Nursing Expert Reference Group
Terms of Reference

Board Title | Cancer Nursing Expert Reference Group
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Chair | Judith Douglas
Ratified by | London Cancer Board
Date Agreed | April 2012
Review Date | April 2013
Keywords | Clinical Nurse Specialist, Lead Cancer Nurse, Workforce, Education

The terms of reference have been agreed by:

<table>
<thead>
<tr>
<th>Chair of Nursing Expert Reference Group:</th>
<th>Chief Medical Officer for London Cancer, on behalf of the London Cancer Board</th>
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<tbody>
<tr>
<td>Name: Judith Douglas</td>
<td>Name: Kathy Pritchard-Jones</td>
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<td>Date agreed:</td>
<td>Date agreed:</td>
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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 Cancer Nursing Expert Reference Group

The London Cancer Nursing 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 Workforce and Education Subgroup of the London Cancer Board. This Subgroup aims to develop and oversee implementation of a workforce development plan to support delivery of the objectives of London Cancer, and to design and provide opportunities for professional development; in particular leadership and communication.
The group brings together senior cancer nurses from across the sector to provide clinical leadership and offer a strategic overview of cancer nursing provision and education. The Group has a responsibility to contribute to improved cancer outcomes and patient experience for local people within London Cancer. The Expert Reference Group is led by a cancer nurse from the system, and will have notable membership and active participation from Primary and Community Care, education providers across London and voluntary partners with a significant interest in cancer nursing and from patients.

**Aims and Purpose of the Cancer Nursing Expert Reference Group**

In its original System Plan, London Cancer made a commitment that: *We will train our workforce for the future: giving them dedicated time for exceptional education and leadership development.*

As with all Groups within London Cancer, the overall purpose of the Group is to improve cancer care for patients accessing the London Cancer partnership; to save more lives, put patients at the centre of care services, and improve patient experience. The Board will need to represent the interests of local people with cancer, respecting their wider needs and concerns, as well as the nursing community. The Cancer Nursing Expert Reference Group is
the primary source of professional opinion in this discipline for the London Cancer Board and has a commitment to enable delivery of the objectives set by the Cancer Pathway Boards.

The Group will need to gain a robust understanding of the key opportunities to improve by gathering and reviewing intelligence about their workforce and services. They will need to ensure that they are influential in setting objectives for the Cancer Pathway Boards across the system that address the nursing agenda, and design a programme of activity for the Group to meet these. The Group must clearly identify actions through an annual plan which drive improvements in clinical care and patient experience. This Group will be expected to contribute across London Cancer, to share and drive diffusion of best practices as well as engaging heavily with the key work streams of Living With and Beyond Cancer, Research Implementation and Earlier Diagnosis.

**Key Roles and Functions of the Cancer Nursing Expert Reference Group**

1. Support nurse ‘appointments’ on Cancer Pathway Boards through the recruitment /interview process and provide informal support to those nurses who are appointed to Cancer Pathway Boards

2. To define the role and function of the clinical lead for specialist nursing on the Cancer Pathway Boards through the production of a job description and person specification

3. To provide strategic nursing advice and support to Cancer Pathway Boards where they have a need for this to meet their objectives

4. To provide a forum for discussion of professional issues related to nursing for nurses across London Cancer, and to commission particular peer-to-peer support mechanisms as necessary to ensure the cancer nursing workforce within partner providers feels empowered to deliver excellent care for patients. It will provide clinical supervision, mentorship and support to junior practitioners.

5. To provide cancer nursing advice to the ICS system as whole, both Cancer Pathway Boards and work streams

6. To work in partnership with the Research Implementation Subgroup and take a lead role in the design, development and implementation of research within the cancer pathway relevant to nursing roles. Helping to involve the wider workforce in identifying new research and in taking part in innovation that will benefit patients and staff.

7. To lead on the assessment of educational needs for nurses locally, keeping up-to-date maps of skills and areas for development and heading up efforts to provide innovative solutions to educational challenges
9. Working multi-professionally, in partnership across trusts and with voluntary sector colleagues and educational institutions to develop and deliver innovative approaches to workforce development, induction and key competency training

10. To act as an expert reference forum (a ‘community of influence’) across London working in partnership with the nursing arm of London Cancer Alliance and other structures as they develop, e.g. the pan-London Cancer Education Forum.

11. To help define and develop the role of the Lead Cancer Nurse and for Clinical Nurse Specialists within London Cancer

12. To work in partnership with others across London Cancer for specialist input to:
   i) Supportive care domains
   ii) Patient experience

13. To review recruitment and appraisal systems for nurses across the system to ensure that we create teams that share the values and objectives of London Cancer.

14. The Group will work to meet the objectives and mission of London Cancer

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

<table>
<thead>
<tr>
<th>Primary Role</th>
<th>Additional Role</th>
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<tbody>
<tr>
<td>1 Clinical Lead for Cancer Nursing (Chair)</td>
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<tr>
<td>2 Clinical Lead for Cancer Nursing (Deputy Chair)</td>
<td>Also to represent own provider Trust on the Board</td>
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<tr>
<td>3 Lay person – Representative of patient interest</td>
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<tr>
<td>4 Lead for Clinical Nurse Specialist Forums</td>
<td>Also to represent own provider Trust on the Board</td>
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<tr>
<td>5 Lead for nurse education</td>
<td>Also to represent own provider Trust on the Board</td>
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<tr>
<td>6 Lead for patient experience/user involvement</td>
<td>Also to represent own provider Trust on the Board</td>
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<tr>
<td>7 Lead for non-specialists in cancer nursing</td>
<td>Also to represent own provider Trust on the Board</td>
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<tr>
<td>8 Lead for Research</td>
<td>Also to represent own provider Trust on the Board</td>
</tr>
<tr>
<td>9 Lead for Primary Care/Community Care</td>
<td>If from a Trust, to act as organisational representative if required</td>
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<tr>
<td>10 Representative from Macmillan Cancer Support</td>
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**Extended membership:** It is expected that all Lead Cancer Nurses for providers in the System will be represented at least initially on the Group through the roles above. Those representing their provider organisation must be able to speak on behalf of the organisation and able to make decisions as such. It is their responsibility to communicate back to the various groups within their trust.

**Frequency of Meetings**
The Cancer Nursing 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.

**Quorum**
The Group’s minimum attendance will be: Chair or Deputy Chair, at least one representative from the following: education and patient/community or voluntary sector, plus 4 others.

**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 Board 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 by the Senior Coordinator, London Cancer.