group will be recognised as:

- London Cancer’s boards’ primary source of advice on issues relating to chemotherapy
- Have corporate responsibility delegated by the London Cancer board ensuring co-ordination and consistency across the system for implementing the chemotherapy measures, implementing NICE guidance on applicable chemotherapy agents and for the work of the multi-professional teams
- Have corporate responsibility delegated by the London Cancer board for establishing the oncology pharmacists group and the chemotherapy nurses group and overseeing their work
- Consulting with the cancer pathway boards on the chemotherapy aspects of clinical and referral guidelines
- A source of advice to commissioners and providers for developing innovative models of chemotherapy and chemotherapy close to patients’ homes.

Key Roles and Functions of the Chemotherapy Expert Reference Group

1. The Chemotherapy Expert Reference Group should identify all clinicians, nurses, pharmacy staff and support services involved in chemotherapy management at each of the providers within the system and ensure their involvement as appropriate in its work

2. To support and, as necessary, define the role and function of the clinical lead for chemotherapy on the Cancer Pathway Boards

3. The Chemotherapy Expert Reference Group should liaise closely with other providers, commissioners, and organisations including non-NHS suppliers on projects to improve safety and quality of care for local patients

4. The elements of service under the remit of the Chemotherapy Expert Reference Group are:
   - The strategic organisation of chemotherapy services across the system with particular regard to:
     - Safety
- Quality
- Patient focus
- Education

- The delivery of chemotherapy and supportive treatments to in- and outpatients, community setting patients and aim to offer equality of access for ambulatory care across the system
- Clinical governance
- Audit
- Research
- User involvement

5. The Chemotherapy Expert Reference Group will work to achieve compliance with the chemotherapy measures in the Manual of Cancer Services (2011) and work with the lead chemotherapy nurses/pharmacist groups and with the individual trusts to ensure compliance with the measures

6. Advise London Cancer and the commissioners on the distribution of clinical chemotherapy services

7. In collaboration with the site specific pathway boards:
   - Agree a list of system wide chemotherapy regimens for London Cancer
   - Prepare standardised treatment protocols/frameworks for cancer drugs and supportive treatments
   - Agree drug algorithms/frameworks for use in various tumour types designed by the pathway boards
   - Ensure that delivery of proposed treatment protocols is feasible and that information necessary to deliver treatment is developed

8. The Chemotherapy Expert Reference Group group will:
   - Consider all recommendations from NICE, the London Cancer New Drugs Group and the Cancer Drugs Fund regarding new drugs
   - Discuss the resource impact for Trusts and London Cancer of recommendations and new protocols proposed by the individual pathway boards
   - Liaise with local drugs and therapeutic committees and/or chemotherapy subcommittees to ensure that recommendations are implemented

9. Participate in the mechanism for all new NCRN clinical trials involving chemotherapy. At each meeting an update on new trials and trial uptake within the system will be reviewed and considered

10. Provide a strategic overview of chemotherapy commissioning, including working with local Clinical Commissioning Groups (CCGs) to understand their local populations’ needs and support more specialist commissioning, tariff development, etc.
11. Serve as a source of medical, nursing and pharmaceutical expert advice on chemotherapy issues and promote co-ordination and consistency across the system on
   a. Training for staff administering chemotherapy
   b. Cytotoxic administration techniques
   c. Care of venous access devices used across the Network and the treatment of line complications.

12. Ensure that all approved protocols and related information are maintained, distributed appropriately and reviewed regularly

Core Membership:

The Group will aim to be representative of all trusts in London Cancer and will include as core members:

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<thead>
<tr>
<th></th>
<th>Primary Role</th>
<th>Additional Role (where applicable)</th>
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<tbody>
<tr>
<td>1</td>
<td>Clinical Lead for Chemotherapy (Chair)</td>
<td>Network Lead Chemotherapy Nurse or Pharmacist, Lead for patient experience/user involvement, Member of NAOG</td>
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<tr>
<td>2</td>
<td>Clinical Lead for Chemotherapy (Deputy Chair)</td>
<td>Pharmacist or Chemotherapy Nurse</td>
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<tr>
<td>3</td>
<td>Lay person – Representative of patient interest</td>
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<tr>
<td>4</td>
<td>Consultant Oncologist - NCL</td>
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<td>5</td>
<td>Consultant Oncologist - NEL</td>
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<td>6</td>
<td>Consultant Haemato-oncologist - NCL</td>
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<td>7</td>
<td>Consultant Haemato-oncologist - NEL</td>
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<td>8</td>
<td>Cancer Manager</td>
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<td>9</td>
<td>Lead for Primary Care/Community Care</td>
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<tr>
<td>10</td>
<td>Paediatric representative</td>
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<td>11</td>
<td>Representative of Specialist Commissioning</td>
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<td>12</td>
<td>Research representative</td>
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<tr>
<td>13</td>
<td>Chemotherapy Representative from trusts not otherwise represented</td>
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Frequency of Meetings

The Chemotherapy Expert Reference Group will meet bimonthly in the first instance, and for at least its first 6 months. Following this the Group must meet at least quarterly. Members will be expected to attend the meetings in person. A register of attendance will be kept.
Membership will be reviewed annually

Quorum

The Group’s minimum attendance will be: at least 6 members of the core membership

Dissemination of the Group’s Work

The Expert Reference Group will be required to design, organise and host at least one open engagement event per year to communicate to the London Cancer community and local patients and the public the progress of the Group against its work programme and objectives, and to access additional input and advice. The invitees to these meetings must represent all sections of the London Cancer professional body and geography, as well as patients and voluntary sector partners. Events can be supported through access to central enablement funds.

The minutes, agendas and work programmes of the Expert Reference Group, as well as copies of papers from educational and engagement events will be made available for viewing by the local community through the London Cancer website.

Administrative support for the meetings is provided through the Senior Coordinator, London Cancer.