

Terms of Reference

SA Health Cancer Drug Committee

Mission

The SA Health Cancer Drug Committee (SAHCDC) promotes the safety and quality use of systemic cancer therapy and improved outcomes for patients across SA Health receiving systemic cancer therapy through evidence-based and consistent clinical practice across SA Health.

Scope

The SA Health Cancer Drug Committee is a state-wide committee with representation from LHNs, Rural cancer services, SA Pharmacy and consumers.

Role

The SA Health Cancer Drug Committee is responsible to the South Australian Medicines Advisory Committee (SAMAC) for the quality use of systemic cancer therapy. This is achieved through state-wide governance processes facilitating in standardisation of systemic cancer therapy protocols and by ensuring that the systemic cancer therapy prescription templates, their source protocols and decision support tools are regularly reviewed and supported by current evidence. This includes developing and maintaining the SA Health Approved Cancer Chemotherapy Protocol Register.

The SA Health Cancer Drug Committee will communicate and collaborate with other appropriate medicines and governance committees to ensure the quality use medicines, including systemic cancer therapy. Such committees include:

- SA Formulary Committee (SAFC)
- SA Medicines Evaluation Panel (SAMEP)
- SA Medication Safety Advisory Group (SAMSAG)
- LHN and Rural cancer services Cancer governance committees
- LHN and Rural Drug and Therapeutic Committees

When approving protocols, the SA Health Cancer Drug Committee will also include a risk assessment for administration at low, medium or high-risk chemotherapy units (NB – reference risk matrix when reviewed).

This committee is framed by its scope, therefore in the interests of safety and quality, a record of issues and recommendations raised by members as a consequence of its deliberations will be forwarded by the chair to the appropriate governing committees and/or executive.

Responsibilities

The SA Health Cancer Drug Committee will:

- Undertake a rolling review of all chemotherapy source protocols and manage the SA Health Approved Cancer Chemotherapy Protocol Register
- Endorse the use of a protocol for suitability for administration at low, medium or high risk chemotherapy units (NB – reference risk matrix when reviewed)

- Provide final review and endorsement of state-wide, systemic cancer therapy source protocols and support tools (clinical guidelines) following the reviewers recommendations. The Chair (or deputy) will provide final endorsement.
- Oversee the process and governance of an immediate (urgent) protocol review in the event that treatment without an endorsed source protocol is required before the next committee meeting with a minimum of two members (involving a pharmacist/ oncologist or haematologist) conducting a review and providing their recommendation to the nominated officer for final sign off out of session.
- Submit evidenced based protocols to eviQ for consideration of submission to the Database
- Monitor and arrange review and updates to the SA Health Approved Cancer Chemotherapy Protocol register based on eviQ updates, addition of new protocols or superseding/discontinuation of eviQ protocol(s)
- Oversee LHN and Rural governance of SA Health guidelines and related documents for the prescribing, verification, pre-assessment, and administration of systemic cancer therapy.

Reporting Relationships

The SA Health Cancer Drug Committee reports to SAMAC and has the mandate to determine governance of chemotherapy protocol development and oversee the LHN and Rural cancer services governance of prescribing practice on behalf of the state.

Committee Membership

The committee membership includes:

- Medical, nursing and pharmacy representatives of each LHN and rural cancer services
- Consumers, eHealth and other relevant health representatives
- Ensure that authors of documents are excluded from the approval process if they are a member of the committee or a member of the reviewer group
- Members have a three-year tenure, but are eligible for re-appointment
- Additional members may be co-opted as required for specific projects or expert input

Appointments

The Chairperson is appointed by the Chief Executive of the Department of Health and Wellbeing or their delegate for a three-year tenure. The Chair will be a member of SAMAC.

Members of the committee will elect a Deputy Chairperson for a three-year tenure

Health Professional members are appointed by the CEO or delegated person(s) of their respective LHN/RHN for a three-year tenure. Members may eligible for re-appointment at the behest of the CEO or delegated person(s) of their LHN or Rural cancer service.

Operating Procedures

Quorum

A minimum of half of the members of the SA Health Cancer Drug Committee plus one for issues requiring vote.

Proxies

The Chair must be notified in advance of the meeting of apologies. Members must nominate a proxy to attend in their place and provide the name of their proxy to allow the project officer to forward the relevant papers

Conflicts of Interest

Under SA Health Policy, committee members are required to declare any perceived, potential or actual pecuniary or personal interest to the SA Health Cancer Drug Committee.

- Members will declare any conflict of interest prior to commencing on the Committee and annually thereafter.
- Members will also declare any new conflict of interest related to the SA Health Cancer Drug Committee soon as practical after such conflict arises (usually at the start of meetings).
- If there is a declaration of conflict of interest the member will, on advice of the Chair, either refrain from voting or participating in discussions or absent themselves from the room/meeting at that point.

