

UKONS Board Meeting

Wednesday 7th June 2017

1000–1600

St Marys Hospital, London

Minutes

Name, Role, Status	Job title	UKONS region
Richard Henry (RH) President In Attendance	Lecturer in Nursing at Queens University Belfast	Northern Ireland (NI)
Emma Sweeney (ES) President Elect In Attendance	Macmillan Head of Cancer Nursing Colchester Hospital	East of England (EoE)
Catherine Oakley Past President In Attendance	Chemotherapy Nurse Consultant Guys & St Thomas' NHS Foundation Trust	London (L)
Cathy Hughes (CH) Treasurer In Attendance	Consultant Nurse Gynaecology / Oncology Imperial College Healthcare	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 In Attendance	Macmillan Associate Acute Oncology Nurse Advisor for NIHR Clinical Research Network: West Midlands Cancer Division	Midlands (M)
Gillian Knight (GK) AOS MIG Co-lead In Attendance	Macmillan Lead Cancer Nurse South Wales Cancer Network	Wales (W)
Rachael Morgan-Lovatt (RM-L) Board member In Attendance	Lead Cancer Nurse BMI Priory Hospital	West Midlands (WM)
Helen Roe (HR) Board member In Attendance	Consultant Cancer Nurse / AOS Lead North Cumbria University Hospitals NHS Trust	North West (NW)
Alison Hill Board member In Attendance from 1300 hrs	Lead Cancer Nurse University College London Hospitals	London (L)
Verna Lavender Board member In Attendance	Senior Lecturer in Cancer Care Oxford Brookes University	South Central (SC)

Item	Action
<p>1. Welcome and apologies</p> <ul style="list-style-type: none"> RH welcomed everyone to the meeting <p>Declaration of conflict of interest</p> <ul style="list-style-type: none"> HR has done some work with Clinigen Paxman paying for CO travel to conference in USA <p>Review of minutes and actions from last meeting</p> <ul style="list-style-type: none"> Accepted as true record 	
<p>2. 2017 Conference planning meeting</p> <ul style="list-style-type: none"> Discussion took place with regards to following for 2017 conference <ul style="list-style-type: none"> Update on delegate numbers Update on Saturday workshops – RH to speak to LCNF re smoking cessation session. WA to speak to presenter Fourth category for abstracts has now been circulated Abstract shortlisting. KW will set up TCON to finalise shortlisting – 7 abstracts received to date Sponsorship – 3 major sponsors MSD/BMS/Roche 22 stands to date have been accepted Satellite sessions – Board member to link with each pharma company Astellas (RH), BMS (ES), LEO Pharma (GK), Bayer (VL) KW to update the disclaimer text Accommodation – Crowne Plaza booked for all Board members E mail any travel requirements for Harrogate to KW Stage set-up– agreed armchair style AGM – on stage will be RH/ES/CH/JB Debate – RH and Natalie Doyle to finalise title and speakers Discussion around plenary speaker Catering – all Board members have made some suggestions. AOR will go with majority and email the Board with final menu selection Student essay – still keen to do this. RH to email details to KW KW will e mail all Board every 2 weeks with an update 	<p>RH/WA</p> <p>KW</p> <p>KW</p> <p>ALL</p> <p>RH/ND</p> <p>AOR</p> <p>KW</p>
<p>3. Board organisation and membership</p> <ul style="list-style-type: none"> Discussion took place with regards to future direction of Board 	
<p>4. Finance report</p> <ul style="list-style-type: none"> CH provide Board with finance overview 	
<p>5. Secretary report</p> <ul style="list-style-type: none"> JB presented secretary report, overview of membership and partner level agreements Increase in membership noted E mail from solicitors needing clarification on some aspects of the Memorandum and Articles of Association – JB/ES/RH to meet next week to discuss 	<p>JB/ES/RH</p>
<p>6. Website/social media upgrade</p> <ul style="list-style-type: none"> Discussed as part of Board future direction of travel 	
<p>7. Oncology Forum</p> <ul style="list-style-type: none"> 15-16th June 2017 in Birmingham – all Board members are attending Table for dinner on 15th June 2017 – ES will accept on behalf of Board and advise of any dress code 	<p>ES</p>

