

UK Chemotherapy Board Public Minutes

A meeting of the UK Chemotherapy Board was held on Thursday 18 June 2020 at 1:30pm via Zoom conferencing

Present:	<p>Dr Tim Littlewood Ms Lisa Barrott Dr Ruth Board Dr Martine Bomb</p> <p>Professor Gordon Cook Ms Pinkie Chambers Dr Pippa Corrie Ms Netty Cracknell Dr Fionnuala Green Ms Alia Nizam Dr Catherine Oakley Professor Nick Reed Dr Tom Roques Dr Hannah Tharmalingham Ms Edna Young Dr Anna Rigg</p>	<p>Chair, The Royal College of Pathologists (RCPATH) UK Oncology Nursing Society (UKONS) <i>(Until 15:15pm)</i> The Royal College of Physicians (RCP) National Cancer Registration and Analysis Service (NCRAS), Public Health England (PHE) The Royal College of Pathologists (RCPATH) British Oncology Pharmacy Association (BOPA) National Institute for Health Research (NIHR) British Oncology Pharmacy Association (BOPA) Vice Chair of the SACT regional group Project Lead, SACT Regimen-Specific Consent forms UK Oncology Nursing Society (UKONS) Scotland Royal College of Radiologists (RCR) VP, RCR Faculty of Clinical Oncology Lay member Chemotherapy Reference Group (CRG) Chair <i>(until 14:30pm)</i></p>
In attendance Apologies	<p>Mrs Michelle Dominique Dr Catherine Bale Professor David Dodwell</p> <p>Dr Janine Mansi Dr Paula Scullin</p>	<p>Governance and Committee Services Officer <i>(minutes)</i> Wales Representative Chair, Chemotherapy Clinical Information Group, Public Health England (PHE) Association of Cancer Physicians (ACP) Northern Ireland</p>

UKCB.15/20 Welcome, apologies and declaration of conflicts of interests

The Chair welcomed all members to the meeting. There were no declarations of conflict of interests made. Apologies for absence were as listed

UKCB.16/20 Minutes of the previous meeting held 23 January 2020

Unconfirmed full minutes

The full minutes of the UK Chemotherapy Board meeting held on 23 January 2020 were confirmed as a correct record of the meeting.

Unconfirmed Public minutes

The unconfirmed public minutes of the UK Chemotherapy Board meeting held on 23 January 2020 were approved.

Review of Actions

The committee reviewed the action list from the meeting held in January. Most actions were included on the agenda for further discussion.

- Action point UKCB.03/20. It was confirmed that the lay member's job description had been updated as suggested.
- It was confirmed that the current Lay member would serve a further four- year term on the Board (January 2020 - January 2024)
- Action point UKCB.04/20. BOPA and UKONS confirmed that they would Chair the Board separately going forward. The Board **agreed** that the Terms of Reference was amended to include this change.
- Action point UKCB.09/20. The treatment break policy was circulated via Regional Commissioners who work with National Health Service England (NHSE) who disseminate this information to providers.
- Action point UKCB.10/20 regarding the Kings Health Partners (KHP) Learning Modules, Dr Mansi to see if KHP still required endorsement from the Board (**Action**).

UKCB.17/20 Matters Arising

There were no matters arising.

UKCB.18/20 Chemotherapy Clinical Reference Group

- The Chemotherapy Clinical Reference Group (Chemotherapy CRG) were prioritising Systemic Anti-Cancer Therapy (SACT) treatment work during the current crisis and were looking at proposals for drug switches and amendments to try to enable patients to remain safe and have as few hospital visits as possible.
- Work had continued on the NHSE SACT Quality Dashboard.
- The Chemotherapy Alert Card was approved and should be launched in the next few months by Macmillan.
- Clinical Leads were now engaged with the work called 'Fact Funded Treatment Pathway' which were essentially algorithms for each of the various tumour groups.

Dihydropyridimine dehydrogenase (DPYD) testing

NHSE specialised Commissioning Genomics Group had produced a draft policy to cover DPYD testing. The draft policy had been approved by specialised commissioning and would be launched soon. Before the policy is implemented, NHSE wanted to make sure that there was a clear guideline of either dose reduction or avoidance depending on the variant identified.

Patient shielding

The original shielding advice would end soon and a risk stratification tool was being developed that could be used across any disease type (for any adult), to try to quantify patient risk if they were to contract COVID-19 and to decide what level of shielding advice the individual patient should be given.

UKCB.19/20 Membership

This item was discussed under UKCB.16/20

UKCB.20/20 Establishment of Fixed Secretariat

Decision from UKONS and BOPA regarding Chairing / Secretariat next year

This agenda item was discussed under UKCB.16/20 where BOPA and UKONS confirmed that they would chair the Board separately going forward.

Funding fixed secretariat, UK Chemotherapy Board Service Level Agreement and the UK Chemotherapy website

Discussion took place regarding the viability of a fixed secretariat. During previous discussions, it was noted that some organisations were not prepared to contribute to the fee proposed for a fixed secretariat.

The discussion concluded in the Board recognising that funding continued to be an issue, especially due to the financial effects of COVID-19. Therefore, it was **agreed** that the UK Chemotherapy Board would not implement a fixed (5-year) secretariat, but instead would continue to rotate between member organisations.

The proposed UK Chemotherapy Board website was demonstrated. The control functions were intuitive and appeared easy to maintain. If the UK Chemotherapy Board website was to go live, the web address would become searchable through Google.

