

## The UK Chemotherapy Board Meeting

<b>Meeting Date and Time</b>	Thursday 3 <sup>rd</sup> February 2022 2-4pm	<b>Meeting Location</b>	Zoom Meeting
<b>Meeting Chair</b>	Pinkie Chambers and Netty Cracknell	<b>Minutes</b>	Meegan Adkins

1.	<b>Welcome, apologies and declaration of conflicts of interest</b>  Attendance: <table border="1"> <tr><td>Pinkie Chambers (PC) (Chair)</td><td>British Oncology Pharmacy Association (BOPA)</td></tr> <tr><td>Netty Cracknell (NC)</td><td>British Oncology Pharmacy Association (BOPA)</td></tr> <tr><td>Catherine Oakley (CO)</td><td>UK Oncology Nursing Society (UKONS)</td></tr> <tr><td>David Hobin (DH)</td><td>The Royal College of Paediatrics and Child Health (RCPCH)</td></tr> <tr><td>Edna Young (EY)</td><td>Lay Representative</td></tr> <tr><td>John Ashcroft (JA)</td><td>The Royal College of Pathologists (RCPATH)</td></tr> <tr><td>Anne Rigg (AR)</td><td>Chair, Chemotherapy Clinical Reference Group</td></tr> <tr><td>Janine Mansi (JM)</td><td>Royal College of Physicians / Association of Cancer Physicians (RCP / ACP)</td></tr> <tr><td>Roshan Agarwal (RA)</td><td>Royal College of Physicians / Association of Cancer Physicians (RCP / ACP)</td></tr> <tr><td>Jordan Cook (JC)</td><td>The Royal College of Pathologists (RCPATH)</td></tr> <tr><td>Danya Abdulwahid (DA)</td><td>The Royal College of Radiologists (RCR)</td></tr> <tr><td>Alia Nizam (AN)</td><td>Lead Pharmacist, Consent Forms</td></tr> <tr><td>Lisa Barrott (LB)</td><td>UK Oncology Nursing Society (UKONS)</td></tr> <tr><td>Pippa Corrie (PC)</td><td>Cancer Clinical Specialty Lead, National Institute for Health Research</td></tr> <tr><td>Emma Kipps (EK)</td><td>SACT Lead</td></tr> <tr><td>Nicky Thorp (NT)</td><td>The Royal College of Radiologists (RCR)</td></tr> <tr><td>Ruth Board (RB)</td><td>Royal College of Physicians / Association of Cancer Physicians (RCP / ACP)</td></tr> </table> Apologies/Not in attendance: <table border="1"> <tr><td>Paula Scullin (PC)</td><td>Northern Ireland</td></tr> <tr><td>Martine Bomb (MB)</td><td>PHE SACT Dataset Team Representative</td></tr> <tr><td>Nick Reed (NR)</td><td>Scotland</td></tr> <tr><td>Hannah Tharmakingham (HT)</td><td>The Royal College of Radiologists (RCR)</td></tr> <tr><td>Catherine Bale (CB)</td><td>Wales</td></tr> </table> The Chair welcomed all to the meetings and Board members introduced themselves. Roshan Agarwal would be taking over as a representative from the ACP; Janine Mansi would continue to attend meetings as Clinical Lead for Consent Forms.  There were no declarations of conflicts of interest.  Apologies for absences were as listed above.	Pinkie Chambers (PC) (Chair)	British Oncology Pharmacy Association (BOPA)	Netty Cracknell (NC)	British Oncology Pharmacy Association (BOPA)	Catherine Oakley (CO)	UK Oncology Nursing Society (UKONS)	David Hobin (DH)	The Royal College of Paediatrics and Child Health (RCPCH)	Edna Young (EY)	Lay Representative	John Ashcroft (JA)	The Royal College of Pathologists (RCPATH)	Anne Rigg (AR)	Chair, Chemotherapy Clinical Reference Group	Janine Mansi (JM)	Royal College of Physicians / Association of Cancer Physicians (RCP / ACP)	Roshan Agarwal (RA)	Royal College of Physicians / Association of Cancer Physicians (RCP / ACP)	Jordan Cook (JC)	The Royal College of Pathologists (RCPATH)	Danya Abdulwahid (DA)	The Royal College of Radiologists (RCR)	Alia Nizam (AN)	Lead Pharmacist, Consent Forms	Lisa Barrott (LB)	UK Oncology Nursing Society (UKONS)	Pippa Corrie (PC)	Cancer Clinical Specialty Lead, National Institute for Health Research	Emma Kipps (EK)	SACT Lead	Nicky Thorp (NT)	The Royal College of Radiologists (RCR)	Ruth Board (RB)	Royal College of Physicians / Association of Cancer Physicians (RCP / ACP)	Paula Scullin (PC)	Northern Ireland	Martine Bomb (MB)	PHE SACT Dataset Team Representative	Nick Reed (NR)	Scotland	Hannah Tharmakingham (HT)	The Royal College of Radiologists (RCR)	Catherine Bale (CB)	Wales	Chair
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2.	<b>Minutes of the previous meeting held on 16 September 2021</b> <ul style="list-style-type: none"> <li>• <b>Unconfirmed minutes for approval (Public same as Full)</b></li> </ul> Details of which organization each attendee was representing to be added to Item 1 and full names to be used throughout the document. The minutes were approved as a correct record of the meeting subject to the above amendments.	Chair																																												



