

## UKONS Board Meeting

Friday 21<sup>st</sup> April 2017

0900-1000 TCon

Minutes

Name, Role, Status	Job title	UKONS region
<b>Richard Henry (RH)</b> President <b>In Attendance</b>	Lecturer in Nursing at Queens University Belfast	Northern Ireland (NI)
<b>Emma Sweeney (ES)</b> President elect <b>In Attendance</b>	Macmillan Head of Cancer Nursing Colchester Hospital	East of England (EoE)
<b>Catherine Oakley</b> Past president <b>In Attendance</b>	Chemotherapy Nurse Consultant Guys & St Thomas' NHS Foundation Trust	London (L)
<b>Cathy Hughes (CH)</b> Treasurer <b>In Attendance</b>	Consultant Nurse Gynaecology / Oncology Imperial College Healthcare	London (L)
<b>Jane Beveridge (JB)</b> Secretary <b>In Attendance</b>	Deputy Nurse Director Sheffield Teaching Hospitals NHS Foundation Trust	North East and Yorks & Humber (NE&YH)
<b>Wendy Anderson (WA)</b> Secretary <b>In Attendance</b>	Macmillan Nurse Consultant Chemotherapy South Tees Hospitals NHS Foundation Trust	North East and Yorks & Humber (NE&YH)
<b>Sandra Campbell (SC)</b> Board member <b>In Attendance</b>	Nurse Consultant for Cancer and Palliative Care Falkirk Community Hospital	Scotland (S)
<b>Philippa Jones (PJ)</b> AOS Co-lead & Co-opted Board member <b>In Attendance</b>	Macmillan Associate Acute Oncology Nurse Advisor for NIHR Clinical Research Network: West Midlands Cancer Division	Midlands (M)
<b>Gillian Knight (GK)</b> AOS MIG Co-lead <b>In Attendance</b>	Macmillan Lead Cancer Nurse South Wales Cancer Network	Wales (W)
<b>Rachael Morgan-Lovatt (RM-L)</b> Board member <b>In Attendance from 1000hrs</b>	Lead Cancer Nurse BMI Priory Hospital	West Midlands (WM)
<b>Helen Roe (HR)</b> Board member <b>In Attendance</b>	Consultant Cancer Nurse / AOS Lead North Cumbria University Hospitals NHS Trust	North West (NW)
<b>Alison Hill</b> <b>In Attendance</b>	Lead Cancer Nurse University College London Hospitals	London (L)
<b>Verna Lavender</b> <b>Apologies</b>	Senior Lecturer in Cancer Care Oxford Brookes University	

Item	Action
<p><b>1. Welcome and apologies</b></p> <ul style="list-style-type: none"> <li>RH welcomed everyone to the meeting. Apologies noted from Verna Lavender</li> </ul> <p><b>Declaration of conflict of interest</b></p> <ul style="list-style-type: none"> <li>HR working with Clinigen on an education session in relation to extravasation</li> <li>HR/PJ have been involved in discussion with genomic health. Rh/ES have also been in contact with genomic health. RH/ES/HR/PJ to set up a TCon to look at how we work with them going forward</li> </ul> <p><b>Review of minutes and actions from last meeting</b></p> <ul style="list-style-type: none"> <li>ONS – RH is working with ONS regarding a range of UKONS activities and how we can work collaboratively.</li> <li>Document Control – ES has been working on this and will circulate the final list to Board. RH thanked ES &amp; RML for working on these and JB for taking on the document control going forward.</li> <li>EONS- EONS filing at Guys &amp; St Thomas next week for European Nurses Day.</li> <li>Industry partnerships – all Board members have a partner to work with.</li> <li>Ambassador update – nothing to note at this meeting.</li> <li>Macmillan AHP Competency Framework – RH has written a forward for this document on behalf of UKONS</li> </ul>	<p>RH/ES/HR/PJ</p> <p>RH</p>
<p><b>2. Finance report</b></p> <ul style="list-style-type: none"> <li>CH noted nothing to report since last Board meeting</li> <li>CH noted insurance is in date 7/12/16 – 6/12/17</li> <li>RH noted number of projects that we are involved with will have financial implication including:  Cochrane review of closed systems – approx. 20K  Upgrade of website – RH &amp; Ben working on this approx 10K  Smoking cessation work  Immunotherapy work – supporting group to ISNCC in California, June Oncology Forum and workshop in conference  TORCH – research training  Query research MIG to ask for some funding  Articles of association with Solicitors – JB has circulated invoice to CH/RH/ES</li> </ul> <p>RH is collating a list of activities which he will circulate to the Board and out on website</p>	<p>RH</p>
<p><b>3. Secretary report</b></p> <ul style="list-style-type: none"> <li>JB presented secretary report, overview of membership and partner level agreements</li> <li>Increase in membership noted</li> <li>Changes made to the Memorandum and Articles of Association – JB/ES are discussing with solicitors next week</li> </ul>	<p>JB/ES</p>
<p><b>4. UKONS documentation – strategic plan</b></p> <ul style="list-style-type: none"> <li>ES gave update at start of meeting</li> </ul>	
<p><b>5. Lead Cancer Nurse MIG</b></p> <ul style="list-style-type: none"> <li>AH has developed a template to generate some interest in this group – lots of enthusiasm for this group</li> <li>AH will circulate something to Board as to how she plans to take this work forward as lots of discussion around what constitutes a Lead Cancer Nurse as very different in each organisation, do Lead Nurses need to be UKONS members to join this group. Need something to go into Breaking News  ES/RH have been contacted by TYA Lead Nurse at Royal Marsden to look at possibility of a TYA MIG. TCon to be arranged</li> </ul>	<p>RH/ES</p>

