

UKONS Board Meeting

Wednesday 8th March 2017

10.00-16.00hrs

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 Apologies	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) Chemo MG Chair 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 Apologies	Lead Cancer Nurse BMI Priory Hospital	West Midlands (WM)
Helen Roe (HR) Board member Dialled in for chemo MIG section	Consultant Cancer Nurse / AOS Lead North Cumbria University Hospitals NHS Trust	North West (NW)
Alison Hill In Attendance from 12.30 hrs	Lead Cancer Nurse University College London Hospitals	London (L)
Verna Lavender Apologies	Senior Lecturer in Cancer Care Oxford Brookes University	

Item	Action
<p>1. Welcome and apologies</p> <ul style="list-style-type: none"> RH welcomed everyone to the meeting. Apologies noted from Verna Lavender, Catherine Oakley, Rachael Morgan- Lovatt. Helen Roe to dial into meeting for Chemo MIG session. Alison Hill to join meeting at 1230 hrs RH reminded group that any apologies needed to go to himself and ES <p>Declaration of conflict of interest</p> <ul style="list-style-type: none"> CH – Trustee of Ovarian Cancer Charity <p>Review of minutes and actions from last meeting</p> <ul style="list-style-type: none"> PJ will sit on geriatric oncology group to represent UKONS Endorsement process –. Group felt only to badge as UKONS events where one of us on Board is involved with the event. Happy to circulate details of events on breaking news. Need consistency around this. RH to draft something and circulate Partnership agreement – ES working on this and will circulate Job advertising – we will follow this up with a survey to see response of advert. CH is chasing outstanding payment for a number of vacancies that we have advertised. Board felt that we should not continue to advertise posts from those organisations that have not paid to date. List to be collated of all those that have not paid PJ attending London Nurse Show on 14th March 2017 GK & HR are attending the BJN awards on 10th March 2017 to present Cancer Nurse of the Year Award. SC attending the RCNi conference. VL not at meeting to give update on award. CH to chase Venetia Winter – Blythe for a paragraph of text to circulate in Breaking News for Nurse of Year award 	<p>RH ES CH/RH/Jack VL CH</p>
<p>1. Finance report</p> <ul style="list-style-type: none"> CH gave overview of accounts End of year financial report circulated 	
<p>2. Secretary report</p> <ul style="list-style-type: none"> JB presented secretary report, overview of membership and partner level agreements Increase in membership noted Changes made to the Memorandum and Articles of Association – JB will liaise with solicitors. Bye laws need to be drafted – JB will work on this 	<p>JB</p>
<p>3. ONS Feedback from TCon</p> <ul style="list-style-type: none"> RH/ES had TCon with ONS incoming President. Outcome to develop 3-4 objectives for the forthcoming year to see if any collaborative work that could be undertaken PJ is presenting at ONS Denver May 2017 – will use UKONS slide set and take promotional materials RH to look at if we can join ONS as an organisation 	<p>RH RH</p>
<p>4. TORCH – future collaborative venture with UKONS</p> <ul style="list-style-type: none"> Progressing with this. Natalie Doyle is representing UKONS 	
<p>5. UKONS Documentation</p> <ul style="list-style-type: none"> ES & ND have gone through all the UKONS documentation. ES will circulate to Board. JB will act as document controller 	<p>ES & JB</p>
<p>6. Association links including EONS</p> <ul style="list-style-type: none"> ES met with Danny Kelly 'Strategy & Vision meeting' Board felt that we need to be represented at this in Nov 2017. ES will let DK know we wish to be involved 	<p>ES</p>
<p>7. Industry partnerships and Board links</p> <ul style="list-style-type: none"> ES has revisited the partners/board links and updating the slide set. ES has updated the list of partners and Board links - will liaise with AO'R 	<p>ES/AO'R</p>

<p>8. Ambassador update</p> <ul style="list-style-type: none"> • Report received • 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) <p>Update by region:</p> <ul style="list-style-type: none"> ➤ 7x Cheshire & Merseyside ➤ 4x East of England ➤ 7x Greater Manchester, Lancashire & South Cumbria ➤ 27x London (this includes some organisation's head office personnel) ➤ 2x Northern England ➤ 4x Northern Ireland ➤ 1x Rol ➤ 12x Scotland ➤ 7x South East Coast ➤ 12x South West ➤ 1x TBC (region not yet established) ➤ 3x Thames Valley ➤ 4x Wales ➤ 2x Wessex ➤ 9x West Midlands ➤ 6x Yorkshire & Humber <p>Board members need to work with/support our local Ambassadors</p>	
<p>9. Haemato- Oncology MIG Update</p> <ul style="list-style-type: none"> • Verna has met with Harry Smith from Gilead on two occasions. • Agreed outline programme for masterclass on high-risk CLL. • T-Con with Karen Stanley and Harry Smith 07.03.17 to agree masterclass programme • Work with Gilead to support hosting one-day haemato-oncology masterclass on nursing patients with high-risk CLL • Invite members to apply to join a UKONS Haematology MIG Steering Group • Confirm aims and objectives of the MIG • Draft Terms of Reference • Agree actions for the next calendar year • Develop webpage/web-based resources for UKONS Haematology MIG on the UKONS website 	
<p>10. LWBC MIG update</p> <ul style="list-style-type: none"> • Provided a quarterly webpage with 5 key questions <ol style="list-style-type: none"> 1. Changing faces 2. Look Good Feel Better 3. LGBT 4. NETS 5. Casting for recovery <ul style="list-style-type: none"> • Planned – My New Hair • Now added as past links so members can look at previous articles • To continue with quarterly articles for people/work with relevance to the MIG • Consider trialling a Linked in Group • Gillian Knight joining the team since Natalie Doyle' Board term has ended. • Bringing interesting articles to the forefront of member's attention allowing them to develop their knowledge and positively influence their practice to support patients. • Focus on maintaining momentum and continuing to source material for the website • To continue to encourage the membership to submit ideas for inclusion on the webpage 	
<p>11. Research MIG update</p> <ul style="list-style-type: none"> • Two meetings held • Agreed TOR • Emma Ream and CO have secured relationship with BMS to develop and submit a research proposal for funding 	

