

UK Chemotherapy Board

Meeting date and time	16 September 2021, 2-4 pm	Meeting Location	Zoom Meeting
Meeting Chair	Pinkie Chambers and Netty Cracknell	Minutes	Hasan Kobat

1.	<p>Welcome, apologies and declaration of conflicts of interests.</p> <p>Attendance:</p> <p>Pinkie Chambers (PC) (Chair) Netty Cracknell (NC) (Chair) Nicky Thorp (NT) Edna Young (EY) Fionnuala Green (FG) Nick Reed (NR) Emma Kipps (EK) Alia Nizam (AN) Martine Bomb (MB) Lisa Barrott (LB) Sarah Benafif (SB)</p> <p>Apologies/Not in attendance:</p> <p>Gordon Cook (GC) Ruth Board (RB) Janine Mansi (JM) Catherine Oakley (CO)</p> <p>Pinkie Chambers welcomed new members, Emma Kipps and Nicky Thorp and started the meeting. Board members introduced themselves to new members before the scheduled agenda.</p>	Chair
2. 2a.	<p>Minutes of the previous meeting held on 13th May 2021</p> <ul style="list-style-type: none"> Unconfirmed full minutes for approval (Public same as Full) To be approved via email as meeting was no quorate. <p>Action: Netty to send to representative from member organisational members for approval.</p>	Chair

3.	Review of Actions	Chair		
	<table border="1"> <thead> <tr> <th data-bbox="244 199 735 235">Review of Actions</th> <th data-bbox="743 199 1225 235">Status of the action</th> </tr> </thead> </table>	Review of Actions	Status of the action	
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<p>UKCB.34/20 "Dr Booney "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." No comments/achievement on this issue. Action: DH is also CCLG representative which he will check the status of this item." Action: PC to contact DH to get feedback on this item</p>	<p>NT mentioned that she is also CCLG member. NT to ask Ashley who is chief executive about the status of the action. OPEN</p>			
<p>UKCB.41/20 "Dr Mansi to raise the issue of the use of 5-FU with the UK Breast Cancer group." – apologies from Dr Mansi. She has not done it yet. To roll over to next meeting." Action: JM to complete.</p>	<p>PC to e-mail JM as JM is not in the meeting. OPEN</p>			
<p>UKCB.42/20 "Dr Oakley to confirm the launch date as the Board would host the link on the UK Chemotherapy Board website." Document is being circulated among CRG. To be hosted on UKCB website." It has been waiting RCP and RCPATH to move forward on this item. POST MEETING NOTE: RCP approved. AW RCPATH.</p>	<p>Still waiting to hear from RCPATH. OPEN</p>			
<p>"FAQ Covid vaccine. Action: TR to approach McMillan about how to take this forward concerning patient and GP information." To be discussed in the next UKCB meeting when TR present. Open</p>	<p>CLOSED</p>			
<p>National extravasation injury database: Action: LB to update Board members via e-mail.</p>	<p>LB informed the Board that few years ago, a working group was set up to look at management of extravasation and it was a multi-professional group. Elaine Tomlins was the chair of the group. Work was put on hold because of the pandemic. Agreed that it would be beneficial for group to work on a policy guideline around management of extravasation and that it would be endorsed and hosted on UKCB</p>			

		website. Data collection, etc. is not appropriate to UKCB approval and hosting. Action for LB: contact Elaine and inform the Board	
	<i>Chemotherapy consent forms: The Electronic consent document sent with agenda will give some guidance if people wish to pursue electronic consent. There is no national single solution. Action: All UKCB members to review document and especially pages 4 and 5. To feedback to JM by deadline.</i>	Has been approved. CLOSED	
	<i>Chemotherapy Workforce: PC received update email from Dr TR. Action: PC to circulate email to everyone.</i>	NT will inform the committee in the next meeting. OPEN	
	<i>PC and PCorrie had email correspondence and will meet to discuss how to better use the data provided to the group. An additional link for remote trial delivery is included to show different options available. Action: PC/PCorrie</i>	PC to get in touch with PCorrie. OPEN	
	<i>Acute Oncology Neutropenic Sepsis pathway has been endorsed by all organisations except RCPATH. Action: TR/LB/CO</i>	It's been long time that RCPATH did not take action. To send email about the action required. OPEN	
	<i>Covid vaccine paper is now on version 4. Approval is needed from the Board to update on website. Action: NC to email organisations individually for approval. It was noted that there were some out-of-date versions on member organisation websites. To remove these and point to UKCB website. Action: All to check their member websites.</i>	NC mentioned that there is now a new version 5. CLOSED	
	<i>Terms of reference document has been updated this month and was sent round with the agenda. Frequency of meetings and if virtual or in person was discussed. Action: NC to email member organisations for approval of 4 meetings a year with 3 virtual and 1 face to face and confirmation of other ToR changes</i>	Comments: Stay with three meetings every year. Have two virtual and one face to face. Change quorum from 1/3 of the membership to at least one representative or deputy from each professional body.p NC to update and send to representative from each member organisation for approval. OPEN	

