

UK Chemotherapy Board
21 January 2021 at 2pm via Zoom conferencing

Meeting date and time	Thursday 21 st January 2021, 2-4 pm	Meeting Location	Zoom Meeting
Meeting Chair	Prof Gordon Cook	Minutes	Hasan Kobat

1.	<p>Welcome, apologies and declaration of conflicts of interests.</p> <p>Present:</p> <p>Prof Gordon Cook (GC) Dr Janine Mansi (JM) Dr Catherine Oakley (CO) Ms Netty Cracknell (NC) Dr David Hobin (DH) Prof Nicholas Reed (NR) Mrs Edna Young (EY) Dr Ruth Board (RB) Dr Martine Bomb (MB) Dr Anne Rigg (AR) Ms Pinkie Chambers (PC) Dr Janine Mansi (JM) Dr Tom Roques (TR) Dr Catherine Bale (CB) Dr Denise Bonney (DB) Dr Hannah Tharmalingham (HT) Fionnula Green (FG)</p> <p>Apologies:</p> <p>Prof David Dodwell (DD) Dr Pippa Corrie (PC) Dr Paula Scullin (PS)</p>	Chair
2.	<p>Minutes of the previous meeting held on 19 October 2020.</p> <p>The Chair welcomed all to the meeting and board members introduced themselves.</p> <p>There were no declarations of conflicts of interests.</p> <p>Apologies for absence were as listed above.</p> <ul style="list-style-type: none"> • Unconfirmed full minutes (Doc.2a attached) • Unconfirmed PUBLIC Minutes (Doc.2b attached) 	Chair

	<p>Page 5 of 9 to be changed to Dr Paul Ross instead of Rosper. Alison Shore who is secretariat of RCP to be removed from the distribution list.</p> <p>Minutes were approved as a correct record of the meeting subject to the amendment of above.</p>	
<p>3.</p>	<p>Review of Actions</p> <p>1) UKCB.33/20 JM completed the re-circulation of the document regarding the modules to all members to get endorsement from their organisation.</p> <p>2) UKCB.34/20 Dr Booney <i>“Dr Bonney to explore whether the CCLG were going to be a formal member of the Board or co-opted with the Head of CCLG.”</i> No comments/achievement on this issue. Action: DH is also CCLG representative which he will check the status of this item.</p> <p>3) Handover of Secretariat to BOPA and meeting dates in 2021. PC and NC will jointly chair the next meeting. CLOSED</p> <p>4) UKCB.35/20</p> <p><i>“Members were urged to search google for the website so that the site could move up in the google rank search. Members were also asked to add a link to the website on their organisation website.”</i> This is completed. CLOSED</p> <p><i>“The agenda item Refreshment of guidance for 30-day M and M workbook to remain on the agenda for Dr Scullin to report back on.”</i> This is completed. CLOSED</p> <p>5) UKCB.41/20</p> <p><i>“Governance and Committee Services Officer to add the logo to Version 2 of the DPD testing document and pass to Ms Cracknell to upload to the UK Chemotherapy Board website.”</i> This is completed. CLOSED</p> <p><i>“Representatives from Scotland, Wales and Northern Ireland should highlight the DPD testing document to the relevant people within their regions.”</i> CB took it to Wales, and it’s been fully adopted.</p> <p><i>“Dr Mansi to raise the issue of the use of 5-FU with the UK Breast Cancer group.”</i> – apologies from Dr Mansi. She has not done it yet. To roll over to next meeting.</p> <p>6) UKCB.42/20</p> <p><i>“Dr Rigg to check where the request for data for the Chemotherapy Quality Dashboard would have been sent to and inform Dr Board.”</i> First draft of data being discussed on 5th February RG meeting. AR will report next meeting.</p> <p><i>“Dr Oakley to confirm the launch date as the Board would host the link on the UK Chemotherapy Board website.”</i> Document is being circulated among CRG. To be hosted on UKCB website.</p> <p>Currently setting up a national acute oncology group.</p> <p>That document is ready and being circulated among CRG. They are very keen to have a host site for that so If everyone here is happy to put it on our website,</p>	<p>Chair</p>