<p>8. Closed systems– systematic review</p> <ul style="list-style-type: none"> • WA gave update – standard statement has been issued re closed systems and systematic review • Tender process completed and decision has been made with regards to who is undertaking the review. Contract out for comment. Hope to have something to feedback at the conference • 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 	
<p>9. EONS</p> <ul style="list-style-type: none"> • Block vote for end of June 2017 – UKONS have block vote 	<p>ALL</p>
<p>10. Lead Nurse MIG</p> <ul style="list-style-type: none"> • AH has drafted piece to go into breaking news 	<p>AH</p>
<p>11. TYA MIG</p> <ul style="list-style-type: none"> • ES- Lottie West keen to set up TYA MIG with Louise Sloanes – awaiting proposal Group discussed need to ensure this has been discussed with Teenage Cancer Trust Director of Nursing 	
<p>12. MIGs</p> <p>Research</p> <ul style="list-style-type: none"> • Website resource has been created by VL and Laura Rooney – directing people to resources, funding etc. • Proposal re cognitive impairment – Ongoing discussion with BMS re: possible project funding • Building a database around questions for research MIG <p>SACT MIG</p> <ul style="list-style-type: none"> • Increase in e mail questions to group • Chemo passport – to be trialled in Guys & St Thomas Sept 2017, Capital are currently funding this, UKONS wish to endorse and plan is to roll out across country <p>LWBC</p> <ul style="list-style-type: none"> • Increase in members to MIG • Continuing with key questions • Looking to change chair of MIG • TCON arranged with Nicola Beech to look at how we can work collaboratively <p>Radiotherapy</p> <ul style="list-style-type: none"> • No update to be given <p>Haemato- oncology</p> <ul style="list-style-type: none"> • Co-Chair agreed • Masterclass to be held by Gilead in collaboration with UKONS Haemato-oncology MIG, which will possibly be 9th November in Harrogate • Increase in members • Meeting 11th July 2017 <p>AOS</p> <ul style="list-style-type: none"> • Acute oncology guidelines are out for comment. PJ working with pharma to support the design of the guidelines. Quite for an app to support this. CH to send PJ something around bowel obstruction • Primary care tool – Macmillan will fund the print of pocket cards of this tool. RCGP will also endorse this. • Discussion took place around the transcript of the tool into other languages. RH will discuss with Danny Kelly. • Australia are in final stages of their adaption to the triage tool • PJ has had a request from commercial firm to make the UKONS tool into an app. CO will speak to commercial team at Guys for advice on how to manage this 	<p>RH</p> <p>CO</p>

<ul style="list-style-type: none"> • National patient survey for AOS – PJ/CO working on this • Working with National Sepsis Campaign around neutropaenic sepsis and low risk sepsis 	
<p>13. Smoking cessation</p> <ul style="list-style-type: none"> • Systematic review into smoking cessation services for adults in UK going ahead with National Lung Cancer Nurses Forum • RH will confirm cost to UKONS 	RH
<p>14. TORCH</p> <ul style="list-style-type: none"> • Natalie Doyle in attendance – dates for TORCH will be pushed back 	
<p>15. Ambassador update</p> <ul style="list-style-type: none"> • GK and ND gave update – Board members to support all local ambassadors. • Revising ambassador role document • Need UKONS presence at as many events as we can 	
<p>16. AOB</p> <ul style="list-style-type: none"> • BMS workforce proposal – RH will pick this up at next week’s meeting in Birmingham • BJN supplement – agreement in principle to support this • ABPI and disclosure – disclosure database in UK to aid transparency • Add aspirin trial – have e mailed UKONS to hold a meeting after conference. RH will pass onto KW 	RH
<p>Designation: Richard Henry, UKONS President</p> <p>Date: 14th June 2017</p> <p>Next meeting: 14th July 2017 TCON 0900–1100</p>	