

## **Hutt/Wellington Combined Cancer Advisory Group Terms of Reference**

**Date: 18<sup>th</sup> February 2009**

### **Background**

In keeping with the goals of The New Zealand Cancer Control Strategy Capital and Coast District Health Board (CCDHB) and Hutt Valley District Health Board (HVDHB) are developing a combined Local Cancer Advisory Group. This group will be comprised of representatives of local providers and cancer related groups, and consumers and their whanau/families. In view of the fact that for many Hutt Valley people with a diagnosis of cancer, specialist service provision happens from Wellington Blood and Cancer Centre, and to avoid the duplication that would happen with separate DHB advisory panels, it is intended that one advisory panel serve both DHBs. It is acknowledged that whilst some issues will be common, some will be specific to each DHB.

The purpose of the group is to facilitate a comprehensive approach to cancer prevention and screening, and provision of services across the continuum of care to persons with a diagnosis of cancer and their whanau/family. Establishment and maintenance of an effective local Cancer Advisory Group will be a vital part of implementation of the cancer control plans of each District Health Board.

### **Objectives**

- To support a co-ordinated approach to the provision of cancer services across the continuum from prevention, through screening, diagnosis, treatment, surveillance and palliative care, and including research
- To support the improvement of the quality, timeliness and coordination of care for all people with a diagnosis of cancer in the CCDHB and HVDHB areas
- To help identify and address systemic causes of inequalities for population groups with respect to cancer with particular regard to Maori and Pacific populations

### **Responsibilities**

- To advise CC and HV DHBs on the implementation of their cancer service plans
- To advise on population health perspectives, population screening initiatives and research and evaluation programmes
- To focus on improving the pathway of care for people with a diagnosis of cancer and their family and whanau by advising on ways to improve quality, access to, and appropriateness of care
- To provide expertise to inform planning and development of projects and services
- To provide feedback and work with the Central Cancer Network on the identification, development and implementation of regional initiatives and strategic plans
- To ensure the opinions and issues of all stakeholder groups are fairly represented and discussed

## Membership

- Will be multidisciplinary, inclusive of service providers from all parts of the cancer control continuum, Non Governmental Organisations, Maori, Pacific people and consumers and whanau/carers.

<b>Cancer Advisory Group membership</b>		
<b>Position related</b>	<b>Nominated representation</b>	
DHB representatives on CCN Governance Board DHB Funding and Planning Cancer Portfolio Managers Cancer Pathway Facilitators Operations Managers/Directors	<u>Non Government Organisations</u> Cancer Society Leukaemia and Blood Foundation Child Cancer Foundation Cancer Voices Canteen  <u>Other</u> Whanau/caregivers Consumers eg. Maori, Pacific	<u>Providers</u> Regional Screening Services Paediatric Oncology Tertiary – specialist cancer care Secondary Hospice – specialist palliative care Community cancer nurses/social workers Primary – Primary Health Organisations - Maori Health Providers - Pacific Health Providers - GPs

- Will be for a term of not less than 12 months
- Substitutes will not be allowed; if needed two people could share representation
- In general a member will be representative of a group. It will be each member's responsibility to declare if he/she is speaking outside this capacity
- The Chair can co-opt members for specific purposes
- Resignation will be notified to the Chair at least one month in advance in writing. The Chair will lead an expression of interest process to fill a vacated position
- When a member is absent for more than two consecutive group meetings without prior apology, or if the member is not able to contribute to the good of the group, then the Chair will consider their membership status for revocation, following discussion with the member or reasonable attempts to contact the member

## Meetings

- Will be held at least quarterly at 5pm for one and a half hours. The business of the advisory group is to be contained within this timeframe wherever possible
- Initial meetings will be monthly for 4 months whilst advisory group is established
- The meeting venue and administrative support will alternate between CCDHB and HVDHB

## Meeting procedure

- The Chairperson will be decided from within the group at the first meeting. Tenure of this position will be for at least one year. The Chair can deputise if needed
- Any recommendations from the group will need to be clear about the context of the group; members present, wider consultation etc.

- A standard agenda will be agreed and used for all meetings. The agenda will be sent to members five working days prior to the meeting, including any documentation required to inform/facilitate decision making
- The meeting time, date and location can be changed by the Chair, with the agreement of the group
- Minutes will be taken at all meetings and a draft circulated within one week for agreement

### **Reporting**

- Will be to the DHBs via Service Manager Acute and Chronic Care Hutt Valley DHB and Operations Director Medicine and Cancer Capital and Coast DHB. Directors of Planning and Funding Division of each DHB and Central Cancer Network Manager will receive minutes

### **Communication**

- Communication with stakeholders will be on a regular basis, with information which meets stakeholder needs

### **Remuneration for attendance**

- Reimbursement of expenses for non DHB staff will occur in line with existing DHB policy

### **Change to Terms of Reference**

- Revision to these Terms of Reference require agreement and acceptance by the Hutt/Wellington Combined Cancer Advisory Group. Any changes will be made through a formal change control process