

North Thames PTC Chemotherapy Group

Terms of Reference

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Executive Leads	Dr. Nick Goulden- Consultant Haematologist/PTC Lead Clinician Judith Delaney PTC Lead pharmacist		

Terms of Reference (Version 2)

Name of Group	North Thames PTC Chemotherapy Group
Accountable to	Haematology/Oncology Management Group
Purpose	The chemotherapy service at the North Thames PTC is provided on two sites: GOSH (primarily for patients aged 0-13 years) and UCLH (primarily for patients aged 13 to 15). Whilst in most aspects, the PTC acts as a virtual single centre, several aspects of the provision of the chemotherapy service require separate consideration. Thus the PTC has separate chemotherapy groups at GOSH & UCLH. Regular close liaison between these groups is ensured by the inclusion of UCLH representatives in the GOSH group.
Responsibilities	<ul style="list-style-type: none"> • Ensuring implementation of chemotherapy measures across the service. • Ensuring implementation of NICE guidance on applicable chemotherapy agents across the service • Liaising with the UCLH chemotherapy governance group to ensure practice is consistent across the PTC. • Liaising with the North Thames CCNCG and London Cancer Chemotherapy Expert Reference group to ensure practice is consistent across the network. • To monitor, assess and review items on the unit's Risk Register relevant to the chemotherapy service. • To undertake reviews of submitted incident forms regarding the chemotherapy service every two months. • Annual review of the list of approved treatment regimens • Review of off protocol treatments every two months. • Annual audit of off protocol treatments • Review of treatment guidelines
Contextual Frameworks	<p>In making its recommendations and comments, the group will ensure that discussions and decisions are consistent with both internal and external networks, strategies, policies and initiatives, including but not limited to:</p> <ul style="list-style-type: none"> • External <ul style="list-style-type: none"> ○ NICE IOG ○ Manual for Cancer Services- Children's Cancer Measures 2014 ○ Cancer Services and Research Networks ○ Good Clinical Practice • Internal <ul style="list-style-type: none"> ○ Clinical Governance ○ Transformation: Zero Harm – No Waits- No Waste ○ Quality Strategy ○ Information Governance

Core Membership and Quorum	PTC lead/Head of Chemotherapy Service	Dr Nick Goulden	Consultant Haematologist
	GOSH DTC member	Dr Phil Ancliff	Consultant Haematologist
	PTC Lead Pharmacist/Chair	Judith Delaney	PTC Lead Pharmacist
	Consultant Oncologist	Dr Antony Michalski	Consultant Haematologist
	Chemotherapy Nurse GOSH	Nicola Farrell	Lead Chemotherapy Nurse
	Research Nurse GOSH	Karen Howe	Lead Research Nurse
	Associate Specialist GOSH	Dr Danny Cheng	Associate Specialist Haematology
	Consultant representative UCLH	Dr Victoria Grandage	Consultant Haematologist
	Chemotherapy Nurse Representative UCLH	Rita Beaumont	Lead Chemotherapy Nurse
	Pharmacist Representative UCLH	Kerstin Von Both	Lead Pharmacist
	Data manager GOSH	Andrew Pillay	Data Manager
	Research Associate	Bindu Chikkamuniyappa	Research Associate
	Clinical trials administrator	Sandra Boeteng	Clinical trials administrator
	Nurse representative- Oncology	Ailish Barry	Nurse Practitioner
	Nurse representative -Haematology	Tina Say	Clinical Nurse Specialist
	Nurse representative Neuro-Oncology	Renate Tulloh	Advanced nurse practitioner
<p>Core members must ensure that responsibility is delegated if they cannot personally attend. Attendance will be recorded at each meeting. Each core member or their delegated cover representative must attend at least two thirds of the meetings held each year.</p> <p>Quorum should be if at least one representative from each of the service areas is present. There must be a minimum of 6 people in attendance. This must include one consultant, one pharmacist, one member of the research team and a ward representative.</p> <p>If quorum is not achieved it will be at the discretion of the Chair as to</p>			

	whether the meeting will take place.
Invited to attend	The group may invite guests where relevant and appropriate as per the agenda. Attendees will be notified of guest attendance prior to the meeting.
Method of working	Discussions and presentations. Where review of documentation is required, documents will be sent prior to the meeting for review and to aid discussion at the meeting.
Meeting Frequency	The group will meet every two months for one hour.
Minutes/Agendas	Agendas and papers will be agreed by the Chair (or delegated group member) and circulated to the group members no less than 4 working days before the meeting. Minutes will be made available within 5 working days following a meeting and will be circulated to group members and others listed in the agreed distribution list.
Review date	June 2015