



## WCN SYSTEMIC ANTICANCER TREATMENT (SACT) GROUP

### Medicines Management Sub-Group

#### Terms of Reference (v4): July 2021

<b>Official Title:</b>	<b>WCN Systemic Anticancer Therapy Group (SACT), Medicines Management Sub-Group</b>
<b>Purpose &amp; Aim:</b>	<p>The SACT Medicines Management Sub-Group was established by the Wales Cancer Network SACT Group. It was previously known as the ePrescribing sub-group.</p> <p>It aims to provide a multidisciplinary platform for making consensus recommendations relating to the best-practice use of SACT and SACT-supporting medicines, ensuring equity of access and optimisation of use. It also provides strategic leadership for medicines management priorities of the WCN SACT Group.</p> <p>The group will support and engage in national Peer Review of SACT services and enable a coordinated approach for developments such as ePrescribing, SACT dataset, horizon scanning, governance and accessibility, and prioritising a Once-for-Wales approach, ensuring delivery against national standards agreed by the WCN SACT Group.</p> <p>It will provide assurance to the WCN SACT Group e.g. for the ratification of documents.</p>

<p><b>Remit:</b></p>	<p>The group will facilitate the delivery of WCN SACT group priorities and developments for the future, with a specific remit for medicines management issues. It will:</p> <ul style="list-style-type: none"> <li>• Act as a national expert body for advice and information relating to SACT. This excludes where SACT is used in other areas such as dermatology, rheumatology, renal, gastroenterology and paediatric oncology / haematology.</li> <li>• Encourage a collaborative way of working across SACT services in Wales and facilitate the adoption of 'Once for Wales' strategies.</li> <li>• Contribute to the implementation of the national SACT dataset by maximising and guiding development of SACT ePrescribing solutions.</li> <li>• Advise and where necessary, contribute to the development or deployment of a single instance of ePrescribing for SACT.</li> <li>• Support the education, training and development of the SACT-specialist workforce, including by developing a recognised competency framework for SACT pharmacists &amp; pharmacy technicians.</li> <li>• Support the wider cancer agenda by facilitating the education and training of non-SACT specialist workforce in both primary and secondary care.</li> <li>• Contribute to coordination and communication regarding new anticancer drugs with the All Wales Therapeutics &amp; Toxicology Centre (AWTTC), One Wales Interim Commissioning process, All-Wales Medicines Strategy Group (AWMSG) and the National Institute for Health and Care Excellence (NICE).</li> <li>• Facilitate the development and maintenance of protocols, policies, guidelines and procedures that ensure consistently high standards of care, safety and delivery of SACT services on a Once-for-Wales basis.</li> <li>• Advise on the review and modernisation of SACT services to ensure that SACT and supportive treatments are delivered in the most appropriate setting, with a view to optimizing the use of skilled staff, resources and minimising inconvenience to patients.</li> <li>• Facilitate and engage with audit and research activities in relation to SACT on a national basis where appropriate.</li> <li>• Provide a conduit to appropriate UK groups and initiatives e.g. British Oncology Pharmacy Association (BOPA).</li> <li>• Ensure there is alignment between NHS Wales pharmacy SACT services and the wider health care strategic vision in Wales (e.g. Healthier Wales)</li> </ul> <p>The group will ensure that services meet the requirements of the WCN and its priorities, including patient centred care and the information and intelligence work streams.</p>
<p><b>Group reports to:</b></p>	<ul style="list-style-type: none"> <li>• WCN All Wales Systemic Anti-Cancer Therapy (SACT) Group</li> </ul>



	<ul style="list-style-type: none"> <li>• Chair the meetings and ensure the meetings run to time</li> <li>• Provide guidance and ensure the group is working towards its stated goals</li> <li>• Provide inspiration, leadership and motivation</li> <li>• Ensure the focus of the forum is aligned to National Standards and the WCN priorities</li> <li>• Prepare the Agenda with the WCN secretariat</li> <li>• Ensure any outcomes/decisions made by the group are clearly identified</li> </ul> <p>The WCN team will:</p> <ul style="list-style-type: none"> <li>• Ensure the focus of the group is aligned to national standards and the WCN priorities</li> <li>• Communicate with and ensure strong links with other WCN and NHS Wales Health Collaborative projects and programmes</li> <li>• Provide project management support</li> <li>• Develop and update annual workplans for the group</li> <li>• Support the sub-group to undertake the work from the agreed workplans</li> <li>• Provide administrative support for meetings (produce agenda, actions, meeting notes, maintain stakeholder lists, set up meetings etc)</li> </ul>
<b>Meeting Frequency:</b>	<p>The group will meet at least three times a year. Video conferencing will always be available to facilitate all Wales involvement.</p> <p>Additional meetings may be called as necessary dependant on national developments.</p>
<b>Attendance &amp; Quorum</b>	<p>Minimum for quorum:</p> <ul style="list-style-type: none"> <li>• 1 representative from each Cancer Centre</li> <li>• 1 WCN representative</li> </ul>

<p><b>Date ToR</b></p> <p>Version 1: July 2021</p>	<p><b>Next Review Date:</b></p> <p>July 2023</p>
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