

UK Chemotherapy Board Public Minutes

A meeting of the UK Chemotherapy Board was held on Thursday 23 January 2020 at 1:30pm in the Terrace Room, The Royal College of Pathologists, 6 Alie Street, London E1 8QT

Present:	Dr Ruth Board	Chair, Royal College of Physicians (RCP)
	Dr Denise Bonney	Consultant Paediatric Oncologist, Royal College of Pathologists (RCPATH)
	Dr Martine Bomb	National Cancer Registration and Analysis Service (NCRAS), Public Health England (PHE)
	Ms Pinkie Chambers	British Oncology Pharmacy Association (BOPA) <i>(from 13:48pm)</i>
	Ms Netty Cracknell	British Oncology Pharmacy Association (BOPA)
	Dr Fionnuala Green	Vice Chair of the SACT regional group
	Dr Tim Littlewood	Royal College of Pathologists (RCPATH)
	Ms Alia Nizam	Project Lead, SACT Regimen-Specific Consent forms
	Dr Catherine Oakley	UK Oncology Nursing Society (UKONS)
	Professor Nick Reed	Scotland <i>(from 1:55pm)</i>
Dr Tom Rogues	Royal College of Radiologists (RCR) <i>(from 1:55pm)</i>	
Dr Hannah Tharmalingham	VP, RCR Faculty of Clinical Oncology <i>(from 1:55pm)</i>	
Ms Edna Young	Lay member	
Via teleconference	Dr David Hobin	Consultant Paediatric & Adolescent Oncologist, Royal College of Paediatrics and Child Health (RCPCH)
In attendance	Dr Anna Rigg	Chemotherapy Reference Group (CRG) chair
	Mrs Michelle Dominique	Governance and Committee Services Officer <i>(minutes)</i>
	Dr Catherine Bale	Wales
	Ms Lisa Barrott	UK Oncology Nursing Society (UKONS)
	Dr Pippa Corrie	National Institute for Health Research (NIHR)
	Professor David Dodwell	Chair, Chemotherapy Clinical Information Group, Public Health England (PHE)
	Professor Peter Furness	Royal College of Pathologists (RCPATH)
	Dr Janine Mansi	Association of Cancer Physicians (ACP)
	Dr Paula Scullin	Northern Ireland

UKCB.01/20 Welcome and apologies. Declaration of Conflicts of Interest

The Chair welcomed all to the meeting. Members introduced themselves as it was the first meeting held at RCPATH. There were no declarations of conflicts of interests, and apologies received were as listed.

UKCB.02/20 Minutes of the previous meeting held on 7 October 2019

Both the full minutes and the public minutes of the meeting held on 7 October were confirmed as a correct record of the meeting, subject to the following amendment: Dr Denise Bonney should read RCPATH and not RCPCH.

UKCB.03/20 Membership

The secretariat and the Chairing of the board had rotated to The Royal College of Pathologists for one year (pending on-going discussions regarding the fixed secretariat).

The Chair expressed that RCPATH haematology members would be the audience that the board would engage with and that the UKCB members would disseminate information from the board with that group. The Chair would welcome the involvement of the BSH in supporting RCPATH.

Lay member

The current lay member's term of membership was ending in May 2020. The RCP were to approach their Patient Involvement Unit, to establish whether a member would be interested in joining the UKCB but felt that it would be more equitable if all representative bodies on the board approach their patient groups. **Action:** members to review the lay member job description and provide comments as appropriate.

Following the review of the lay member job description, members would be asked to take the agreed lay member job description to their patient groups to see if there are people interested in joining the UKCB. Members should note that the expenses for the lay member would come from the body that nominated the lay member.

It was highlighted that the job description required someone with specific expertise, and members suggested that someone who had involvement as a service user or carer (or someone who had received systemic treatment) would be more desirable.

The time commitment of the lay member (preparation time for board meetings should be included in the job description as well as mentioning opportunities to attend other meetings). **Action:** Chair to review the job description before circulating it to members for comments.

Independent Sector Places on UKCB

The committee were previously informed of the Independent Sector Cancer Network (ISCN) and discussed whether there should be representation from ISCN on the UKCB. The Chair liaised with the National Quality Lead for Cancer at Nuffield Health regarding shared learning. Members agreed that this link was relevant and a representative identified. **Action:** Chair to contact the National Quality Lead to inform her of the decision.

Action: Governance and Committee Services Officer to contact members to ask for a volunteer to attend ISCN meetings on behalf of the Board. It was noted that the ISCN meetings were held in London.

Terms of Reference – for information only (next review July 2020)

It was noted that the committee Terms of Reference was included in the papers for the meeting for information only.

UKCB.04/20 Establishment of Fixed Secretariat

Background information was provided regarding the proposed fixed secretariat. Concerns were raised from two member bodies regarding the funding a fixed secretariat.

Action: Representatives to discuss their intentions on taking part in the bid, as well as confirming the separation because of the handover of the secretariat next year.

There was discussion regarding whether the RCPCH and RCPATH would take part in the bid process

and how to undertake an open procurement exercise and the amount of work involved.

The Chair proposed that the handover of the secretariat take place after the winter meeting to create a smooth transition. The handover of the Chair would take place after chairing the January meeting to which members agreed. **Action:** Representative to inform the Chair who would take over the secretariat next if they were separating.

UKCB.05/20 UKCB Website

Action: Documents that would be uploaded onto the new website.

Action: Governance and Committee Services Officer to provide the UKCB logo.

UKCB.06/20 Chemotherapy Board Work streams

UKCB work distribution – Letter to Cancer Alliance Chairs

Only 3 acknowledgments of the letter had been received. The Chair suggested editing the letter and including heads of services when the UKCB website is up and running.