<p><b>6. Position statement around closed systems – systematic review</b></p> <ul style="list-style-type: none"> <li>• WA gave update – tender has gone out to advert closing date for applications is 15<sup>th</sup> May 2017, with a final decision for end of May 2017. WA/CO/VL working with Cochrane team – WA will circulate the template for scoring each application. Limit of 20k for this piece of work</li> <li>• Expected date for work to be completed will be May 2018. Have asked for monthly updates</li> <li>• Group did discuss that whilst this piece of work is being undertaken we cannot work with pharma companies to promote the use of closed systems WA will put out a holding statement in breaking news</li> <li>• CH noted that we need to ensure from the outset that authorship of this piece of work – it's a UKONS piece of work</li> </ul>	<p><b>WA</b></p>
<p><b>7. Oncology Forum</b></p> <ul style="list-style-type: none"> <li>• Meeting in Birmingham in June – immunotherapy, triage tool and good practice guidelines will be discussed</li> <li>• Rh/ES had been contacted with regards to table for dinner at the event – details to be circulated when confirmed</li> </ul>	<p><b>ES/RH</b></p>
<p><b>8. Macmillan AHP competence framework</b></p> <ul style="list-style-type: none"> <li>• Update given at start of meeting</li> </ul>	
<p><b>Ambassador Update</b></p> <ul style="list-style-type: none"> <li>• Report received</li> <li>• Current number of Ambassadors – 108 (includes several additions/leavers as per below). ND contacted group in January to provide slide-set and poster templates. Have now organised two UKONS Ambassadors Events: Incorporating evidence into practice. Wednesday 19th April 2017 (Glasgow) and Monday 24th April 2017 (London)</li> <li>• <b>Update by region:</b> <ul style="list-style-type: none"> <li>➤ 7x Cheshire &amp; Merseyside</li> <li>➤ 4x East of England</li> <li>➤ 7x Greater Manchester, Lancashire &amp; South Cumbria</li> <li>➤ 27x London (this includes some organisation's head office personnel)</li> <li>➤ 2x Northern England</li> <li>➤ 4x Northern Ireland</li> <li>➤ 1x RoI</li> <li>➤ 12x Scotland</li> <li>➤ 7x South East Coast</li> <li>➤ 12x South West</li> <li>➤ 1x TBC (region not yet established)</li> <li>➤ 3x Thames Valley</li> <li>➤ 4x Wales</li> <li>➤ 2x Wessex</li> <li>➤ 9x West Midlands</li> <li>➤ 6x Yorkshire &amp; Humber</li> </ul> </li> <li>• Board members need to work with/support our local Ambassadors</li> </ul>	
<p><b>Haemato- Oncology MIG Update</b></p> <ul style="list-style-type: none"> <li>• Verna has met with Harry Smith from Gilead on two occasions</li> <li>• Agreed outline programme for masterclass on high-risk CLL</li> <li>• T-Con with Karen Stanley and Harry Smith 07.03.17 to agree masterclass programme</li> <li>• Work with Gilead to support hosting one-day haemato-oncology masterclass on nursing patients with high-risk CLL</li> <li>• Invite members to apply to join a UKONS Haematology MIG Steering Group</li> <li>• Confirm aims and objectives of the MIG</li> <li>• Draft Terms of Reference</li> <li>• Agree actions for the next calendar year</li> <li>• Develop webpage/web-based resources for UKONS Haematology MIG on the UKONS website</li> </ul>	

<p><b>9. Development of website and social media</b></p> <ul style="list-style-type: none"> <li>Update given at start of meeting</li> </ul>	
<p><b>10. 2017 Conference planning meeting</b></p> <ul style="list-style-type: none"> <li>Agenda discussed, KW to make changes and circulate</li> <li>Discussed awards, speakers, debate – KW will note all changes</li> </ul>	KW
<p><b>11. 2018 Conference dates and locations</b></p> <ul style="list-style-type: none"> <li>To discuss at next Board meeting</li> </ul>	
<p><b>12. AOB</b></p> <ul style="list-style-type: none"> <li>PJ noted she attended London Nurse Show, was allocated a UKONS stand on arrival – too much for 1 person to man the stand and deliver a session. Need to plan for next year. Ambassadors could help with this going forward</li> </ul>	
<p><b>Designation: UKONS President, Richard Henry</b></p> <p><b>Date: 24<sup>th</sup> May 2017</b></p> <p><b>Next meeting: Wednesday 7<sup>th</sup> June 2017: 10.00 – 16.00, St Mary's Hospital, London</b></p>	