



## UK Chemotherapy Board Terms of Reference

Updated November 2021 v1.1

### About the UK Chemotherapy Board

The professional bodies whose members are involved in the delivery of anti-cancer systemic therapies (SACT) services – the Royal College of Radiologists (RCR), the Royal College of Physicians (RCP), the Association of Cancer Physicians (ACP), the Royal College of Pathologists (RCPath), the British Oncology Pharmacy Association (BOPA) and the UK Oncology Nursing Society (UKONS) - have a key interest in ensuring the ongoing delivery and development of high quality SACT services for cancer patients UK-wide.

The UK Chemotherapy Board was established in 2013 to deliver this aspiration.

### Purpose/Remit

The main purpose of the UK Chemotherapy Board is to provide guidance, oversight and support for the continuing development of SACT services in the UK.

SACT includes (but is not limited to) cytotoxic chemotherapy, targeted therapies, immunotherapies, hormone treatments to treat cancer.

### Strategic tasks include:

- Coordinating work at national level to support commissioning and delivery of services locally
- Advising on the development and delivery of safe, high-quality SACT services
- Working collaboratively with other groups and organisations across the UK involved in the delivery of SACT services, including the NHS England Chemotherapy Clinical Reference Group and the Joint Collegiate Council for Oncology
- Developing a strategy and structure for workforce planning and training, and for professional standards
- Supporting and encouraging research in SACT, by working collaboratively with the research community
- Commissioning individual pieces of work as required.
- The UKCB provides oversight and governance for the National Regimen Specific SACT consent forms and the Steering Group for the SACT consent forms is considered a subgroup of UKCB with regular reports from the group discussed at the UKCB meetings.

## **Operation of the UK Chemotherapy Board**

The professional bodies will host the UK Chemotherapy Board for one year, from January of each year, on rotation, with the host body providing administrative support for meetings. The chair will be in post from the second meeting of the year for one year to improve continuity. The RCP and the ACP have agreed to share these duties for one year, with administrative support provided by the RCP. The professional bodies will adopt a consensus approach to working together through the Board.

At meetings of the Board, at least one representative (or a deputy) from each professional body is required to be quorum (RCP and ACP to be deemed as one body in this instance).

## **Membership**

The Board will draw its membership from the professional bodies listed above. Additional members may be co-opted as required. Members of the Board serve a term of up to four years, with membership renewable for one additional term, by agreement with the Board.

Members:

- Two representatives of The Royal College of Radiologists (RCR) (Clinical Oncology)
- A representative of the Royal College of Physicians (RCP) (Medical Oncology)
- A representative of the Association of Cancer Physicians (ACP) (Medical Oncology)
- Two representatives of the British Oncology Pharmacy Association (BOPA)
- Two representatives of the UK Oncology Nursing Society (UKONS)
- Two representatives of the Royal College of Pathologists (RCPath)

Co-opted members:

- A representative of the Chemotherapy Clinical Reference Group, NHS England
- A representative of the Chemotherapy Clinical Information Group, Public Health England
- A representative of the National Cancer Registration and Analysis Service, Public Health England
- A representative of the National Institute for Health Research
- Lead Pharmacist for the National Regimen Specific SACT consent forms.
- Chair of the National Steering Group for Regimen-Specific SACT consent forms
- A representative from Northern Ireland
- A representative from Scotland
- A representative from Wales
- A lay representative (nominated by the professional bodies on rotation)
- One oncology representative from the Children's Cancer and Leukaemia Group (CCLG)
- One haematology representative from the Children's Cancer and Leukaemia Group (CCLG)

Representatives from the devolved nations are nominated by the relevant national healthcare body that has oversight responsibility for the commissioning and delivery of systemic anti-cancer therapy services. They will serve a term of four years. Devolved nations representatives may be members of any of the professional body partners to the Board.

Representatives from the Chemotherapy Clinical Reference Group, Chemotherapy Clinical Information Group and National Institute for Health Research are nominated by those bodies and will serve for a term appropriate to their role within those organisations. Coopted representatives may nominate a deputy to attend meetings of the UK Chemotherapy Board on any occasions when they are themselves unable to attend.

The lay member will serve a term of four years from the date of appointment. This may be extended to a second term of a further two years, by agreement of the Board. The lay member will be nominated by the professional bodies, on rotation.

Membership of the Board is reviewed on a regular basis, at least annually.

## **Frequency of meetings**

The Chemotherapy Board meets three times a year. These will intend to be two meeting virtually and one face to face.

## **Costs**

Travel and other incidental costs incurred by members in attending meetings of the UK Chemotherapy Board will be met by each relevant professional body or organisation.

The face to face meeting costs for the lay representative will be met by the chairing professional body.

Costs for specific projects or publications will be determined by the UK Chemotherapy Board.

## **Website**

The UKCB website ([www.ukchemotherapyboard.org/](http://www.ukchemotherapyboard.org/)) will be managed by BOPA through their digital subcommittee. The digital subcommittee can be contacted via [digital@bopa.org.uk](mailto:digital@bopa.org.uk) (this is not rotational).

Costs incurred by the UK Chemotherapy Board for the website [www.ukchemotherapyboard.org/](http://www.ukchemotherapyboard.org/) will be paid for each year by the chairing professional body. This is approx. £150 a year.

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