Chemotherapy consent forms and related documents:

Breast consent forms (the most popular forms to be downloaded) were due for revalidation in 2019, and were in their final stage of review before publishing. There were 52 breast forms (17 of which were new regimens). Members were informed that specific dosing would not be included on the consent forms, instead a statement to prompt prescribers to discuss with the patient (if there were not receiving the full dose) would be included. This statement would also be included on the generic consent forms.

Discussion took place regarding the generic CRUK consent form. It was confirmed that the form was being used in Northern Ireland and was also available in Welsh. In Scotland, the form used was slightly different from the CRUK regimen-specific form, and was currently out for consultation. **Action:** Chair to clarify the breast form used in Scotland with Dr Mansi.

Members were informed that the radiotherapists were to write an RCR generic form and RCR guidance on how to write good risk information for others to adopt and RCR would endorse.

Age is no barrier to chemotherapy

The study had been accepted but paused for publication until an issue is resolved. Dr Bomb would inform members of the publication date after the issue is resolved.

Refreshment of guidance for 30 day M and M workbook

The 30 day mortality workbook post Systemic Anti-Cancer Therapy (SACT) meetings and suggestion sheet had been sent out a questionnaire but had not received any comments back. **Action:** Dr Scullin to start work on the review of the 30 day M and M workbook as no comments were received.

Project ideas 2019

Variations in Prescribing

This was an idea for a project but had not been progressed.

Guidance on National Protocols for Osteonecrosis (ONJ) - both patient and dentist information.

This project had been completed and resources were available. When the resource was sent out for

consultation, certain groups involved in dentistry were left out and the Chair highlighted the need to scope out which organisations / stakeholders may have an interest in the future.

Development of guidance to monitoring blood sugar levels whilst on steroids/SACT treatment

The committee were informed that the project started because the lack of guidance regarding what to do for pre-existing diabetic patients and those who presented with high blood glucose and were treated with chemotherapy. This was a practical guideline addressing those areas and would sign post to information that was already available and work on the template was on-going.

Association of British Clinical Diabetologists (ABCD) had requested a name of an oncologist who had an interest in blood sugars to speak at a meeting, which was provided.

Intrathecal Chemotherapy

Progress had been made to escalate Intrathecal Chemotherapy on the agenda It was hoped that NHSE would take this forward.

UKCB.07/20 Chemotherapy Data

Public Health England (PHE) SACT dataset report

PHE in partnership with NHSE had been working together to use SACT data to support clinical practice and inform commissioning. Information was presented on this work.

National Institute for Health Research (NIHR) Summary Report

The report submitted by NIHR was noted.

UKCB.09/20 Chemotherapy Commissioning

Update from Chemotherapy Clinical Reference Group:

The following update was provided:

Key findings on SACT delivery in England were:

- The activity of SACT continued to grow.
- NICE had approved 90 new drugs approved by NICE in the last 2.5 years, with virtually no decommissioning of medicines, and cancer survivors were living longer.
- Treatment break policy for on-going SACT treatments had been circulated by the Cancer Alliances'. Members shared that they had not seen this document. **Action:** Dr Rigg to send Treatment Break Policy for on-going SACT treatments to UKCB to distribute through networks.

Members were informed of the work on the Chemotherapy Quality Dashboard. This dashboard was likely to come out in 2020 but there would be consultation first.

Acute Oncology Sub-Group - Low Risk sepsis pathway

This was the final draft of the guidance which the UKCB had been asked to endorse. BOPA and UKONS did not feel that they could support the guidance.

Action: Dr Oakley to recirculate the draft guidance on Low Risk sepsis pathway for further discussion at the next board meeting.

UKCB.10/20 Items for Report

Feedback of the CRUK patient record

70,000 books had been distributed across the UK. A teleconference was planned to discuss the

feedback. One issue raised was regarding the space it takes up/ duplication through the book. Members liked the pocket as other resources were developed with the pocket in mind. **Action:** Chair to feed back the board's view at the teleconference.

Update on hyper sensitivity reaction when preparing monoclonal antibodies

This item was not discussed. **Action:** Dr Barrott to provide an update at next meeting.

KHP Learning Modules Endorsement

The board were unclear what information / action was needed to progress the endorsement. **Action:** Chair to check with Dr Mansi what was needed to take this forward.

UKCB.11/20 Devolved Nations Updates

Northern Ireland

The first peer review visit took place in November and was in the process of developing a cancer strategy for Northern Ireland. There was no current mechanism for SACT data collection.

Scotland

The 19 recommendations (as a result of the Tayside incident) was discussed and were in the process of being put into place. Prof Reed was invited to a meeting with David Cameron regarding off-label medicines to attempt to address the issues with newer drugs on 10 February.

Wales

No report provided this time as the Wales representative had given apologies.

UKCB.12/20 Commissioning Chemotherapy Services conference

The Chair leads on the development of the programme of the Commissioning Chemotherapy Services conference, and had made suggestions of possible speakers and the format of the conference. It was suggested that the name of the conference be changed to UK Chemotherapy Board Conference **Action:** Chair would suggest the change of name to conference organisers immediately after the meeting.

Action: Chair to inform the member who was nominated as a member of the steering group.

UKCB.13/20 Any Other Business

Cancer Treatment Alert Card

The Cancer Treatment Alert Card and the Cancer Treatment Alert Card – Information for patients (A5 leaflet) tabled at the meeting was noted. Members were informed that the alert cards had been circulated widely and was not for consultation and would be distributed through UKONS and BOPA.

UKCB.14/20 Dates of Next Meetings in 2020

- Thursday 18 June 2020 at 1:30pm
- Monday 19th October at 1:30pm