

# NICaN Radiotherapy Clinical Reference Group (CRG): Terms of Reference

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Date agreed/discussed	Version	Comments/changes
20/11/17	1.3	Accepted suggested Changes of email 15/11/17 M Strawbridge
05/12/17	1.4	Suggested changes as per Regional Radiotherapy Programme Board 24/11/17 M Strawbridge
06/12/17	1.5	Accepted suggested changes of email 5/12/17 M Strawbridge
18/04/2018	1.6	Update all nominations to CRG M Strawbridge
25/05/18	1.7	Amendments suggested at First CRG meeting held 15/5/18 M Strawbridge
05/02/19	1.8	Amendments suggested at CRG meeting held on 16/10/18 A Hounsell
17/5/19	1.9	Dr Darren Brady added to membership as agreed at CRG meeting on 17/5/19

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## **NICaN Radiotherapy Clinical Reference Group: Terms of Reference**

### **1. Introduction**

Radiotherapy service in Northern Ireland has been historically delivered in the Northern Ireland Cancer Centre (NICC) in Belfast. In November 2016, the North West Cancer Centre (NWCC) opened in Altnagelvin Area Hospital to provide a radiotherapy service to patients living in the West and Northwest of Northern Ireland and to patients from Donegal in the ROI.

NICaN has therefore established a Network Radiotherapy Clinical Reference Group (CRG) to provide guidance on matters relating to the delivery of radiotherapy treatment for cancer in Northern Ireland. The CRG will be accountable and report to the NICaN Board and HSCB.

### **2. Purpose**

The NICaN Radiotherapy Clinical Reference Group (CRG) will bring together those involved in the planning, development and delivery of radiotherapy services in Northern Ireland. It will ensure collective leadership and will advise on the strategic development of the radiotherapy service in Northern Ireland.

The CRG will provide advice and guidance to NICaN Network Board on the following aspects of the radiotherapy services:

- The configuration of, and regional service developments in, radiotherapy across the network, ensuring co-ordination and consistency across the network.
- The development and regular update of operational policies and protocols to ensure consistency in the delivery of radiotherapy in Northern Ireland.
- The Network's Site Specific Groups will consult with the Radiotherapy Clinical Reference Group on radiotherapy aspects of their clinical and referral guidelines

### **3. Roles & Responsibilities**

- To ensure network wide co-ordination, equitable access and consistency for implementing National guidance relating to Radiotherapy.
- To agree an annual work programme and three year service development programme with the Network Board.

- To produce an annual report for the Network Board.
- To be the contact for Site Specific CRG leads to consult the radiotherapy aspects of the clinical and referral guidelines for all cancer sites as appropriate.
- To facilitate standardised overarching Clinical radiotherapy protocols across the Network, producing and keeping a record of a single Network list of agreed treatment protocols specifying the clinical indication, modality, tumour localisation and planning techniques, conforming to RCR Grade A recommendations.
- To agree authorisation procedures and monitoring of off-protocol treatments for all modalities for departments to carry out off-protocol treatments in exceptional cases.
- To facilitate access of cancer patients to radiotherapy related clinical trials across the Network by working closely with the Northern Ireland Cancer Trials Network.
- To advise commissioners and Trusts within the Network regarding Service Developments relating to Radiotherapy (including trials).
- To review Incidents and reporting on 'Towards Safer Radiotherapy'.
- To advise the Trusts, commissioners and the Network board on the workforce, facilities and other resources required to ensure appropriate and safe provision of radiotherapy treatment.

#### **4. Core Membership**

Current members are listed in Appendix A

To include:

- The Head of the Radiotherapy Service of each Cancer Centre i.e. Clinical Director and Radiotherapy Lead Consultant Clinical Oncologist or nominated Consultant Clinical Oncologist
- Academic Clinical Oncologist from HEI

- Head of Radiotherapy Physics [or nominated deputy]
- Radiotherapy Services Manager and/or nominated deputy
- Radiotherapy Nursing Leads
- Oncology management representatives
- Representation from each Cancer Unit.
- Member of NICaN Senior Management Team
- Commissioner Representative
- PHA Representative
- PPI representative

The Chair and Vice Chair will be selected from the above group and administrative support provided by a member of the Network team.

Membership will be open to all those interested in the planning, development and delivery of radiotherapy services in Northern Ireland and should be representative of all key stakeholders.

The meetings are open to members only. Core membership should be in line with the Manual for Cancer Services outlined above. The Network will ensure that there is appropriate representation from across the Trusts.

It is the responsibility of core members to report back within their own professional group and to ensure adequate consultation and involvement in key areas of the regional group work plan.

An annual open meeting of the Network will be held with everyone interested welcome to attend.

#### 5. Frequency of Meetings

The CRG should meet regularly with meetings agreed in advance by the Chair, usually quarterly. All attendance should be recorded.

#### 6. Accountability and reporting arrangements

The Group's authority will come from its credibility. This credibility will be evidenced by the application of the Group and its member's knowledge and expertise. It will be the principal source of advice to indicate the service

reconfiguration, and resource implications, required to achieve the highest quality care.

Individual members will be accountable to their own profession and are responsible for reporting back to their own multi-disciplinary teams. The Lead/Chair of the group will be held accountable to the NICaN Board and HSCB for the delivery of the agreed work plan. The Lead/Chair will be responsible for reporting to the NICaN Board and HSCB as required.

#### 7. Attendance at CRG Meetings

In order to keep up to date with progression of the CRG plan, it is crucial that core members attend regularly. If a nominated core member fails to attend three consecutive meetings, a new nomination will be sought. Contact will be made with the member following non-attendance at two consecutive meetings to establish reasons for non-attendance.

## Appendix A

### Current membership – 5<sup>th</sup> February 2019

Named Individual	Role	Trust/ Other
<b>Core Membership</b>		
Prof Alan Hounsell (Chair)	NICC Head of Radiotherapy Physics	Belfast
Dr Jonathan McAleese	NICC Clinical Director	Belfast
Dr David Stewart	NWCC Clinical Director	Western
Dr Fionnuala Houghton	NICC Radiotherapy Lead	Belfast
Dr Darren Brady	NWCC Consultant Clinical Oncologist	Western
Dr Suneil Jain	Reader in Clinical Oncology	QUB
Dr Andrew Reilly	NWCC Head of Radiotherapy Physics	Western
Joanne McCarthy	NICC Radiotherapy Services Manager	Belfast
Elaine Reilly	NWCC Radiotherapy Services Manager	Western
Joanne Cullen	NICC Oncology Service Manager	Belfast
Bridget Tourish	NWCC General Manager, Cancer Services	Western
Alison Irwin	NICC Radiotherapy Nursing lead	Belfast
Martina O'Brien	NWCC Radiotherapy Nursing Lead	Western
Fiona Reddick	Head of Service, Cancer Services	Southern
Mary Jo Thompson	Clinical Manager, Cancer Services	South Eastern
Pat McClelland	Clinical Manager, Cancer Services	Northern
Paul Cavanagh	Radiotherapy Commissioning Lead	HSCB
Dr Martin Eatock	NICaN Medical Director	NICaN
Dr Louise Herron	Consultant Public Health Medicine	PHA
Margaret Grayson	PPI representative	
<b>Extended membership</b>		
Clodagh O'Brien	NICaN Network Manager	NICaN
Martine Strawbridge	Senior Commissioning Manager	HSCB