

REGIONAL CANCER ADVISORY GROUP (RCAG)



TERMS OF REFERENCE

Background

- The west of Scotland RCAG was formally established as a sub group of the west of Scotland (WoS) Regional Planning Group. It now forms an integral component of the Planned and Specialist Care workstream set up under the auspices of the Health and Social Care Delivery Plan Programme Board (formerly WoS Regional Planning Group).
- A WoS Board Chief Executive chairs the Planned and Specialist Care workstream and WoS RCAG.
- The Managed Clinical Network (MCN) Lead Clinicians and Managers agree an annual programme of work with the RCAG following discussion/agreement with relevant MCN Advisory Boards, which is regularly reviewed with the RCAG.
- Crosscutting specialty groups (e.g. pharmacy & nursing) and specialist services (e.g. paediatrics & cancer genetics) agree an annual programme of work with the RCAG following discussion/agreement with relevant specialty groups, which is regularly reviewed with the RCAG.

Role of RCAG

It is recognised that the West of Scotland Cancer Network (WoSCAN) and RCAG is a collaborative involving NHS Ayrshire & Arran, NHS Forth Valley, NHS Greater Glasgow and Clyde, and NHS Lanarkshire. The RCAG Executive facilitates understanding of regional issues, supports and progresses pieces of work on a regional basis and has an advisory role to NHS Boards and the WoS Health and Social Care Delivery Plan Programme Board, with the vision to:

- Be patient focused through listening, communication, involvement, information, education, choice and personalisation. Patient need and the patient pathway will be the organising framework for care delivery.
- Optimise care along a co-ordinated pathway through prevention, earlier diagnosis, treatment and aftercare.
- Embed research, test and evaluate new models of care.
- Increase value through improving outcomes, performance and patient experience.

The primary purpose of the RCAG is to provide strategic leadership to supporting the delivery of the Cancer Plan across the region and the planning of cancer services, including:

- Driving innovation, change and shaping new models of cancer care.
- Securing behaviours and commitment from partners and participants along cancer pathways which are consistent with supporting delivery of the regional work programme.
- Benchmarking performance and outcomes and assuring delivery of improvement plans.
- Providing high-level strategic guidance to constituent NHS Boards and the WoS Health and Social Care Delivery Plan Programme Board and bring forward recommendations for action. This may include, for example:
 - Recommendations for potential changes to cancer services and pathways; and
 - Horizon scanning and providing advance notice of new and emerging cancer technologies and practices.

- Progressing work on priority issues identified via WoS Boards, MCNs and by the WoS Health and Social Care Delivery Plan Programme Board. Considering likely impact of any proposed changes on outcomes, patient experience, other services, healthcare value (cost and quality).
- Ensuring a coherent and equitable approach is taken to the development of cancer services across the west of Scotland, taking account of local and regional priorities.
- Consider on an ad hoc basis solutions to specific and significant cancer-related challenges.
- Agreeing and review annual work programmes with regional MCNs and specialty networks/services.
- Considering and challenging recommendations from MCNs and sub-groups/workstreams (including evidence, impacts and mitigations).
- Maintaining momentum and ensuring that desired outcomes are delivered within agreed timescales.

Responsibilities of Individual Group Members

- To provide strategic input to the planning and development of cancer services across the region.
- To represent and have the authority to act on behalf of respective local NHS organisations.
- To commit time, on a regular basis, to RCAG activities.
- To contribute to and/or lead on progressing key pieces of regional work.
- To ensure effective communication between RCAG, local Board cancer groups, MCNs and clinical communities on all issues relating to cancer.

Membership

- Designated Chair, west of Scotland Board Chief Executive
- Regional Lead Cancer Clinician, West of Scotland Cancer Network
- Regional Manager (Cancer), West of Scotland Cancer Network
- Director of Regional Planning
- 2 Representatives from each of the 4 west of Scotland Health Board areas – x1 Management (Director/General Manager level), x1 Clinical (Medical Director/Associate Medical Director level)
- Clinical Director Specialist Oncology Services, Beatson WoS Cancer Centre
- General Manager Specialist Oncology and Clinical Haematology Services, Beatson WoS Cancer Centre
- Regional Representative of National Diagnostic Steering Group
- Lay Representative

This group is supplemented as appropriate, depending on work priorities and current issues e.g. relevant MCN Leads, regional cancer care pharmacist, primary care clinician, nursing, radiology, pathology etc. All staff groups have access to the RCAG to raise relevant issues for discussion/action and minutes from these meetings will be made widely available.

Meetings and Reporting Arrangements

- Meetings are held quarterly.
- Additional meetings may be convened to consider urgent issues.
- Records will be kept of action points, decisions and advice of the group.
- A minimum of 30% attendance is required for the group to be quorate.
- The group may form short life working groups to address specific issues.
- The group will report to the WoS Health and Social Care Delivery Plan Programme Board through the Chair of the group.

The Organisational Chart is attached.



WoSCAN Overarching
Organisation Chart 18

Chair:	Jane Grant
Regional Lead Cancer Clinician:	Mr Seamus Teahan
Regional Manager (Cancer):	Evelyn Thomson