4.	Matters Arising	Chair
4a.	<p>Update on members of UKCB</p> <ul style="list-style-type: none"> • Emma Kipps will take over from David Dodwell DD has been removed from the email list. Chairs welcomed EK and thanked DD for his contributions to the group. • Dr Nicky Thorp will take over from Dr Tom Roques as a representative from The Royal College of Radiologists TR has been removed from the email list. Chairs welcomed NT and thanked TR for his contributions to the group. • Dr John Askcroft will replace Dr Tim Littlewood as a representative from The Royal College of Pathologists. TR has already retired and left the group last year. JA will start at next meeting. • Dr Nick Reed NR will be staying in the Board until next April. It will be discussed next year's meeting to clarify NR representation. Action: NR to approach some relevant people from Scotland to replace him. 	
4b.	<p>Summary of results from workplan survey – Attachment</p> <p>NC shared the results of the Summary of 2021 survey. 9 responses obtained. The results showed that the 2021 UKCB workplan should include:</p> <ul style="list-style-type: none"> • National SACT protocols project • Publish Intrathecal Chemotherapy Standards • Hepatitis B testing before SACT: Publish Position statement • Review and Publish Standards for Reducing Risks Associated with eP • Position Statement on better management of IO toxicity (i.e Steroid prophylaxis pack at cycle 1) • Develop a national extravasation document (Elaine Tomlins) <p>Other items which could be included in 2022 workplan are:</p> <ul style="list-style-type: none"> • Develop an innovation section on website • Review of frailty and geriatric scores in SACT delivery • Strategy for increasing NMP within SACT treatment <p>Other findings of the survey have been sent to Board members via email.</p>	
4c.	<p>ChemoERG and UKCB remits on patient safety concerns</p> <p>PC received email correspondence regarding patient safety concerns and potion systems to prevent deaths within 30 days. The group discussed these and agreed that these should be passed initially to the ChemoERG and where</p>	

	<p>guidance is required the UKCB can create these. Similar to hepatitis b testing concerns raised at the last meeting by Anne Rigg. Following this Sarah Benafif agreed to write a position statement on behalf of the board.</p> <p>Action: PC to communicate with Anne Rigg and Patient Safety teams</p>	
<p>5.</p> <p>5a.</p> <p>5b.</p>	<p>Chemotherapy Board Work streams</p> <p>Chemotherapy consent forms and related documents – update given AN gave an overview regarding the status of the consent form project. Since the last UKCB meeting, AML forms are available at the moment on the PR UK website. There are quite a few solid tumour groups that are due for revalidation (revalidation happens every three years). All other tumour groups are in process of being revalidation. The process is a long process. In terms of newer form, generic paediatric form is coming up. AN mentioned that they have been closely working with CCLG which is approaching to completion. Other forms are in progress and will be available soon (e.g., lymphoma). Myeloma and sarcoma are the forms which are in the pipeline but not yet started. E-consent guidance has been circulated last month which is a guidance that shows how to use forms electronically, etc. AN also updated the Board about the SACT form with the diabetes. Diabetes guidance came out couple of months ago. AN mentioned that they are in process of updating that as well. Alcohol statement for the taxanes and gemcitabine is being added. AN shared the website stats on the numbers of the downloaded forms. SurveyMonkey questionnaire will help to break down the unknowns such as the names of the trust which downloaded the forms, etc. SurveyMonkey will give a brief insight about data obtained from website statistics.</p> <p>Hepatitis B – update given SB was invited to the meeting by Dr PC. The UK Chemotherapy Board would like to draw the attention of all health professionals involved in the prescribing and delivery of systemic anti-cancer treatment (SACT) to the national and international guidance published regarding hepatitis B virus (HBV) screening for patients planned to receive SACT. The position statement has been completed and is ready for approval. It states that existing guidance is followed and monitored to assure the safety of treatments administered. SB reviewed the guidelines available in Europe and the US as well. SB communicated that there was no need to recreate another guideline document and instead she has produced a summary statement detailing the guidelines and documents that have been reviewed and raise awareness around screening patients, etc.</p> <p>Guidelines from the several organisations can be found from the links below:</p> <ul style="list-style-type: none"> • National Institute for Health and Care Excellence (Clinical guideline [CG165]) https://www.nice.org.uk/guidance/cg165 • European Association for the Study of the Liver (EASL HBV guideline 2017) https://easl.eu/publication/easl-guidelines-management-of-hepatitis-b/ • American Association for the Study of Liver Diseases (AASLD HBV guideline 2018) https://www.aasld.org/sites/default/files/2019-06/HBVGuidance_Terrault_et_al-2018-Hepatology.pdf • American Society of Clinical Oncology (Huang et al, Journal of Clinical Oncology 2020) https://ascopubs.org/doi/10.1200/JCO.20.01757 <p>Action: NC/PC to request approval and comments from this from all UKCB member organisations. Once approved to go on the website and emailed out.</p>	<p>Chair</p> <p>Ms Alia Nizam</p> <p>Dr Sarah Benafif</p>