Under SA Health Policy, all medicines committees, including the SA Health Cancer Drug Committee, are considered 'high risk' for potential conflicts of interest. As such, members must complete an annual conflict of interest form or they may be required to relinquish their membership of the committee.

Frequency of Meetings

- Meetings will be scheduled every month (3rd Tuesday) except for January
- The SA Health Cancer Drug Committee Chair may convene additional meetings to consider business which may require urgent consideration

Attendance

Members are expected to attend at least 75% of meetings in a calendar year.

It is the responsibility of members using teleconference to ensure they are in a private location where information/discussions can remain confidential.

Apologies must be provided prior to each meeting. The SA Health Cancer Drug Committee will vote on the replacement of members who have not attended three consecutive meetings without providing apologies.

A leave of absence must be sought from the Chair of the SA Health Cancer Drug Committee when a member is unable to attend two or more consecutive meetings.

Meeting Papers

- The Chairperson, with support from the Deputy Chair and Executive Officer will set the agenda. The agenda and supporting papers will be circulated to members 1 week prior to each meeting.
- A register of documents for rolling review, action plan and program schedule will drive the proceedings of each meeting.

Committee Process

- Within 7 days of the Committee meeting the minutes will be approved by the Chair including the list of approved source protocols, support tools and other action items

- Circulate the list of approved documents via a distribution list of relevant staff. The approved protocol will be submitted to the agreed location that provides documentation governance within 14 days of the meeting
- Provide an emergency review of treatment and prescription actioned and approved within an allocated timeframe based on urgency of treatment. In circumstances where this is not possible (for example after hours) then the consultant orders the treatment submitting the prescription and source protocol to the reviewers the following day. The documentation is provided to the project officer to be collated and tabled at the next meeting for discussion and endorsement
- Undertake an annual review of committee process and function and progress against the register and action plan.
- Provide regular reports to SAMAC identifying changes to the SA Health Approved Cancer Chemotherapy Protocol Register, changes in procedures and other major decisions made by the SAHCDC.

Chair

The Chair will sit for a three-year tenure. The Chair may be a consultant oncologist, haematologist, senior cancer pharmacist or senior clinical nurse (cancer).

Executive Officer

There will be funding for the function of the project pharmacist provided by SA Health

Membership

Deputy Chair – Consultant oncologist, haematologist, senior cancer pharmacist or senior clinical nurse (cancer).

Haematologist – CALHN (RAH)

Haematologist – CALHN (QEH)

Haematologist – SALHN

Haematologist Rural Support Service (cancer)

Haematologist - NALHN

Haematologist/Oncologist – WCHN

Oncologist - CALHN (RAH)

Oncologist - CALHN (QEH)

Oncologist - Rural Support Service (cancer)

Oncologist - SALHN

Oncologist – NALHN

Pharmacist– SALHN

Pharmacist – CALHN

Pharmacist – NALHN

Pharmacist - Rural Support Service (cancer)

Pharmacist Haematology / Oncology- WCHLHN

Nurse Practitioner – SALHN

Nurse Practitioner – CALHN

Clinical Nurse Consultant – Cancer Services - NALHN

Clinical Nurse - Rural Support Service (cancer)

Nursing Service Director– Cancer Services WCHN

Representative for Electronic Chemotherapy Prescribing

Consumer representative

Non-voting members may be invited to contribute on a temporary or long-term basis

References

1. Public Sector (Honesty and Accountability) Act 1995,
2. Code of Ethics for the South Australian Public Sector and the [SA Health Conflict of Interest Declaration and Management Policy Directive](#).
3. [Statewide Cancer Clinical Network, South Australian Supplementary Standard for Systemic Cancer Therapy](#). Adelaide. Commission on Excellence and Innovation in Health. 2021

Version control and change history

Version	Date from	Date to	Amendment
01	15/08/2016	08/09/2016	Original – Approved
01.1	08/09/2016	20/2/2017	Membership
01.2	20/2/2017	Nov 2018	Membership
02	Nov 2018	July 2021	Full update
03	July 2021		Full update

Document ID:	
Chairperson	Dr Ganessan Kichenadasse Flinders Centre For innovation in Cancer, Flinders Medical Centre
Executive Officer	Bel Morris, Principal Project Pharmacist
Replaces:	Version 02



For more information

SA Health Cancer Drug Committee
Office of the Chief Pharmacist
System and Leadership and Design Division
Department for Health and Wellbeing | SA Health
Government of South Australia
www.sahealth.sa.gov.au

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