



ALL WALES ACUTE ONCOLOGY SERVICES (AOS) CLINICAL GROUP

Terms of Reference (v1): October 2024

Official Title:	All Wales Acute Oncology Services (AOS) Group
Purpose and Aim:	The All Wales AOS Group has been established by the Strategic Clinical Network for Cancer (CN). It aims to provide a strategic lead for national acute oncology priorities and a forum for the ratification of All Wales developments enabling a coordinated approach, for example in the development of AOS datasets, pathways, documents and support tools in order to ensure a standardised, cohesive acute oncology service for Wales.
Remit:	<p>The remit of this group is to identify shared priorities and support a coordinated approach to the development of Acute Oncology Services across Wales.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Acting as the voice of Wales AOS • Ensuring that there is recognition of the importance of AOS • Acting as a hub to facilitate networking, sharing of information / data / best practice / lessons learned from the regional and local AOS groups across Wales • Supporting and coordinating All Wales initiatives and developments • Developing All Wales protocols and policies where appropriate • Coordinating and supporting a consistent approach to data collection, data reporting and data analysis across Wales (to include the implementation of the national AOS dataset) • Identifying Quality Performance Indicators (QPIs) and agreeing a consistent approach to reporting on them

	<ul style="list-style-type: none"> • Supporting with the implementation of the Acute Oncology Service Specification, including the sharing of best practice in order to standardise services across Wales. • Supporting and coordinating research and innovation across the service • Aligning and collaborating with UK AO groups and policies / standards
Group reports to:	Cancer Reference Group (CRG), Cancer Network
Communicates with:	<ul style="list-style-type: none"> • AOS teams in each Cancer Centre and Health Board / Trust • Local and Regional Acute Oncology Groups • All Wales AHP forum • Cancer Network (CN) Cancer Site Groups (CSGs) • UK forums as appropriate e.g. UK AOS Group • Digital Health and Care Wales (DHCW) • Welsh Cancer Intelligence and Surveillance Unit (WCISU) • Cancer Network workstreams • National Palliative and End of Life Programme • National Programme for 6 Goals for Unplanned and Emergency Care • Strategic Programme for Primary Care
Forum Chair / Secretary:	<p>Chair: Amy E. Quinton</p> <p>Deputy Chair: Sophie Kirby, and Ceri Stubbs</p> <p>Secretary: Secretariat support will be provided via the WCN</p> <p>These roles will be reviewed every three years.</p>
Membership:	<ul style="list-style-type: none"> • Lead Cancer Nurse for the CN • Lead Allied Health Professional for the CN • CN Lead Nurse for AOS and SACT • Clinical Leads and AOS Nursing / Allied Health Professional (AHP) representatives from each Health Board / Trust • Representative from the National Palliative and End of Life Programme

	<ul style="list-style-type: none"> • Representative from the National Programme for 6 Goals for Unplanned and Emergency Care • Representative from the National Primary Care Programme • Representative from the Cancer Network Primary Care Framework Group • Oncology Trainee representative • Cancer managers and / or lead cancer clinicians • Lead cancer nurses/AHPs • MSCC Coordinators • End of Life paramedics <p>Other members will be co-opted in for specific meetings as dictated by the agenda and objectives of the meeting.</p>
<p>Roles and Responsibility</p>	<p>Members will:</p> <ul style="list-style-type: none"> • Represent their Health Board / Trust or national group. It is their responsibility to ensure they have consulted and represent the views of their Health Board / Trust and / or national group. • Communicate outcomes from the All Wales AOS Group back to Health Boards / Trusts and / or national groups. • Consult with fellow representatives from their Health Board / Trust or national group to ensure their views are represented at every meeting • Actively participate in review / discussion of developments / documents. • Actively participate in discussions and work to support the implementation of the Acute Oncology Service Specification on a national level. <p>The Chairperson will:</p> <ul style="list-style-type: none"> • Chair the meetings ensuring the meetings run to time • Provide guidance ensuring the group is working towards its stated goals • Provide inspiration, leadership and motivation • Ensure the focus of the forum is aligned to national standards and the CN priorities • Prepare the agenda with the Secretary • Ensure any outcome / decisions made by the group are clearly identified <p>The CN team will:</p> <ul style="list-style-type: none"> • Ensure the focus of the group is aligned to national standards and the CN priorities • Communicate with and ensure strong links with other CN and NHS Executive Networks and Programmes • Provide project management support • Develop and update annual workplans for the group • Support the All Wales AOS Group to undertake the work from the agreed workplans • Provide administrative support for meetings (produce agenda, actions, meeting notes, maintain stakeholder lists, set up meetings etc)

Meeting Frequency:	<p>The group will meet at least three times a year.</p> <p>Additional meetings may be called as necessary dependant on national developments / workstreams.</p> <p>Virtual meeting formats will always be available to facilitate All Wales involvement.</p>
Attendance and Quorum	<p>Minimum for quorum:</p> <ul style="list-style-type: none"> • A representative from 5 out of 7 Health Boards/Trust • 1 clinician, nursing or AHP representatives • AOS Chair / Deputy Chair
Date ToR Oct 2024	Next Review Date: Oct 2027