<ul style="list-style-type: none"> VL, Teresa Wiseman and Laura Rooney to develop an outline proposal for BMS to gauge their interest in funding a systematic review of cognitive assessment tools in the first instance. If expression of interest confirm VL, TW and LR to develop grant application to submit to BMS for this work to be led by UKONS Research MIG with contribution from CO and ER. LR and VL have developed downloadable static information about how access to external websites where information about research training and funding opportunities can be found, for publication on the UKONS website. Process agreed for reviewing and processing members research requests. VL has developed a research project request proforma Delphi study published 	
<p>12. Chemotherapy MIG update</p> <ul style="list-style-type: none"> Membership increasing Evening educational event arranged for members 16th March 2017. Extravasation in clinical practice. Chemotherapy MIG members contributed to publications. Q & A email activity, topics include: Safe administration, closed systems Management docetaxel reactions Use of ambulatory devices for SACT administration ELearning chemotherapy courses Advert drafted for tender systematic review and position statement re closed systems Project group formed with London nurses group for review and development of potential National practical SACT competencies and workbook (chemotherapy passport) Review and approval of Newcastle University e-learning accredited chemotherapy course Further education sessions for members, Oncotype DX Position statement re closed systems Review and update antiemetic guidelines Develop web page Look at ways to collate and share responses to email questions and answers Change name of MIG to SACT MIG – Board agreed – to go out in breaking news 	
<p>13. Closed session for UKONS Board members</p>	
<ul style="list-style-type: none"> UKONS 24 Hour Triage tool update complete and launched Membership to MIG has increased Train the trainer day in Derby- 40 attendees AO conference on the 6th and 7th of March 2017 – huge success MSD are funding distribution and Roche are also interested in doing so. Tool is being included in The Oxford University Press Cancer nursing Handbook and the RMH Manual for Clinical procedures. The Primary Care Risk Assessment Tool update in progress. Initial management guidelines being updated and will include immunotherapy guidelines – project document attached Train the trainer days booked for Sheffield, Cambridge and Walsall Develop MIG management/ membership structure and ask for volunteers to join the leadership team National group in Australia will be submitting a request for amendment as they wish to endorse the tool nationally and add some detail. 	
<p>14. Radiotherapy MIG update</p> <ul style="list-style-type: none"> Waiting for report 	
<p>15. Germ cell MIG update</p> <ul style="list-style-type: none"> No longer a UKONS MIG, website has been updated to reflect this 	

<p>16. Position statement around closed system – systematic review</p> <ul style="list-style-type: none"> Discussed in Chemo MIG 	
<p>17. Oncology Forum – UKONS session</p> <ul style="list-style-type: none"> June – Birmingham PJ has a TCon to discuss structure of session will feedback to Board Session on immunotherapies - challenges/raising our profile Once travel tickets are booked can send invoice directly to CH 	
<p>18. Macmillan AHP competence framework</p> <ul style="list-style-type: none"> RH to liaise with the Authors as need to complete a endorsement request 	RH
<p>19. Development of website and social media</p> <ul style="list-style-type: none"> RH and Ben working on website and its development – need something that is user friendly and compatible on tablets and mobiles Estimate around £9500 to update – have received grant from Molnlyke for £3000 to support this 	
<p>20. 2017 Conference planning meeting</p> <ul style="list-style-type: none"> Group felt that meeting in Harrogate was huge success Agenda discussed and design templates AO'R to work with design team to update the design for conference 	AO'R
<p>21. 2018 Conference dates and locations</p> <ul style="list-style-type: none"> Discussion around possible venues for April 2018 Need facility big enough for breakouts, posters, stands and night time event Cannot use sporting facilities under the ABPI rules AO'R to explore dates/venues and circulate to Board ES felt it would be useful for herself and RH to visit some venues prior to booking 	
<p>22. AOB</p> <ul style="list-style-type: none"> ES noted e mail from ND for National Lung Cancer Forum to undertake smoking cessation review – Board in agreement 	
<p>Designation: Richard Henry, UKONS President</p> <p>Date: 19 April 2017</p> <p>Next meeting: TCon 21st April 2017 0900-1100 hrs</p> <p>All face to face meetings 330 High Holborn, London, WC2A 1AH (Succinct offices)</p>	