



All Wales Immunotherapy Toxicity Group

Terms of Reference (v1): December 2024

Official Title:	All Wales Immunotherapy Toxicity Group
Purpose & Aim:	<p>The All Wales Immunotherapy Toxicity Group has been established by Strategic Clinical network for cancer (CN) as a subgroup of the All Wales Acute Oncology Service (AOS) Group and All Wales Systemic Anti-Cancer Therapy (SACT) Group. It aims to provide a strategic lead for immunotherapy toxicity priorities and a forum for the ratification of all Wales developments enabling a coordinated approach to service provision.</p>
Remit:	<p>The remit of this group is to identify shared priorities and support a coordinated approach to future developments in managing immunotherapy toxicity:</p> <p>This includes:</p> <ul style="list-style-type: none"> • Standardising service provision for immunotherapy toxicity management across Wales and supporting sustainable quality and patient safety. • Ensuring that there is recognition of the importance of immunotherapy toxicities. • Acting as a hub to facilitate networking, sharing of information / data / best practice / lessons learned from the regional and local immunotherapy teams 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 for immunotherapy toxicity. • Identifying any relevant Quality Performance Indicators (QPIs) and agreeing a consistent approach to reporting on them. • Supporting and coordinating research and innovation across the service.

	<ul style="list-style-type: none"> • Link in and collaborate with the UK Immunotherapy Network. • Oversee the development of educational resources for immunotherapy.
Group reports to:	All Wales Acute Oncology Service (AOS) Group and All Wales Systemic Anti-Cancer Therapy (SACT) Group
Communicates with:	<ul style="list-style-type: none"> • All Wales Acute Oncology Service (AOS) Group • All Wales Systemic Anti-Cancer Therapy (SACT) Group • Immunotherapy teams in each Health Board / Trust • Wider Acute Services • Primary Care • CN Cancer Site Groups (CSGs) • Digital Health and Care Wales (DHCW) • CN work streams. • UK Immunotherapy Network
Forum Chair /secretary:	<p>Chair: Tracy Parry, SACT Lead Pharmacist, CN</p> <p>Deputy Chair: Ricky Dylan-Frazer, Velindre Cancer Centre</p> <p>Secretary: Secretariat support will be provided by the CN Cancer Treatment Programme</p> <p>This will be reviewed every two years.</p>
Membership:	<p>Membership</p> <ul style="list-style-type: none"> • CN SACT Lead Pharmacists • CN SACT Clinical Lead • CN AOS Clinical Lead • CN SACT and AOS Lead Nurse • Medical, nursing & pharmacy representative from each Health Board / Trust • Immunotherapy Toxicity Clinical Champions from each Health Board / Trust
Roles & Responsibility	Members will:

	<ul style="list-style-type: none"> • Represent their Health Board / Trust or national group. It is their responsibility to ensure they have consulted and represented the views of their Health Board / Trust and / or national group. • Communicate outcomes from the Immunotherapy Toxicity 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. <p>The Chairperson will:</p> <ul style="list-style-type: none"> • Chair the meetings and ensure the meetings run to time. • Provide guidance ensuring the group is working towards its stated goals. • Provide inspiration, leadership and motivation. • Prepare the agenda with support from CN team. • 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 forum is aligned to national standards and the WCN priorities. • Communicate with and ensure strong links with other CN and NHS Wales Collaborative projects and programmes. • Provide project management support. • Develop and update action logs for the group. • Develop and update annual work plans for the group. • Support the All Wales Immunotherapy Toxicity group to undertake the work from the agreed work plans. • Provide administrative support for meetings (produce agenda, actions, meeting notes, maintain stakeholder lists, set up meetings etc).
<p>Meeting Frequency:</p>	<p>The group will meet monthly.</p> <p>Meeting papers will be distributed one week prior to each meeting.</p>

	<p>Additional meetings may be called as necessary dependant on national developments / work streams.</p> <p>Virtual meeting formats will always be available to facilitate all Wales involvement.</p>
Attendance & Quorum	<p>Representatives will nominate a deputy if unable to attend.</p> <p>Minimum for quorum:</p> <ul style="list-style-type: none"> • 1 representative from each of pharmacy, medical and nursing. • 1 representative from each region (SE, SW and North Wales). This can be from any speciality (pharmacy, medical or nursing) • 1 WCN representative.

<p>Date ToR</p> <p>December 2024</p>	<p>Next Review Date:</p> <p>December 2026</p>
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Wales Cancer Network Cancer Treatment Programme

All Wales Systemic Anti-Cancer Therapy (SACT) Group

Acts as a strategic lead for SACT priorities and a forum for the ratification of All Wales developments enabling a coordinated approach to the development of SACT Services across Wales.

All Wales Acute Oncology Services (AOS) Group

Acts as a strategic lead for national acute oncology priorities and a forum for the ratification of All Wales developments enabling a coordinated approach to the development of Acute Oncology Services across Wales.

SACT Local and Regional Groups

Health Board / Trust groups (i.e. MTDs) and local and regional teams to link in with the All Wales SACT Group on developments, share information, best practice, lessons learned etc. to support collaboration and learning across Wales.

SACT Task and Finish Groups

To be set up as required, to deliver specific pieces of work. T&F groups should have representation from across Wales and will feedback progress, issues and outcomes to the All Wales SACT Group.

T&F groups should have representation from across Wales.

Medicines Management Sub-Group

Links with and reports to All Wales SACT Group.

All Wales Immunotherapy Toxicity Group

Links with and reports to All Wales SACT Group and All Wales AOS Group.

All Wales MUO / CUP Group

Links with and reports to All Wales AOS Group.

AOS Task and Finish Groups

To be set up as required, to deliver specific pieces of work. T&F groups should have representation from across Wales and will feedback progress, issues and outcomes to the All Wales AOS Group.

T&F groups should have representation from across Wales.

AOS Local and Regional Groups

Health Board / Trust groups (i.e. MTDs) and local and regional teams to link in with the All Wales AOS Clinical Group on developments, share information, best practice, lessons learned etc. to support collaboration and learning across Wales.