5d.	<p><b>National SACT protocols – update</b></p> <p>The options appraisal had been published and prompted a lot of feedback showing overall support for the programme. The appraisal had also generated lots of volunteers wanting to take the project forwards. The Board discussed how to ensure that funding was secured to enable this. There was an agreement to initially form a small working group to scope the project and funding options, membership could be widened at a later stage. Learning opportunities were suggested, including from a similar programme in Australia and the projects to look at consent forms and national intravenous drug guidelines. <b>Action: Netty Cracknell to initiate a small working group to initially scope the programme for National SACT protocols and potential funding options. Janine Mansi, Roshan Agarwal and Emma Kipps expressed an interest in joining the group.</b></p>	Netty Cracknell
5e.	<p>The Board noted that Consent Forms, Pathway Algorithms and National SACT Protocols were regarded as an important suite of work and were key to improving inequalities and treatment variations. Any requests for support needed to consider that the programme was UK-wide. <b>Action: Netty Cracknell to contact members of the Board to ask for suggestions of funding options from their networks and parent organizations.</b></p>	Action
5f.	<p><b>Standards for Reducing Risks Associated with Electronic Prescribing – update</b></p> <p>The standards were awaiting approval from one society and were expected to be published imminently.</p>	Netty Cracknell
5g.	<p><b>Steroid prophylaxis for immunotherapy – update</b></p> <p>Anna Olsen Brown had been approached to investigate this project and was keen to take it forwards, an update would be provided at the next meeting. The Chair asked that the item be renamed ‘Steroid prophylaxis (Immunotherapy)’. <b>Action: Ruth Board to provide a link to ensure that the steroid prophylaxis project was underway and remained under the Board.</b></p>	Pinkie Chambers
5g.	<p><b>National consensus on validity periods of blood tests and threshold values – update</b></p> <p>A protocol had been set up and would be circulated to the Board once it was ready to be progressed.</p>	Pinkie Chambers
5g.	<p><b>Extravasation – update</b></p> <p>The extravasation project was being led by Elaine Tomlinson, RMH Nurse Consultant. Two meetings of the group had taken place and a guideline was being produced with the National Infusion and Vascular Access Society (NIVAS). The aim was to develop a guideline for both cancer and non-cancer drugs, as the principles were the same. The document would consist of principles and action cards. There was also an appetite to standardize extravasation classifications across all Trusts, as there were some discrepancies in reporting. Consistency would be ensured by linking this with the dashboard.</p>	Catherine Oakley
6.	<p><b>Chemotherapy Workforce – update</b></p> <p>The lead for the Chemotherapy Workforce agenda item would be changed to Nicky Thorpe for future meetings. Lisa Barrott provided an update. A digitalized version of the UKONS Passport was in development and the group had been asked to feedback their funding needs from Health Education England (HEE) for 2022/23. The Alliance had requested funding for practice educator posts in addition to the usual courses. Ruth Board noted that HEE had increased the numbers of Medical and Clinical Oncology Trainees again for this round of roles starting in August 2022. There may also be an increase in Haematology. This was an acknowledgement of current Consultant gaps.</p>	Pinkie Chambers
7.	<p><b>Chemotherapy Data – update</b></p> <p><b>Public Health England (PHC) SACT Dataset Report</b></p> <p>Apologies had been noted from Martine Bomb.</p> <p><b>National Institute for Health Research (NIHR) Summary Report</b></p> <p>Apologies were noted from Pippa Corrie, who had left the meeting. A summary report was circulated before the meeting and the group were asked to review this. Pinkie Chambers asked whether the Board were open to disseminating information about the Associate Principal Investigator (PI) Scheme to their parent organizations. Any eligible schemes could be submitted and this was also open to non-medical studies.</p>	Martine Bomb
8.	<p><b>Items for Report – update</b></p> <ul style="list-style-type: none"> <li><b>Chemotherapy Clinical Reference Group</b></li> </ul> <p>The Group were keen that all providers giving SACT were made aware of and began using the new Macmillan alert cards. These could be altered to include local information. <b>Action: Anne Rigg to circulate details of the Macmillan alert cards to the Board members for further dissemination across their organizations.</b></p> <p>At the start of the pandemic, COVID-19 interim drugs rapidly came into place. A group were meeting quarterly to assess and stand down any options that were no longer needed. 18 options were remaining, these would be left for a year mirroring the recent approach in Scotland. A proactive plan was also in place to safely transition any remaining options into alternative funding. The group were unlikely to add any new regimens. Signoff for this plan was expected shortly.</p> <p>A review of the SACT Database was due to take place, this was carried out every three years and would be led by Helen Hill of NHS Digital in liaison with NSH England. The SACT data sets would be scrutinized to remove no longer</p>	Anne Rigg Action Pippa Corrie

