

“CREATING EXCEPTIONAL HEALTH CARE TOGETHER”

## Cancer Consumer Reference Group (CCRG)

### Purpose and Role

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#### Purpose

The Cancer Consumer Reference Group (CCRG) aims to increase the consumer, carer and community participation in the planning, delivery, measurement and evaluation of cancer services within the Division of Cancer and Ambulatory Support (CAS), and more broadly across Canberra Health Services (CHS).

#### Role

The CCRG will:

- Provide strategic advice from a consumer, carer and community perspective in relation to the delivery of cancer services to the ACT and surrounding communities
- Advise CAS on issues that are concerning the community in relation to the delivery of cancer services within the region
- Identify and advise on priority areas and issues that require input from consumers and the community
- Participate in the strategic planning process of the division as it pertains to cancer services, including the undertaking of research
- Actively participate in work tasks as agreed by the CCRG
- Advocate on behalf of consumers and the community
- Facilitate communication between consumers, carers, the community and CAS.
- Participate in the Division’s goal of meeting the National Safety and Quality Health Service Standards (Second edition), especially standard two, Partnering with Consumers.
- Identify and provide advice on development and training needs that will support and promote consumer, carer and community participation.

### Accountability and Reporting

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The CCRG is responsible to and reports to the CAS Clinical Governance Committee.

The CCRG will meet bimonthly with a minimum of five meetings per year.

A formal process of two-way reporting and communicating to and from the CGC will be established.

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### Steering Group Chair

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The Chair will be a consumer or carer and appointed by Canberra Health Services and the Health Care Consumers' Association (HCCA).

### Secretariat

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Secretariat support will be provided by the Cancer & Ambulatory Support Division and will include:

- Preparation of agenda items and notification of venue for each meeting.
- Distribution of papers for the meeting in accordance with agreed timeframes.
- Set up web conferencing option for remote participants.
- Recording of the minutes and circulating draft minutes for each meeting to the members no later than two weeks after the meeting is held.

Request for agenda items and papers must be received by the secretariat at least two weeks prior to the meeting so they can be circulated in a timely manner.

### Membership

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Membership of the CCRG will comprise of individuals who submitted an expression of interest to join the Cancer Consumer Reference Group, successfully underwent the selection process and accepted the nomination.

Members have been selected based on their knowledge and skills in providing consumer, carer and community perspectives on the provision of cancer services within the ACT and surrounding communities.

Members were able to demonstrate that they are engaged with the community and have an understanding of the issues associated with cancer services within the region. The focus is on the community needs and concerns not the individuals.

Members will not represent a provider or be employed in the provision of health services.

The CCRG is for consumers, carers and the community and is not intended to have representation from other health services.

### Observers

The group members may invite attendees at the Chair's discretion.

### Terms of appointment

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Initial appointment shall be for two years with the opportunity for reappointment.

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Consideration will be given for staggered terms to provide opportunities for new member input while maintaining continuity. Consideration will be given to limiting an individual’s membership to two terms.

Additional members may be invited to join the CCRG following any resignations and at the discretion of the Chair.

### Meeting Frequency

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1. The Group will meet bi-monthly with a minimum of five meetings per year.
2. Ad-hoc meetings may be convened as necessary or conducted out of session.

### Meeting Etiquette

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1. Meeting will commence and conclude on time.
2. Meeting documents are to be read prior to the meeting.
3. Members will respond to agreed actions.
4. Members will work respect each other’s contributions, and work collaboratively to achieve the agreed outcomes from this meeting.

### Terms of Reference Review

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1. Draft Terms of Reference (TOR) will be tabled at the first meeting to consult the members on them.
2. The TOR for the Group will be reviewed annually or as required.
3. The membership will be reviewed annually to determine any required changes to the group.
4. The chairperson of the Cancer Consumer Reference Committee will be the final approver for the TOR.

### Endorsed By

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Name: Cathie O’Neill

Position: Executive Director

Date: 25/09/2020