



Cancer Nurse Council Terms of Reference



1.0 Title:

Trinity St James's Cancer Institute (TSJCI) Cancer Nurse Council (CNC)

2.0 Council Purpose:

The purpose of the TSJCI CNC is to improve patient/staff outcomes and safety by:

- empowering cancer nurses in Trinity St. James Cancer Institute (TSJCI) to become exemplars in their field
- developing quality improvements to benefit individual areas of cancer specialities, collaborative practice with our co –partners, the wider hospital community and networks outside of our institutions
- supporting a consensus-based, decision-making process
- optimise cross disciplinary and cross institution nurse communications between medical, surgical, radiation oncology and adolescence and young adult (AYA) nurses.

The TSJCI Cancer nurse council aims to apply the Magnet Council 4 Europe principles which are:

- Transformational leadership
- Structural empowerment
- Exemplary professional practice
- New knowledge, innovations and improvements
- Empirical outcomes

3.0 Objectives:

- Promote shared learning across all speciality areas of cancer nursing care
- Champion quality improvement
- Develop networking opportunities
- Build relationships with all CNC members
- Create an empowering environment
- Support collaboration amongst cancer nurses and also with health and social care professionals
- Support research through advice and mentoring
- Encourage further education through advice and mentoring

4.0 Positions/membership:

- Co-Chairs
- Scribe
- Timekeeper

- Assistant Directors of Nursing
- Clinical Nurse Managers (CNM) 1, 2, 3
- Clinical Support Nurses/Facilitators (CSN/CF)
- Advanced Nurse Practitioners (ANP)
- Clinical Nurse Specialists (CNS)
- Staff Nurses

4.1 Role of CNC Co-Chairs:

- Coordinating council meetings
- Setting agenda items
- Ensuring agenda and supporting documentation is circulated at least one week prior to meeting
- Leading and facilitating the council meeting
- Ensuring outcomes from previous meeting i.e. action plans are reported on
- Summarising the meeting outcomes and action plan
- Monitoring attendance and address consistent non-attendance
- Monitoring membership and replace vacancies appropriately
- Creating and circulating CNC Newsletter every 6 weeks

4.2 Role of the Scribe:

- Taking minutes during the council meeting
- Minutes to be completed by the scribe within one week of the meeting and distributed to all members

4.3 Role of the Timekeeper:

- Ensuring the council meeting starts and ends on time
- Keeping the discussion moving and that each agenda is discussed

4.4 Member Responsibility

- A staff nurse and CNM from each medical and surgical oncology/haematology ward/area, radiation therapy to attend the CNC meetings
- CNS/ANP's from a diverse range of cancer specialities and services to attend the CNC meetings
- Regularly and actively participate in council activity
- Model professional behaviour
- Represent their peers at the council meetings

5.0 Meetings:

- Co- Chair must be present at each meeting

- Six weekly, 1-hour max
- Email invitation sent to all council members
- Agenda items to be submitted 1 week in advance of next meeting

6.0 Deliverables:

- Six weekly newsletter
- Register of abstract submissions to upcoming conferences, research collaborations, audits carried out, quality improvement initiatives.