UKCB.21/20 Chemotherapy Board Work streams

Chemotherapy consent forms and National Steering Group meeting minutes of 13 November 2019, submitted to the meeting were noted. An overview of the documents submitted were as follows:

- The last steering group meeting took place in March 2020 (a further meeting was planned to take place the following week).
- Many consent forms were due for revalidation and review. The generic immunotherapy consent form had been reviewed and was available on the CRUK website. The breast consent forms were also reviewed and also available on the CRUK website.
- Members were informed of the forms which being revalidated.

Changes made to forms:

- Some changes had been made to the template of the form. A link had been added to the Scottish legal framework, as the law regarding consent was slightly different from that in England. This link was currently available on the breast form and other forms would be updated also.
- A link had been added to the SACT treatment record to provide information about the SACT treatment record.

e-consent

- A meeting had taken place with the company delivering the chemotherapy e-prescribing system. They demonstrated the functionality of the system which could interface with different systems. A working group was convened to move things along with a focus on e-consent.
- The guidance for remote consent had been uploaded onto the CRUK website.
- A patient survey was planned to understand the views on the consent form. This work had been put on hold, but would be discussed at the National Steering Group meeting.

Forms used in Wales

There was no major update on uptake, but where the forms were being adopted, the law is the same as in England. The forms would be translated into Welsh in due course.

Northern Ireland

There had been no Northern Ireland representatives at the last few Steering Group meetings so there were no updates to report.

Age is no Barrier to Chemotherapy study

Members were informed that the analysis had been run but the COVID-19 pandemic had led to a pause in this work as analysts had be redeployed and work re-prioritised.

UKCB.22/20 Chemotherapy Workforce

UKCB guidance for management of hyperglycaemia in oncology

The project started as a small project working with the Association of British Clinical Diabetologists (ABCD) and resulted in the production of the document titled 'Outpatient Management of Glycaemic Control in Patients Receiving Cancer Treatments. Guidance for the oncology multidisciplinary team' which discussed the management of patients with diabetes who may have chemotherapy treatment and was nearing its final draft. **Action:** Members to review the document and provide comments.

Swabbing for nonsurgical oncology patients

The link to the document titled 'Guidance on SARS –CoV-2 antigen testing for asymptomatic healthcare Workers (HCW) and patients in non-surgical oncology in the UK', was circulated to members for information only.

UKCB.23/20 Chemotherapy Data

Public Health England (PHE) SACT dataset report

- PHE were developing some dashboards in relation to COVID-19 for SACT and radiotherapy.
- Work had been done to support the National Incident, working with Oxford on the risk stratification form and using cancer data to prime NHSE with the number of patients who were prescribed immunosuppressive SACT treatment over the last year.

This highlighted that the data that people submit routinely on a regular basis can be very important during pandemics.

- NHSE and PHE were working in partnership to support the National Institute for Health and Care Excellence (NICE) with the evaluation of the Cancer Drug Fund. These reports would be available on the NICE website.

National Institute for Health Research (NIHR) Summary Report

An update on recruitment to cancer portfolio studies for year 19/20 was provided:

- 75k patients had been recruited (a third of which were interventional studies). This was similar to the numbers recruited in 2018/19 and NIHR were pleased with the level of recruitment.
- COVID-19 had an important negative effect on clinical trial activities.
- An NIHR document had been widely circulated to aid the restarting of paused studies. NIHR were trying to facilitate teams to get trials up and running again.
- Chemotherapy Pharmacy Advisory Service (CPAS) had been formally renamed to Cancer Trials Pharmacy Advisory Service (CTPAS). The NIHR were trying to relaunch CTPAS with a new website. Work was being done with CRUK, HTA and other big cancer charities to encourage investigators to use this facility.

UKCB.24/20 Education

Two documents had been circulated to members regarding the Low Risk Febrile Neutropenia Pathway for members to review and comment on.

Action: As members had previously provided comments, all members were to get formal endorsement from their organisations.

UKCB.25/20 Items for Report

Update on hyper sensitivity reaction when preparing monoclonal antibodies

There was no update this time and the item should be removed from the agenda.

UKCB.26/20 Chemotherapy Commissioning

Chemotherapy Clinical Reference Group

This item was discussed under UKCB.18/20.

UKCB.27/20 Devolved Nations Updates

Scotland

There were no specific issues from Scotland that had not already been discussed during the meeting.

Northern Ireland

The CRG had:

- Achieved regional consensus on prioritising all SACT regimens.
- Developed a risk mitigation template to record all treatment modifications in Oncology & Haematology.
- Ensured no SACT treatments were stopped due to capacity constraints.
- The Northern Ireland Cancer Centre (NICC) oncology day SACT service moved to an independent sector premises as their home was transformed into a Nightingale hospital.

Wales

There was no representative from Wales at the meeting.

UKCB.28/20 UK Chemotherapy Board conference

There was a UK Chemotherapy Board conference planning meeting immediately before this Board meeting. The conference will take place on Thursday 26 November online and is free of charge. 150 delegates had already signed up and Dr Board would circulate the UK Chemotherapy Board conference publicity once it was available.

UKCB.30/20 Any Other Business

The frequency of the Board meetings was raised and whether they should be more frequent and shorter in length to progress actions more quickly. **Action:** The Governance and Committee Services Officer to send a Doodle Poll to gauge the opinions of members regarding more frequent, shorter meetings.

UKCB.31/20 Dates of Next Meeting in 2020

- Monday 19 October at 1:30pm