	<p>relevant data points and, the community would also be allowed to comment on possible useful additions. Health inequality and extravasation were noted as potentially useful options. The process would begin in April and engagement was encouraged from all societies. Suggestions for new data points needed to consider how simple it was to collect and whether it was clinically important. The project was expected to initially take a year and a further six months to then implement and educate Trusts on the changes.</p> <p>The RCP Patient Safety Group were looking for examples of work that improved patient safety. Anne Rigg proposed highlighting and crediting the Board for some of their projects. The Board agreed and the Chair thanked Anne Rigg for advocating for the Board at conferences and in other meetings.</p> <ul style="list-style-type: none"> <li><b>Acute Oncology Sub-Group – NS Pathway</b></li> </ul> <p>This item was discussed earlier in the meeting as part of the action log review. Pinkie Chambers noted that the Acute Oncology Group were no longer part of NHS England and proposed that a representative be invited to join the Board. Lisa Barrott noted that their input, especially on toxicities, would be helpful. Ruth Board agreed but raised that the content of the meetings may not always be relevant and there was a need for the group to distinguish themselves from the Board. <b>Action: Catherine Oakley to speak to the Chair of the Acute Oncology Group about working collaboratively with the Board and creating a process for each side providing representation to the other when expertise was needed on agenda items.</b></p>	Catherine Oakley  Action
9.	<p><b>UP Chemotherapy Board Conference – update</b></p> <p>The Chair introduced Kirsten Wicke as the organizer of the annual Conference. Due to the pandemic, the previous two conferences had been held virtually. The 2022 Conference would take place at the Pullman London St Pancras on Tuesday 29<sup>th</sup> November. The Board agreed to start a steering group to begin collating the agenda and speakers. Pinkie Chambers noted that the steering group usually consisted of one representative from each of the supporting organizations. <b>Action: Kirsten Wicke to form a steering group for the 2022 Conference. Netty Cracknell, Roshan Agarwal, Lisa Barrott, and Ruth Board expressed an interest in joining.</b></p> <p>Several suggestions for potential speakers were detailed including frailty assessments, prehabilitation for cancer, and an educational session. Kirsten Wicke agreed to collate ideas for speakers on behalf of the steering group and include feedback provided by the 2021 Conference steering group. The Board discussed possible challenges with securing sponsors for an in-person event. It was expected to be more attractive than virtual events due to the increased footfall and networking opportunities. Scoping of this potential risk would be an early priority for the steering group.</p>	Kirsten Wicke  Action
10.	<p><b>Governance</b></p> <p><b>Website Update</b></p> <p>The Board was asked to review the activity sheet that was circulated before the meeting. All approved documents would be uploaded to the website and BOPA would continue to manage this on behalf of the Board.</p>	Netty Cracknell
11.	<p><b>Any Other Business</b></p> <p><b>BOPA Chair</b></p> <p>The Board thanked Pinkie Chambers and Netty Cracknell on behalf of the Board for chairing and providing the secretariat for meetings over the past year. The meetings were officially handed over to Lisa Barrott and Catherine Oakley of UKONS.</p> <p><b>Public and Private Minutes</b></p> <p>The Board agreed to formalize the publishing of full minutes to the website at the next meeting.</p>	Chair
12.	<p><b>Dates of Next Meeting</b></p> <ul style="list-style-type: none"> <li>Thursday 9<sup>th</sup> June 2022: Either 1pm to 4pm – face to face in London or 2pm to 4pm – Virtual</li> <li>Thursday 13<sup>th</sup> October 2022: 2pm to 4pm – Virtual</li> </ul>	Chair