



AYA Cancer Radiation Therapist Working Group – Terms of Reference

Background

AYAs with cancer are recognised as a population with distinct and often unmet needs who experience survival disparities. A significant proportion of AYAs with cancer require radiotherapy (RT) as part of their treatment plan. Therefore this radiation therapist working group, with the support of the Network, aims to work collaboratively to understand the needs of AYAs receiving RT, raise awareness of these needs within their sectors and to identify and implement projects/initiatives that respond to these needs.

Purpose

1. Provide support, collegiality and mentoring to one another.
2. Provide opportunities for national networking, support, education, research and collaboration.
3. Source, promote and develop evidence based resources for AYA patients, their families and other providers of care.
4. Promote national consistency in care across NZ, no matter where the patient lives.
5. Discuss and progress issues that arise in AYA cancer care delivery in Radiation
6. Support the professional development of the AYA cancer workforce and look to ways to further develop existing AYA RT champions and look at strengthening this within the service delivery of Radiation Oncology.
7. Promote evidenced based care for AYA cancer patients and family

Membership

Members are required to:

- Have an interest in the AYA cancer population
- Be a qualified radiation therapist employed in either adult or paediatric cancer departments (public or private sector)
- Demonstrate active involvement through attendance at the majority of meetings held
- Inform the Network team if they no longer wish to be part of the working group

Support for the RT AYA Cancer Consumer Advisory Group

- The AYA Cancer Network will provide administrative and secretarial support to the group. This includes distribution of the agenda and recording of meeting minutes.
- The agenda is to be circulated one week prior to the meeting and should include all briefing and background papers to be discussed.
- Minutes are to be circulated to members within 21 days of the meeting via email for confirmation.

Meeting Arrangements

- Virtual Meetings will be 30mins-1 hour in duration (this can change with group consensus)
- Date and time of meetings will be based on the majority vote/availability

Chair

Responsibilities:

- Ensure the group complies with the Terms of Reference (this document)
- Facilitation of group meetings with the support of the AYA Cancer Network executive team
- Encourage open communication where all members can contribute to conversations

Confidentiality

- The group members are expected to maintain confidentiality of agenda material, documents and other matters provided to them.