

UKONS Board Meeting

Monday 11th December 2017
09.30-16.00

Minutes

Name, Role, Status	Job title	UKONS region
Helen Roe (HR) President In Attendance	Consultant Cancer Nurse / AOS Lead North Cumbria University Hospitals NHS Trust	North West (NW)
Catherine Oakley (CO) Past President In Attendance	Chemotherapy Nurse Consultant Guys & St Thomas' NHS Foundation Trust	London (L)
Jane Beveridge (JB) Secretary In Attendance	Deputy Nurse Director Sheffield Teaching Hospitals NHS Foundation Trust	North East and Yorks & Humber (NE&YH)
Wendy Anderson (WA) Board member In Attendance	Macmillan Nurse Consultant Chemotherapy South Tees Hospitals NHS Foundation Trust	North East and Yorks & Humber (NE&YH)
Sandra Campbell (SC) Board member In Attendance	Nurse Consultant for Cancer and Palliative Care Falkirk Community Hospital	Scotland (S)
Philippa Jones (PJ) AOS Co-lead & Co-opted Board member Dialled in to AOS section of the meeting	Macmillan Associate Acute Oncology Nurse Advisor for NIHR Clinical Research Network: West Midlands Cancer Division	Midlands (M)
Alison Hill (AH) Dialled into meeting	Lead Cancer Nurse University College London Hospitals	London (L)
Verna Lavender (VL) In Attendance	Senior Lecturer in Cancer Care Oxford Brookes University	South Central

Item	Action
<p>1. Welcome and apologies</p> <ul style="list-style-type: none"> HR welcomed and thanked everyone for attending the meeting given the current wintery weather conditions. PJ & AH sent apologies for not attending in person. Both dialled into the meeting; PJ just for the AOS MIG part of the agenda. 	
<p>2. Declaration of conflict of interest</p> <p>HR has undertaken some educational work for Genomic Health.</p>	
<p>3. Finance report</p> <ul style="list-style-type: none"> Cathy Hughes (CH) dialled into meeting to give overview of financial report. CH stepping down from the Board and role as UKONS Treasurer. Group thanked Cathy for all her hard work and contribution. VL voted into role as Treasurer. Application form submitted to bank to transfer bank signatory to VL and HR. CH has processed all pending payments CH confirmed mileage reimbursement rate is as per government guidance 45p/mile. 	
<p>4. Nexgen</p> <ul style="list-style-type: none"> Simon Harris presented to Board an overview of how Nexgen could support UKONS with regards to website and social media. Board to discuss and provide decision to Nexgen by mid-January 2018. 	VL & CO
<p>5. Succinct</p> <ul style="list-style-type: none"> Board met with Sean McGrath & Anthony O’Rawe in relation to Succinct and UKONS working arrangements. 	
<p>6. Julie Smith to discuss work with BJJ</p> <ul style="list-style-type: none"> Working with UKONS on an oncology supplement 3 times a year, February, May & September. VL & SC happy to be reviewers – may get more interest when new Board members are appointed. 9th March 2018 BJJ awards - HR & SC will shortlist and attend for UKONS Oncology award. Cancer pain/palliative care conference 20th March 2018 – HR is chairing a session. 	HR & SC
<p>7. Annual Conference – feedback from 2017 and brief planning for 2018</p> <ul style="list-style-type: none"> Very positive feedback from 2017 conference. HR as President to discuss with LEO specific comments re: session. 2018 conference November 2018 in Glasgow. Conference planning meeting for February 2018. AO’R will arrange. Group discussed possible themes and speakers. 	HR

<p>8. Review of minutes of last meeting</p> <ul style="list-style-type: none"> Sections 6 & 17 to be amended to reflect accurate discussion. New wording to state: Solicitors are preparing written advice in relation to a change in secretariat. VL asked for details with regards to personal and financial liability – actions were to seek written information from solicitor. Group requested outstanding information before reaching final decision about secretariat services, which had been discussed in principle. 	
<p>9. Outstanding commitments</p> <ul style="list-style-type: none"> Report from older people with cancer workshop – JB to liaise with facilitator. Exhibiting Britain against cancer – HR liaising with this group. Bristol Myers Squibb and cancer nursing workforce project – HR liaising with project team. Representing UKONS at BASO – HR will attend. Closed Systems – WA leading on this. Cancer Nursing Practice conference 2nd May 2018 – waiting for further details. Palliative care/pain conference – HR attending. UK Oncology Forum June 2018 – UKONS will facilitate a session. European Oncology Convention – PJ. Safer needles project group – VL has liaised with group. 	
<p>10. Breaking news, website, social media and existing workstreams</p> <ul style="list-style-type: none"> VL/ JB and AH will support the breaking news until future Board members are in place. 	<p>VL/JB/AH</p>
<p>11. MIGS</p> <ul style="list-style-type: none"> JB asked can all MIG leads submit electronic report that can be inserted into minutes. <p>Haemato – oncology MIG update</p> <ul style="list-style-type: none"> 700 members. Committee with TOR now developed. High risk master class very positive feedback. Looking at next year’s work streams. <p>Research MIG update</p> <ul style="list-style-type: none"> Group have not met since last Board meeting. <p>SACT MIG update</p> <ul style="list-style-type: none"> Cochrane review continues. Chemotherapy passport roll out very successful – looking at economic evaluation of this. Looking to get a quote from printers that the AOS tool use. <p>LWBC MIG update</p> <ul style="list-style-type: none"> SC to support this MIG and get handover from Rachel Lovett-Morgan. 	<p>WA/PJ</p>

<p>AOS MIG update</p> <ul style="list-style-type: none"> • Australia will accept 37.5 as temperature for the tool – Board happy to support. • Work being undertaken in Keele to develop tool as an app (part of a research study). PJ will keep group update with progress. • Working on education and training document for AOS with NHS England- would like UKONS to endorse this. Board wish to see drafts and PJ is part of this work. • Acute Oncology Patient Experience – looking at how we capture this group of patients across the county as part of national survey. JB is link to the cancer patient experience group so will liaise with PJ re this. • Initial management guidelines almost complete – PDF will be made available on UKONS website. 	
<p>12. Ambassadors update</p> <ul style="list-style-type: none"> • SC to have T Con with GK and Cheryl Vidall. 	<p>SC</p>
<p>13. Review Board Links with industry partners and collaborators</p> <ul style="list-style-type: none"> • New list to be circulated via e mail. Board members to make contact with their industry partner. 	<p>ES/RH</p>
<p>14. AOB</p> <ul style="list-style-type: none"> • HR asked group to review biographies on website. 	<p>ALL</p>
<p>Designation: Helen Roe, UKONS President</p> <p>Date: 17 January 2018</p> <p>Next Meeting: Wednesday 14th March Face-to-face meeting, 10.00 – 16.00 Darwin Meeting Room OPEN Health Offices, 330 High Holborn, London</p>	