

**Cancer Services Plan
Cancer Network Group (CNG)
TERMS OF REFERENCE**

1.0 Vision

Providing optimal cancer and palliative care services for our population.

2.0 Statement of Intent

The District Management Group will provide leadership, advice and support in overseeing implementation of the Cancer Services Plan.

The Group will work to foster the following values in planning for cancer services

<i>Cooperation</i>	<i>Care</i>	<i>Deliver</i>	<i>Learn</i>	<i>Communication</i>
--------------------	-------------	----------------	--------------	----------------------

3.0 Purpose

The DMG has a Clinical Governance function providing specialist and strategic advice to the Funding Division of Hawke's Bay District Health Board on the development, delivery, monitoring and evaluation of all cancer services strategies across the region.

4.0 Functions

The DMG will have the following roles and functions:

- Advise on population health perspectives in relation to the implementation of the Cancer Service Plan, Cancer Control Plan and other national or regional strategies
- Advise on population screening initiatives
- Advise on research and evaluation programmes to support the Cancer Service Plan.
- Oversee and enhance appropriate consultation processes with providers and communities of interest to ensure optimal provider and community support is achieved.
- Provide independent advice on the overall implementation of the Cancer Service Plan including recommendations for change required to achieve the aims of the plan
- Monitor and review proposed developments to ensure they are aligned with the strategic intentions of Hawke's Bay's District Strategic Plan.
- Review the Cancer Service Plan where appropriate to assist in the development and maintenance of Hawke's Bay's Primary Health Care

Strategy including implementation planning and any service development plans arising from the Strategy.

5.0 District Management Group Structure

The DMG will comprise strategic representation from the Tertiary, Secondary, Primary Provider sectors, Iwi, the Community and DHB Planning, Funding and Performance Division. There will be one official from each constituency, however, representatives may bring along colleagues if required.

Providers

General Practice Teams
Nursing
Cranford Hospice
Primary Health Organisations

Community

Cancer Society

Treaty Partners

Ngati Kahungunu Iwi

Hawke's Bay District Health Board

Planning, Funding and Performance Division
Oncology Service

In Attendance

Cancer Services Project Manager
Secretariat support from the Funding Division

Other members may be co-opted as and when required.

6.0 Officers, Members and their Responsibilities

The DMG Chair and deputy Chair shall be appointed by the sponsor in consultation with the group. All DMG members should submit an apology when unable to attend a meeting. Should members be absent for three or more meetings without apology, that membership may be forfeited after discussions between the Chair and the member.

7.0 Meeting Structure and Rules

Meetings will be held monthly for one and a half hours. The business of the DMG is to be contained within this timeframe wherever possible. It is acknowledged that this is a major commitment of resource on behalf of the participants and should be used well.

Any conflict of interest arising within the DMG will be declared and managed according to Hawke's Bay District Health Board's policy.

Secretariat support will be available from Planning, Funding and Performance Division to take minutes and ensure their timely circulation. Meeting agendas are to be distributed at least one week prior to the scheduled meeting date.

8.0 Reporting

Open and transparent reporting is preferred, the emphasis being on maximising our learning, and sharing from experiences. The process will be one of collaboration and inclusiveness wherever possible.

The principal relationship for the DMG will be with the Planning, Funding and Performance Division. There is, however, an expectation that the DMG will contribute to reports that are submitted to the Executive, Community and Public Health Advisory Committee and the District Health Board.

9.0 Tenure

The tenure of the DMG is ongoing, subject to annual review of the Group's term of reference and work plan. The DMG's work plan will be determined by the Planning, Funding and Performance Division in consultation with the Group. The DMG will review its Terms of Reference and work plan annually in September.