

Precision Cancer Program

Steering Committee Terms of Reference

Context

The MPCCC Precision Oncology Steering Committee was first formed in September 2018 to oversee the Department of Health funded project: Improving Cancer Outcomes through Innovative Research: Establishing the MPCCC Precision Oncology Tumour Board (Year 1) and subsequently to ensure achievement of the program's extended funding and goals for Years 2-3, which included: Developing pathways for patient access to genetic profiling and treatment referral; Facilitating workforce development and research culture and Governance, reporting and planning.

The MPCCC Strategic Plan 2021-2025 strives to expand and further extend the success of the initial 3 years of activity as detailed in Priority 3 Precision Cancer Program. The primary objectives over the next four-year period include:

- (1) Improving partner-wide patient access to integrated precision cancer services
- (2) Providing access to the latest in molecular tumour screening technology to patients with difficult to treat cancers
- (3) Increasing workforce experience and expertise in the clinical application of precision oncology
- (4) Sustaining and rewarding an engaged and accessible network of cancer research and clinical leaders
- (5) Increasing and improving the evidence to support implementation of tumour genomic analyses into routine cancer care

Role and Responsibilities of Committee members

Each committee member is to:

- i. attend meetings and actively participate in Committee discussions
- ii. arrange an alternative person (from within their organisation and with similar expertise) to represent them at a scheduled meeting if the primary committee member is unable to attend
- iii. provide leadership and expert advice in the delivery of the MPCCC precision cancer program's primary goals and associated activities
- iv. act as an ambassador of the MPCCC precision cancer program, to encourage and facilitate participation of cancer services, research teams and patients at MPCCC partner sites
- v. inform and review program policies and processes to ensure they are efficient, effective and compliant with regulatory frameworks
- vi. encourage and report feedback from stakeholders at MPCCC partner sites to aid in uptake and continuous improvement of the program
- vii. consider any major hurdles or problems brought to their attention by the program team and/or MPCCC partner sites, and contribute to proposed options for solutions;
- viii. identify and develop opportunities to extend and expand the program to maximise the public benefit of genomic cancer testing
- ix. facilitate engagement with specialist non-partner organisations, community groups, public and private services as deemed appropriate by the membership

- x. guide and inform the development of annual program objectives, performance measures and budget
- xi. inform reporting of the program

Role and Responsibilities of the Committee Chair

- i. ensure Committee membership is representative of the perspectives and expertise of the various organisations, disciplines and stakeholders involved
- ii. ensure each meeting is planned effectively, including preparation of the meeting Agenda and familiarisation with key items of business
- iii. facilitate conduct of meetings according to the terms of reference
- iv. encourage active and respectful participation from all committee members
- v. represent the collective voice and interests of the Steering Committee, and act as a two-way conduit of information between the MPCCC governance and members of the Steering Committee

Committee Composition

Committee Chair

The appointed Program Clinical Lead shall Chair the Precision Cancer Program Steering Committee. The Program Research Lead may act as Deputy Chair on occasion if required to do so.

Program Clinical Lead

This role will be appointed by the MPCCC contributing partner Chief Executives to represent the collective voice and interests of the Precision Cancer Program, and act as a two-way conduit of information between the MPCCC governance and members of the Steering Committee

Program Research Lead

This role will be appointed by the MPCCC contributing partner Chief Executives and can act as an alternate to the Clinical Lead to represent the collective voice and interests of the Precision Cancer Program, and act as a two way conduit of information between the MPCCC governance and members of the Steering Committee.

Oncology representatives

Minimum of one medical oncologist representing each MPCCC contributing partner health services and/or participating sites. Each primary medical oncologist representative should nominate an alternative to attend steering committee meetings should the primary representative be unavailable

Haematology representatives

Minimum of one haematologist representing at least two MPCCC contributing partner health services and/or participating pilot sites

Pathology representatives

Minimum of one pathologist representative from each of at least two MPCCC contributing partner sites. Pathology representatives should be from Molecular Pathology and Anatomical Pathology

Cancer Discovery Research representative

Bio-informatics representatives

Minimum of one bio-informatics representative with linkages to at least one MPCCC contributing or pilot site

Specialist representatives

Maximum of three members who provide unique expertise and may or may not be from within a MPCCC partner organisation (e.g.) NGS specialists, proteomics specialists, clinical trials specialist, paediatric cancer specialist, clinical geneticist, molecular geneticist

Consumer Representatives

A minimum of two consumer representatives

Program Support team (non-voting members)

- Program Manager, MPCCC (Committee Secretary)
- Molecular Tumour Board Senior Co-ordinator, MPCCC
- Tumour Profiling Senior Co-ordinator, MPCCC
- Chief Operating Officer, MPCCC

New membership

New members may be recruited to the committee as required but should be endorsed by existing committee membership by majority vote. A short biography or CV from the nominee should be submitted to the committee either in- or out-of-session.

Alternate Representatives and Meeting Attendance

Committee members are required to attend scheduled meetings. Each member may nominate an alternate representative, should they be unable to attend a scheduled meeting, by advising the Committee Organiser in writing prior to the meeting.

If a member and/or their appointed alternate is unable to attend more than 70% of scheduled meetings in one year, the Committee may move to appoint a suitable replacement member.

Governance and lines of Reporting

The MPCCC Precision Cancer Program Steering Group reports to the MPCCC Governance Group. The appointed Program Clinical Lead will report quarterly on the performance of the program including progress against funded objectives and milestones and any significant delays or risks that may arise. The Research Lead may act as an alternate to the Clinical Lead in this responsibility.

Specific items of business, including new collaborative opportunities or risk mitigation strategies may be directed to the MPCCC Executive Committee for advice and assistance.

Meeting Frequency

The MPCCC Precision Cancer Program Steering Committee will meet regularly in whatever manner the members agree is appropriate (with an expectation of a minimum of four meetings per year).

A Doodle poll may be conducted amongst committee members to ascertain the most appropriate day. Time and frequency to meet, noting that clinic times must have priority but may clash with SC meetings for some members.

Quorum

A minimum of 5 voting members in addition to the Committee Chair.

Review Date

This document is to be reviewed in September 2022