

Greater Manchester Cancer Supportive Care Management Group (SCMG) Terms of Reference

The Greater Manchester Cancer **Supportive Care Management Group** (SCMG) functions on behalf of the Greater Manchester Cancer Board (GMCB) and the Strategic Clinical Network (SCN) to support the implementation of supportive, palliative and end of life care for patients living with cancer as specified in the GM Cancer Plan (2017). The SCMG brings together palliative care providers, cancer providers, commissioners, clinicians, people affected by cancer and other colleagues to ensure supportive / palliative care is a priority throughout cancer journey.

1. Aim of Supportive Care in Greater Manchester

Greater Manchester Cancer **Supportive Care** aims to support patients and families live as actively as possible by providing high quality pain and symptom control as well as practical and psychological support during diagnosis, treatment, palliative and end of life care.

2. Purpose

The SCMG's purpose is to deliver the Greater Manchester Cancer Plan in terms of Supportive Care (Chapter 10) through improving decision making, influencing outcomes, sharing best practice and service development.

This will include successful progression of the following (as detailed below):

- i. Enhanced Supportive Care Initiative
- ii. 7-day Specialist Palliative Care Access
- iii. Goals of Care Initiative
- iv. Patients Preferred Place of Death/ Key Outcome Metrics

Enhanced Supportive Care

To actively support the Enhanced Supportive Care (ESC) outpatient clinic pilots in The Christie and the Royal Oldham. ESC clinics are drop-in & rapid access in nature and assess and treat patients with the adverse effects of cancer and cancer treatments (symptom control and acute oncology). This service will be overseen by the SCMG and the Acute Oncology Pathway Board. Evaluation data of The Christie pilot to be presented to facilitate a plan for potential further roll-out.

Macmillan 7 day Specialist Palliative Care Programme

To actively support the Cancer Vanguard 7-day access to specialist Palliative Care project that included (i) mapping in GM against national standards / competencies by March 2018; (ii) a commissioning proposal for the delivery of 7-day palliative care advice and assessment by March 2018; (iii) Working with Macmillan, to pilot and evaluate, in an area of GM, a sectorised solution for 7-day palliative care advice and assessments (PCAA) commencing spring 2018.

Goals of Care Initiative

We will explore supported patient decision-making in progressing disease through the vanguard innovation programme. We will aim to test ways to improve how information is presented to patients with progressing disease about the benefits and risks of further treatment. We will explore new ways to support these patients in making decisions about their further treatment based on a shared understanding between professionals, patients and their families of the patient's goals for their own care. Goals of Care tool tested in appropriate clinics

at The Christie from March 2017. Goals of Care tool pilot extended to other sites by March 2018.

Patient's Preferred Place of Death / Key Outcome Metrics

Share (and manage response in cancer) available outcome and experience data in supportive and palliative care across GM across all stakeholders. A key focus will be increasing the proportion of people dying in their preferred place of care rather than usual place of residence across GM and this is being led by the GM SCN as the measure here goes beyond just cancer. An additional key measure would be to reduce the number of cancer deaths that results from unplanned emergency admissions.

The SCMG will develop objectives (and associated metrics) for supportive care that span the complete cancer pathway from diagnosis through to living with cancer, advancing disease or bereavement.

MDT

Exploring the role of specialist palliative care within tumour specific MDTs. Both regional and local MDT's to consider.

3. Responsibilities of the Supportive Care Management Group

The Greater Manchester Cancer SCMG represents all partners across Greater Manchester cancer and palliative care systems.

The SCMG has a number of responsibilities:

- i. To ensure unity of definitions across GM of the terms Supportive Care, Palliative Care and End-of-life Care.
- ii. To actively support the implementation of the supportive, palliative and end of life components of the cancer plan (ESC, 7-day specialist palliative care, Goals of care initiative and preferred place of death) for GM across localities and cancer disease groups.
- iii. To ensure integration of supportive, palliative and end of life care into the specific cancer pathway boards and cross-cutting cancer pathway boards which is less around operational links and more about how supportive, palliative and end of life care is part of pathway developments within individual cancer specific boards.
- iv. To run educational event(s) to showcase examples of excellence in supportive and palliative care in cancer care across GM.
- v. To ensure relevant information is made available on the resource part of the GM cancer website (for minutes/ guidelines and key documents): www.gmcancer.org.uk.
- vi. To publish an annual report and annual plan.