	<p>that would be very helpful.</p> <p><i>“Ms Barrott to follow up to see if guidance documents can be made available via general access.” – RB – The triage tool is available now.</i></p>	
4.	<p>Matters Arising</p> <p>No further matters arising.</p>	Chair
5.	<p>Chemotherapy consent forms and related documents</p> <p>E-consent working group set up. Aim to provide framework for electronic consent. This will be discussed in the national steering group and once agreed to UKCB.</p> <p>Circulated summary sheet includes the updated Gynae SACT consent forms. Melanoma, urology, head and neck, thyroid, colorectal and lung are in progress. New AML will shortly be released. Haematologic and paediatric ones are being worked on. Majority of the solid tumours are done. Alcohol statement has also been added in the summary sheet. This is the working process.</p> <p>Web analytics. The plan is to take England out which will enable nations to see theirs clearly. There is a national lead for each tumour group. Radiotherapy national consent forms are progressing. Plans to make chemo-radiation consent form. Need joint working on this.</p>	Dr Janine Mansi
6.	<p>Chemotherapy Workforce</p> <p>Action: PC to email PS to confirm who is leading on this agenda item.</p>	Dr Paula Scullin
7.	<p>Chemotherapy Data</p> <ul style="list-style-type: none"> <p>Public Health England (PHE) SACT dataset report</p> <p>Dr Bomb updated the board on SACT data. SACT Covid dashboard will be released. All NHS staff will be able to access to internal NHS facing SACT Covid dashboard. Will include information on activity across the tumour types and drugs during 2020 by month and compared with the same month of the previous year. Lancet Oncology will publish impact of Covid in radiotherapy services across the England using the SACT data. PHE will be writing to trusts with the latest iteration of case mix adjusted 30-day mortality post-SACT with comparisons between trusts. GC to work with PHE for haematology input.</p> <p>Refreshment of guidance for 30-day M and M workbook – update National Institute for Health Research (NIHR) Summary Report</p> <p>Presentation circulated with agenda. TR to organise one/two session(s) between RCR and RCP to present the data on Covid and cancer.</p> 	Dr Martine Bomb Dr Pippa Corrie
8.	<ul style="list-style-type: none"> <p>Validity periods of Blood – update</p> <p>PC to lead consensus group about timing and thresholds which should be tested on small tumour type to get consistency across country.</p> 	Ms Pinkie Chambers
9	Education and on-going projects	

	<ul style="list-style-type: none"> • SACT learning module RCP not endorsed. Action: FDR Board to follow up in 2 weeks • Blood Sugar guideline PC and RB confirmed that the UK Chemotherapy board has approved this guideline and is awaiting final approval from The Joint British Diabetes Societies, RB and PC expressed their gratitude to Nalinie Joharatnam-Hogan, who has led this work. Copyright was discussed by the group and RB will investigate copyright statements with the RCR and JBDS. • FAQ Covid vaccine PC mentioned that feedback was received after we endorsed it as a group. Will form next version update. Green book will be updated within two days. New versions to be sent to parent organisation for information tabulating the changes. To state in email: Please inform if you wish endorsement to be removed based on these changes The need for patient-oriented FAQ was discussed. Action: TR to approach McMillan about how to take this forward concerning patient and GP information. 	<p>Dr. Janine Mansi Ms Pinkie Chambers Ms Pinkie Chambers</p>
<p>10</p>	<p>Items for Report</p> <ul style="list-style-type: none"> • Chemotherapy Clinical Reference Group Data that will be discussed at CRG is 30-day mortality, recorded incidence forms for extravasation, proportion entered a SACT trial, planned emergency admissions within 30-day of SACT and proportion of patients with neutropenic sepsis who received antibiotics within 60 minutes. CRG will meet again to discuss the SACT guidance. NHS England looking at CAR-T cell therapy being led by haematology. There were not any questions on this item. • Acute Oncology Sub-Group Previously discussed. 	<p>Dr Anne Rigg Dr Oakley</p>
<p>11</p>	<p>UK Chemotherapy Board conference Agreed for a virtual conference this year. To set up working group with a representation from each organisation. BOPA: Netty Cracknell UKONS: Lisa Barrott RCP/ACP: Ruth Board / Janine Mansi RCR: Tom Roques RCP: Tim Littlewood</p>	<p>Chair/ members</p>
<p>12.</p>	<p>Governance:</p>	

	<ul style="list-style-type: none"> • Hand over chairing of meetings to BOPA <p>Chair was formally passed over to BOPA.</p>	
13.	<p>Any Other Business</p> <p>UKCB website: Website costs are due. Action: NC to check amount and circulate details</p> <p>PC discussed the feasibility of hosting a national map of good practice and service improvements produced by a pharmaceutical company. GC and others did not believe this to be appropriate unless it was driven through the APBI or consortium.</p>	Chair
14.	<p>Date of next meetings 2021:</p> <ul style="list-style-type: none"> • Thursday 13 May at 2pm. • Thursday 16 September at 2pm. 	