

Grampians Regional Supportive Cancer Care CoP

Terms Of Reference

Purpose

The Grampians Regional Supportive Cancer Care (CoP) provides a forum for Grampians Regional Cancer Resource Nurses, Cancer Coordinators & others who work in a supportive cancer care role in the Grampians opportunity to exchange information, learn from each other and collaborate on activities that will be beneficial to the role they occupy and the people they interact with.

Objectives

This CoP will:

- Provide opportunity to discuss and implement collaborative approaches relating to the role of the cancer resource nurse/coordinator – to ultimately improve support for people diagnosed with cancer in the Grampians region
- Provide a safe space for members to discuss role-related challenges
- Be a forum to share strategies that may help other members with their role
- Provide a forum to share achievements within their working area

Membership

Membership is open to cancer resource nurses, cancer coordinators, wellness center managers and those working in the areas of cancer supportive care in the Grampians region

Other guests may be invited to attend meetings as relevant; this may be to provide education or other relevant information on topics the group decide.

Responsibilities

Members will:

- Commit themselves to functioning in an environment that creates and extends opportunities for constructive discussion and collaboration.
- Be respectful of other members' opinions

Grampians Integrated Cancer Service (GICS) Service Improvement Facilitators will facilitate meeting discussions and administration related tasks such as agenda formation/distribution & meeting minutes.

Chair

The Chair will be elected by consensus of the CRN CoP and serve for a period of 12 months.

The roles will be rotated each year.

Decision Making

This CoP does not make decisions, however, will provide recommendations and feedback to their relevant reporting lines as appropriate, involving the GICS Service Improvement facilitator/s as required for potential collaborative cross site work.

Meetings

Meetings will primarily be held online (Monthly - first Monday of the month), however, at the group's discretion, may at ad-hoc intervals be held in person at an agreed upon location to foster building of relationships.

Call for agenda items will take place 2 weeks prior to the meeting.

Meeting minutes and agendas will be shared via email by the CoP meeting facilitator.

Review

The terms of reference will be reviewed annually by the CRN CoP