4. Accountability and Decision-Making

The Supportive Care Management Group (SCMG) will:

- i. Be accountable to the GM Cancer Board through the Medical Director
- ii. Report to the Greater Manchester & East Cheshire Palliative and End of Life Care Advisory Group (in Partnership with Greater Manchester Cancer)
- iii. Influence decision-making and work-programmes through the cross-cutting and cancer pathway boards, and the Greater Manchester & East Cheshire Palliative and End of Life Care Advisory Group Task and Finish Groups.

5. Membership

The full breadth of supportive, palliative and end of life care is represented in the membership of the Greater Manchester & East Cheshire Palliative and End of Life Care Advisory Group in Partnership with Greater Manchester Cancer.

The membership of the SCMG focuses on the integration of supportive, palliative and end of life care into cancer care and as such has core representation from people affected by cancer, lead clinicians from The Christie and "The Christie at" sites, commissioning, acute oncology and psycho-oncology. The SCMG will focus on a particular theme for part of each of its meetings. The

SCMG will therefore invite expert representatives of other bodies or organisations as its agenda requires (e.g. living with and beyond cancer, GPs, the hospice forum). Similarly organisations or bodies may make a request to the chair that they are directly represented at a particular meeting or agenda item.

The membership of the SCMG is set out in the table below. The membership has been formed from the need to balance inclusiveness of relevant parties with the need to keep the group relatively small and a functioning decision-making unit.

The senior named individual will be committed to consistent attendance at board meetings. Members may nominate deputies but these should be of sufficient seniority to have delegated authority to act on the named member's behalf. Members and their deputies are representatives of their own organisation and specialism and of colleagues elsewhere in the cancer system. They are responsible for engaging and consulting with wider colleagues on the work of the SCMG.

Greater Manchester Cancer Supportive Care Management Group	
Chair	Anne-Marie Raftery
Deputy Chair	Claire O'Rourke
Secretary	Louise Lawrence
GM & EC SCN Clinical Lead for Palliative and End of Life Care	Dr Dave Waterman
People affected by cancer	Madeleine Mansfield Wendy Allan
Macmillan User Involvement Manager	Mel Atack
ESC Clinical Lead	Dr Richard Berman
Macmillan Consultant in Palliative Care, The Christie	Dr Helen Morgan
Sector Based providers	
Palliative Care, The Christie @ Oldham	Dr Iain Lawrie Alice Davies Rebecca Singh Curry
Palliative Care, The Christie @ Salford	Jill Youd
Palliative Care, The Christie @ Wigan	Hannah Reid, Kirsten Baron, Jenny Wiseman
Palliative Care, The Christie @ Tameside	Kath Fisher
Acute oncology	Dr Claire Mitchell
CCG Representation	#MSPCS Programme
Head of Physical Health Psychological Services	Dr Pádraig McDonnell
Macmillan Representative	Fran Mellor
Primary care provider- Macmillan GP	Dr Liam Hosie as required via SCN
GM Education representative	Julia Owen
Living with and beyond representative	Lindsey Wilby
TYA Clinical Liaison Nurse Specialist, The Christie	Hanna Simpson

6. Administrative Support team

The Greater Manchester Supportive Care Management Group will be supported by the GM Cancer support team who will be responsible for:

- Setting the agenda for meetings of the board
- Ensuring the smooth running of meetings
- Following up the actions that are agreed, as appropriate
- Capturing the board's work plan and monitoring progress against it
- Preparing the SCMG annual report.

7. Frequency of meetings

The SCMG will meet for 2 hours every 2 months in the first instance. Papers will be circulated 10 days prior to each meeting to allow members to consult with partners across the system on their contents.

In order to be quorate in making recommendations, the group should have at least five of its members attending (either in person or by telephone / video link) to include at least the Chair or Deputy Chair, a commissioner representative, service user representative and the relevant named work stream lead (or deputy by prior agreement).

If the meeting is not quorate, the meeting can proceed but recommendations on specific work streams cannot be made in the absence of the relevant lead.

8. Term and review

The SCMG will have an indefinite term. It will agree and fund a base level of permanent infrastructure to support its work. It will review its terms of reference, membership, work plan and infrastructure requirements in May 2018 and then annually thereafter.