



Terms of Reference

Midland Cancer Network-Supportive Care Work Group

January 2011

Midland Cancer Network Overview

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

Purpose

The Midland Cancer Network Supportive Care Work Group will take a proactive and quality improvement approach related to supportive care across the cancer continuum for the Midland region.

The group is accountable to the Midland Cancer Network Executive Group for the delivery of an agreed work programme.

Roles and responsibilities

- To contribute to the implementation of the Midland Cancer Network Strategic Plan 2009-2014.
- To assist in the development and maintenance of a supportive care services directory and to support health professionals to incorporate these services seamlessly into the patient journey in a consistent approach.
- To assist with the regional implementation of the national *Guidance for Improving Supportive Care for Adults with Cancer in New Zealand* (Ministry of Health, 2010).
- Identify opportunities for improved collaboration across the care continuum in the delivery of local/regional cancer supportive care services.
- To provide ongoing guidance and recommendations on regional cancer supportive care development
- To contribute to the Midland Cancer Network with an annual report on progress.

Chair and administration function

Administrative and analytical support will be provided by the Network management team.

Chair: Graham Harbutt

Administration: Midland Cancer Network secretariat

Meeting schedule

Frequency: Quarterly 1 hour – day and time to be agreed

Venue: Up to 1-2 face to face at Bryant Education Centre at Waikato Hospital and/or 2-3 teleconferences per annum

Teleconference: Phone: 083033, Pin – 772256#

Minutes and agenda

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

Agenda items are sought ten days preceding each meeting.

The agenda is circulated one week prior to the meeting including all briefing/background papers to be discussed. If there is a significant briefing paper then two weeks will be allowed for members to adequately review the document. If a decision is required a recommendation will be clearly stated at the end of the paper.

Minutes will be available to other Midland Cancer Network groups as requested once these are signed off.

Reporting and communication

The Midland Supportive Care Work Group Chair reports to the Midland Cancer Network Executive Group.

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

Consultation with the Midland Cancer Network Consumer and Carer Work Group will occur when appropriate.

Minutes will be made available to other staff within the Midland Cancer Network as requested. Key themes and outcomes from the Midland Supportive Care Work Group will be reported via the network manager to the Midland DHB CEO forum.

Membership

Chair, Waikato/BOP Cancer Society	Graham Harbutt
Midland Cancer Network, Clinical Director	Charles De Groot
Midland Cancer Network, Manager	Jan Smith
Health Journeys	Jane Currie, Chief Executive
Professional Advisor Social Work, Lakes DHB	Shelley Kirk
Professional Advisor Social Work, Waikato DHB	Kelly Workman
Tauranga Oncology Centre, social worker	Natasha Greig-Merrett
BOP DHB, Cancer CNS	Lorraine Hammersley
Midland Hospice representative	Richard Thurlow, CEO Waipuna Hospice
Midland Cancer Network Consumer and Carer Reference Group representative	Bubsie MacFarlane (Aroha Mai Māori Cancer Support Group)
Te Arawa Cancer Support Network, Rotorua	Tangihaere Macfarlane, Pouwhakahaere/Manager
Professional Adviser, Social Work: Eastern Bay of Plenty	Marie Hayward
Leukaemia and Blood Foundation	Amy Munroe
Te Puna Oranga, Waikato DHB	Vacant

Decisions will be made by consensus. If it is not possible to reach consensus then areas of disagreement will be identified and reported to the Midland Cancer Network Executive Group.