5c.	<p>Intrathecal Chemotherapy Standards – update given Work has started. There are three advanced nurse practitioners and two oncologists on board. There is a need for a pharmacist in the group. Guidance to include advice in clinical practice regarding to non-medical ITC administration by advanced nurse practitioners. Action: PC to source pharmacist for group Action: LB to continue with work stream</p>	Ms Lisa Barrott
5d.	<p>National SACT protocols – update given After first meeting agreed to develop a document to produce to commissioners and various stakeholders. The document is in draft and the next meeting of the group is September. Once the document is approved by the workgroup it will be sent to representatives of the member groups for official approval by the organisations before publishing. Action: NC to continue with work stream</p>	Ms Netty Cracknell
5e.	<p>Standards for Reducing Risks Associated with Electronic Prescribing – update given Document has been updated but still in draft form. Once the document is approved by the workgroup it will be sent to representatives of the member groups for official approval by the organisations before publishing. Action: NC to continue with work stream</p>	Ms Netty Cracknell
5f.	<p>Steroid prophylaxis for immunotherapy – update not given This item was to produce a position statement around the use of steroid prophylaxis in immunotherapy. The item was brought by Dr RB. Action: PC to email Anna and cc RB.</p>	Dr Pinkie Chambers
5g.	<p>National consensus on validity periods of blood tests and threshold values – update given The work has been published in <i>Cancer Medicine</i>. Link for the publication: https://onlinelibrary.wiley.com/doi/full/10.1002/cam4.4316 The part of the work was looking at what people are doing nationally. PC mentioned that they looked to a handful of protocol for breast and colorectal cancer, and diffuse large B cell lymphoma to understand what validity periods people using but also what thresholds are in use too. Action: PC to share the delphi questionnaire with the group once created</p>	Dr Pinkie Chambers
6.	<p>Chemotherapy Workforce – update not given NT has kindly accepted to take this item from now. Chairs thanked NT.</p>	Dr Pinkie Chambers
7.	<p>Chemotherapy Data – update given Public Health England (PHE) SACT dataset report Three more of case mix adjusted 30-day mortality post-SACT work has been published on the website. These were for prostate cancer, AML and ALL for adults. Next case mix adjusted 30-day mortality for lymphoma due to be published in October. National Institute for Health Research (NIHR) Summary Report Not discussed</p>	Dr Martine Bomb

		Dr Pippa Corrie
8.	<p>Items for Report – update not given</p> <ul style="list-style-type: none"> • Chemotherapy Clinical Reference Group Not discussed • Acute Oncology Sub-Group – NS pathway Not discussed 	<p>Dr Anne Rigg</p> <p>Dr Catherine Oakley</p>
9.	<p>UK Chemotherapy Board conference – update given</p> <p>Conference preparation is going ahead as planned.</p>	Ms Netty Cracknell
10.	<p>Governance</p> <p>Website update</p> <p>Document in relation to website update was sent to the Board members. NC mentioned that she can give further information on request.</p>	Ms Netty Cracknell
11.	<p>Any Other Business</p> <ul style="list-style-type: none"> • Secretariat handover to UKONs in Jan 22 To be discussed outside of meeting between BOPA and UKONs. Action: Dates for next year’s meetings to be arranged. Action: Rolling program of secretariat to be confirmed and put on website - NC • SACT prescribing <p>NC was approached by a clinician around competencies for review, authorisation and prescribing of SACT for adult patients. An example document used in Wales was presented. To consider if to adopt and subsequent publication of ‘SACT prescribing guidelines and competencies’ by UKCB, working with Wales. It was agreed to send the document for comments and determine if a feasible work stream. Action: NC to send the document to the Board members and ask for comments regarding if UKCB should publish a similar document.</p> <ul style="list-style-type: none"> • Diabetes guidelines – update <p>Diabetes guidelines has been published. PC thanked to Nalinie Joharatnam-Hogan from The Royal Marsden for leading the project. The link for the publication: https://onlinelibrary.wiley.com/doi/full/10.1111/dme.14636</p>	<p>Chair</p> <p>Ms Netty Cracknell</p> <p>Dr Pinkie Chambers</p>
12.	<p>Date of next meetings 2021:</p> <ul style="list-style-type: none"> • Jan 2022 TBC 	