

## **North SACT Delivery Group (NSDG) Terms of Reference (December 2018)**

**Review:- December 2020**

### **Aim**

The overall aim of the **North SACT Delivery Group** is to work collaboratively across the region to develop guidelines and policies to support compliance with CEL 30 (2012) Guidance for the Safe Delivery of Systemic Anti-Cancer Therapy (SACT).

### **Objectives**

The key objectives of the group are:

1. To report to and work under the direction of the **North SACT Governance Group**
2. To ensure an effective, collaborative approach to the development of regional, evidence based-guidelines and policies, including those detailed in CEL 30 (2012)
3. To develop and maintain a work plan which will detail, prioritise and progress specific areas of work
4. To participate in the process of audits of SACT services in accordance with CEL 30 (2012) (including mandatory audits)
5. To collate generic issues affecting SACT service delivery across the North and highlight issues to the **North SACT Governance Group**
6. To share best practice and learning across the region with regards to nursing and pharmacy
7. To consider other areas, as and when required, relating to SACT delivery

### **Membership**

Membership is aimed at representing the whole North region, in the main boards and in all units where adult SACT services are delivered and is mainly comprised of pharmacists and nurses working within the services.

#### North Cancer Alliance (NCA)

- Regional Lead Pharmacist (chair)
- Network Manager (vice-chair)
- Administrative support

#### NHS Grampian, Highland and Tayside (adult services)

- SACT Lead Nurse (or deputy)
- SACT Lead Pharmacist (or deputy)
- Other appropriate individuals

#### Elgin, NHS Orkney, Shetland and Western Isles

- Lead Nurse
- On site pharmacy support
- Other appropriate individuals

#### NHS Grampian, Highland and Tayside (paediatric services)

- Copied to one representative from each board for information only

### **Expectations of Members**

- a) To ensure regular attendance at meetings
- b) Where possible, membership and individual responsibilities of membership should be included in local job plans
- c) To reflect the view of their constituent Health Boards/units at meetings (being clear when individual views are being presented ) and respect the views and opinions of others
- d) To support, and where appropriate, participate in the development of NCA policies and guidelines as identified and prioritised by NSDG within the work plan
- e) To work collaboratively with the NSDG and local colleagues to facilitate the development of the identified regional guidelines
- f) To ensure timely communication within constituent Health Boards, and the NSDG, it's sub-groups or short-life working groups
- g) To ensure that group minutes or key actions are shared appropriately with local teams
- h) Where asked, to participate in agreed regional and national audits of compliance with CEL 30 (2012) within their own Health Board or as an external reviewer in audits of compliance of other constituent Health Boards within the North
- i) To declare any private interests or interests of their organisation relevant to their involvement in meetings

### **Meetings**

- a) Meetings will be chaired by the Regional Lead Pharmacist or Deputy Chair
- b) The group will meet monthly by video-conference and administrative support will be provided by the North Cancer Alliance.
- c) Dates of meetings will be identified a minimum of 3 months in advance
- d) For meetings to be quorate, the chair and/or deputy chair must be present. For adult services in NHS Grampian, Highland and Tayside, the SACT Lead Nurse and SACT Lead Pharmacist should be present (or deputy) but at a minimum, at least one SACT representative from each board should be present.
- e) At least one person from each of the following sectors should be available at each meeting - Elgin, NHS Orkney, Shetland and Western Isles. The non-representation of these will not affect the quorate as it is appreciated that in smaller areas it can be difficult to attend
- f) The agenda and papers will be circulated no less than 5 working days in advance of the meeting and a call for items will be circulated to all members beforehand
- g) The draft action tracker will be circulated to members within 10 working days of each meeting
- h) Sub-groups or short life working groups may be formed to progress specific pieces of work or the development of key documents. Each sub-group will have clear terms of reference and follow the document development processes
- i) Email communication will take place if decisions are required in a shorter timescale and additional meetings may be convened to consider urgent issues if appropriate
- j) The chair will provide an update of the group's work plan to the North SACT Governance Group
- k) The terms of reference and membership of the group will be reviewed annually
- l) Resolutions of issues and disputes will be facilitated by the NCA Regional Manager

### **Governance and Accountability**

The **North SACT Delivery Group** is accountable to the **North SACT Governance Group**