

# TSJCI CSN Terms of Reference

## 1. Title

The title shall be the Trinity St James's Cancer Institute Cancer Survivorship Network (TSJCI CSN)

### Mission

*The Trinity St James's Cancer Institute Cancer Survivorship Network is a supportive, collaborative environment that links healthcare professionals, researchers, educators, patients, and their supporters who work together to achieve innovation, integration, and advancement in survivorship care to enhance the lives of people living with and beyond cancer.*

## 2. Network Purpose

The Trinity St James's Cancer Institute Cancer Survivorship Network principles are:

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

The Network aims to share and publicise information sources and references relevant to cancer survivorship with the aim of improving patient care by:

- reporting to the TSJCI project office and where appropriate provide recommendations relevant to the future development of cancer survivorship care within TSJCI.
- disseminating information about funding opportunities across to members.

The Trinity St James's Cancer Institute Cancer Survivorship Network aims to promote research and facilitate networking and communication amongst members

- by engaging on behalf of Trinity St James's Cancer Institute with other cancer survivorship networks and activities.
- by translating collaborative ideas into tangible project outputs
- by providing a forum/activities for relevant research updates and to promote discussion.

Finally, the Network will provide educational opportunities relevant to the needs of the membership, as well as assist with the organization of scientific or patient events in the area of cancer survivorship.

### 3. Objectives

- Networking & Communication
- Information & Support
- Professional Development

### 4. Positions

- Three Co-Chairs (SJH/SLH, TCD, TSJCI)
- Secretary (who will act as scribe and timekeeper)
- Multidisciplinary team: Membership of the group will come from all areas of clinical practice involved in the treatment of people with cancer. This may include representatives from each of the SCOPe disciplines (Social Work, Speech and Language Therapy, Clinical Nutrition, Physiotherapy and Occupational Therapy), medical, nursing, psycho-oncology, St Luke's Hospital (SJH), AYA services, and genetic counselling, for example.
- Patient representative(s)
- Academic partners and educators, TCD
- Partners in care, e.g., CHI, Dublin Dental Hospital, etc.

#### ***4.1 Role of Co-Chairs***

- Co-ordinating network meetings
- Setting agenda items
- Ensuring agenda and supporting documentation is circulated at least one week prior to meeting
- Leading and facilitating the network meeting
- Ensuring outcomes from previous meeting i.e., action plans are reported on
- Summarizing the meeting outcomes and action plan
- Monitoring attendance and address consistent non-attendance
- Monitoring membership and replace vacancies appropriately
- Keeping the discussion moving and that each agenda is discussed

#### ***4.2 Role of Secretary***

- Taking minutes during the network meeting
- Minutes to be completed by Secretary within one week of the meeting and distributed to all members.
- Ensuring the network meeting starts and ends on time

#### ***4.3 Member Responsibility***

- A member from each discipline (e.g., nursing, occupational therapy, clinical nutrition, etc. attend the network meetings
- Regularly and actively participate in network activity including working groups.

- Model professional behaviour
- Represent their peers at the network meetings.



## 5.Meetings

- Quarterly, 1 hour.
- Email invitation sent to all Network members.
- Agenda items to be submitted one week in advance of next meeting.
- An annual strategy meeting will aim to identify three key objectives for the year.

## 6.Approval and review date:

The Terms of Reference is a living document and reviewed on an annual basis.

**Date:** June 2023

**Review:** Date: June 2024