



Terms of Reference

Midland Cancer Network Executive Group

August 2009

Midland Cancer Network Overview

The Midland Cancer Network (MCN), comprising Waikato, Lakes and Bay of Plenty districts, is responsible for supporting and advising DHBs and stakeholder organisations about the issues, activities and priorities related to the implementation of the New Zealand Cancer Control Strategy Action Plan 2005-2010 (MOH, 2005) and the New Zealand Palliative Care Strategy (MOH, 2001).

Purpose

The Midland Cancer Network Executive Group (MCN Executive Group) will take a leadership role and approach to reduce the inequalities, incidence and impact of cancer across the cancer continuum for the network area. This group provides governance for the Midland cancer control activities of the network and its constituent organisations.

Roles and responsibilities

The role of the MCN Executive Group is to facilitate and coordinate the work of the stakeholders ensuring that the MCN programme aligns with the Ministry of Health expectations and the needs of the Midland Cancer Network area population. The MCN Executive Group will:

- Approve the Midland Cancer Network strategic plan and oversee and monitor its implementation
- Ensure that the annual work plan meets the needs of the constituent organisations
- Provide specific cancer control expertise to support service planning, promoting the efficient and effective use of finite resources to improve cancer outcomes and reduce inequalities
- Identify barriers to performance across provider organisations
- Develop patient pathways, promoting a focus on the patient journey and improving the experience of care
- Promote and facilitate information dissemination and knowledge sharing
- Undertake, sponsor or facilitate work programmes / projects to meet the strategic goals
- Provide guidance, advice and support to the network manager and clinical director
- Oversee and support the following MCN work groups that report to the Midland Executive Group:
 - Midland Adolescent and Young Adult Cancer Service's Work Group
 - Midland Non-Surgical Cancer Treatment Work Group
 - Midland Breast Cancer Work Group
 - Midland Cancer Care Coordinators Forum

- Midland Palliative Care Forum
- Midland Colorectal Work Group
- Midland Urogenital Work Group
- Midland Lung Cancer Work Group
- Other work groups will be established in the future.

Chair and Administration Function

Chair: Chief Operating Officer, Health Waikato
Administration: Midland Cancer Network secretariat

Meeting Schedule

Frequency: Monthly via teleconference – 1 hour or
Quarterly face to face meeting – 3 hours
Venue: Bryant Education Centre at Waikato Hospital

Minutes and Agenda

Minutes are circulated to members within seven days of the meeting via email.

Agenda items are sought a minimum of ten days preceding each meeting.

The agenda is circulated minimum one week prior to the meeting including all briefing/background papers to be discussed. If there is a significant briefing paper then a minimum two weeks will be allowed for members to adequately review the document.

Accountability

The MCN Executive Group Chair reports to the Waikato DHB CEO.

The MCN Manager reports to the Chief Operating Officer, Health Waikato.

Membership

Chair – Chief Operating Officer, Health Waikato	Jan Adams
Midland Cancer Network Clinical Director	Dr Charles De Groot
Deputy Chair - Midland Cancer Network Manager	Jan Hewitt
GM Maori Health Services representative	Ditre Tamatea
Service Manager, Waikato	Neil McKelvie
Service Manager, BOP	Peng Voon
Service Manager, Lakes	Jane Chittenden
Surgical Services Manager, Waikato	Kevin Harris
Portfolio Manager, Planning & Funding - Waikato	Rachel Poaneki
Portfolio Manager, Planning & Funding - Lakes	

Portfolio Manager, Planning & Funding - BOP	Mike Agnew
Population Health representative	Barbara Garbutt
Cancer Society	Graham Harbutt
Consumer/carer representative	Roy Haar
Pacific peoples representative	
Clinical Director, Regional Cancer Centre	Dr Leanne Tyrie

Advisory role - GM Planning & Funding	Mary Smith – Lakes DHB
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A quorum will be half the members of the group plus one.

Decisions will be made by consensus.

Membership should not be delegated unless agreed by the Chair.

Members are expected to declare conflicts of interest should they arise.

Reporting and Communication

The Midland Cancer Network annual work programme and progress report is developed and submitted to the MCN Executive Group for endorsement.

Quarterly reports against the MCN annual work programme are sent to MCN Executive Group and the following Midland collaborative forums:

- Midland DHB GMs Planning and Funding
- Midland DHB Chief Operating Officers
- Midland GMs Maori Health
- Midland Directors of Nursing
- Midland Chief Medical Advisors

Six monthly reports and an annual report are submitted to the Ministry of Health as per the Crown Funding Agreement.

Minutes of meetings, once approved, will be made available to other staff within the Midland Cancer Network area as requested.

The process for managing any correspondence from the Midland Cancer Network Executive Group will be directed by the Chair.

Any matters related to district health boards health needs assessments, district strategic plans, district annual plans and/or prioritisation processes will be processed through the Midland regional General Managers Planning and Funding Group.