

# South East Scotland Cancer Network Senior SACT Nurse Group

## Terms of Reference

<b>Date Published</b>	<b>18 May 2023</b>
<b>Version</b>	<b>1.0</b>
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<b>Review Date</b>	<b>18 May 2025</b>

## 1 Accountable To

The SCAN Senior SACT Nurse Group will be accountable to the Regional SACT Advisory Group.

The group chair will be responsible for providing feedback to the SCAN Regional SACT Advisory Group as a standing item.

## 2 Purpose of the Group

The purpose of the group is to provide a forum that will provide peer SACT Nursing support and collaboration between the SCAN Health Boards.

The group will provide specialist nursing advice to the SCAN Regional SACT Advisory Group and ensure that an equitable approach is taken to the development and provision of nursing services across the South East of Scotland and that national and local standards are met.

## 3 Remit of the Group

The remit of the SCAN Senior SACT Nurse Group and its board representatives will be:

- To contribute to and facilitate the implementation of the local, regional and national SACT agenda through professional debate and collaboration.
- To be a reference and nursing consultation group for SACT within the SCAN network
- To promote effective communication throughout the Network.
- To share and develop best practice to promote equity and consistency in care across the Network.
- To have a work plan that captures local, regional, and national SACT nursing key deliverables.
- To provide a forum for discussion of challenging SACT issues
- To provide a forum for discussion on mutual research interests and the opportunity for development and strengthening research collaboration

## 4 Group Membership

### Chair – Gillian Wilson, Nurse Consultant, NHS Fife

The Chair will nominate and contact a deputy to chair the group if they are unable to attend.

Designation	NHS Board
Chair & Nurse Consultant	NHS Fife
Senior Charge Nurse, Ward 1	NHS Lothian
Lead SACT Nurse	NHS Lothian
Lead CNS/Nurse Consultant	NHS Lothian
Senior Charge Nurse	NHS Borders
Senior Charge Nurse	NHS Dumfries & Galloway

Senior Charge Nurse, SJH	NHS Lothian
Senior Charge Nurse, Haematology	NHS Lothian
Senior Charge Nurse, Haematology & Oncology Day Unit	NHS Fife
Deputy Charge Nurse	NHS Dumfries & Galloway
Trials Representative	NHS Lothian
Education Representative	NHS Lothian
Nurse Consultant	SCAN
Regional Cancer Network Manager	SCAN
Project Support Manager	SCAN
CEPAS Nurse Manager	SCAN

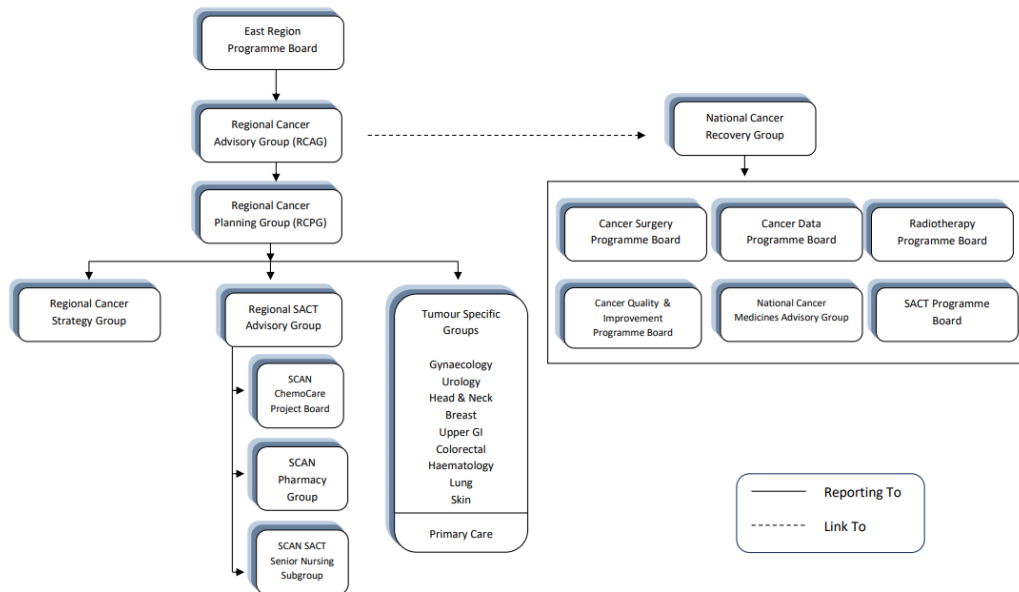
### In Attendance

The SCAN Senior SACT Nurse Group reserves the right to ask appropriate board, regional and SCAN colleagues to attend meetings as required by the agenda.

Board representatives will identify appropriate deputies if they are unable to attend.

## 5 Governance Structure

The SCAN Senior SACT Nurse Group will be accountable to the Regional SACT Advisory Group.



## 6 Decision Making

The quorum of this board to allow decision making is:

- Chair
- At least one representative from three of the four SCAN boards

## 7 Frequency of Meetings

The group will meet approximately 4 times in a year and ahead of the Regional SACT Advisory Group meetings.

The agenda, minutes of the previous meeting and additional necessary supporting papers will be circulated at least five working days ahead of the meeting.

## **8 Frequency of Terms of Reference Review**

These terms of reference will be reviewed on a two year basis.

## **9 Date Terms of Reference Agreed**

18 May 2023

**DOCUMENT CONTROL SHEET:**

**Key Information:**

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**Revision History:**

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1.0	09.06.23	Initial Draft	M.Paterson
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