



# **CONSTITUTION FOR NORTHERN IRELAND CANCER NETWORK (NICAN) TEAM**

**OCTOBER 2007  
(LAST UPDATED JUNE 2009)**

This paper sets out the constitution for the Northern Ireland Cancer Network (NICaN) Team. This was discussed and endorsed by the NICaN Board at its meeting on 19<sup>th</sup> October 2007.

This document forms part of the Constitution of the Cancer Network. Other parts include: Constitution of Network Board, Constitution of Regional Groups and Constitution of Patient and Public Involvement Forum.

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## **1 BACKGROUND AND FUNDING ARRANGEMENTS**

The Cancer Network Headquarters is based at Dorothy Gardiner Unit, Knockbracken Health Care Park, Belfast. Team members are employed by, or seconded to, the Central Services Agency (CSA). The CSA provide finance, purchasing and human resource services to the Cancer Network on behalf of the NICaN Board (formerly the 4 Health and Social Services Boards).

The Cancer Network budget is accrued from core recurrent funding agreed by the 4 Health and Social Care Boards. This funding was reviewed in April 2006 and agreement reached to pick up funding for 4 lead posts [previously funded by Macmillan Cancer Support for 3 years].

Macmillan Cancer Support has continued to provide funding for a number of temporary posts. Funding is also received from Northern Ireland Hospice and Marie Curie Cancer Care. The Department of Health and Social Services has provided funding for 2 short-term clinical posts and a support post. See Appendix 1 for details of Cancer Network Team appointments and funding sources.

## **2 PURPOSE/OBJECTIVES OF NICaN TEAM**

The members of the NICaN Management Team include: Network Director, Network Nurse Director, Network Medical Director and Network Primary Care Director (previously referred to as Lead Team).

The Management Team is supported by Management /Administrative support and Leads for Supportive and Palliative Care, Patient and Public Involvement, Patient Information, Service Improvement and Endoscopy Modernisation.

The objectives of the NICaN Team are to:

1. Support the implementation of the Cancer Network Strategy and Delivery Plan 2007-2009<sup>1</sup> that addresses the priorities set by the NICaN Board; and
2. Coordinate and support the work of the Network Groups making best use of expertise and outputs from these Groups in the implementation of the work programme.

In addition, the responsibilities of the NICaN Management Team, working with the NICaN Board, include ensuring:

3. The governance and accountability arrangements across the Cancer Network are transparent, robust and adhered to;
4. There is an agreed process for the development of protocols, guidelines and care pathways by Network Groups and an agreed process for the local translation and monitoring of regionally agreed standards;
5. There are clear strategies and plans for the redesign and continual improvement of cancer services and workforce;
6. That all interests are equally reflected;
7. That all Cancer Network activities are transparent and effectively communicated; and
8. The continual development of the Cancer Network and alignment with regional planning and policies.

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<sup>1</sup> To include the standards within the Cancer Service Framework when agreed, August 2008

### **3 REPORTING AND ACCOUNTABILITY ARRANGEMENTS**

The NICaN Management Team is accountable to the NICaN Board, via the Chair.

Members of the NICaN Team are accountable to the NICaN Board via members of the Management Team.

See Appendix 2 for organisation chart.

The following appointments are to be made:

- Full time, 3 years Nurse Director post; part funded by Ulster Cancer Foundation (previously 4 sessions Lead Nurse post);
- Network Administrative Assistant; core funded Grade 3 post. The appointment of Grade 4 Administrator for 3 years is being considered to support the increased number of posts within NICaN Team;
- Network Chemotherapy Project Manager; funded by Macmillan Cancer Support; and
- Network Primary Care Director; core funded (previously NICaN Lead GP).

**Appendix 1: Cancer Network Team Posts: Details** (as of June 2009)

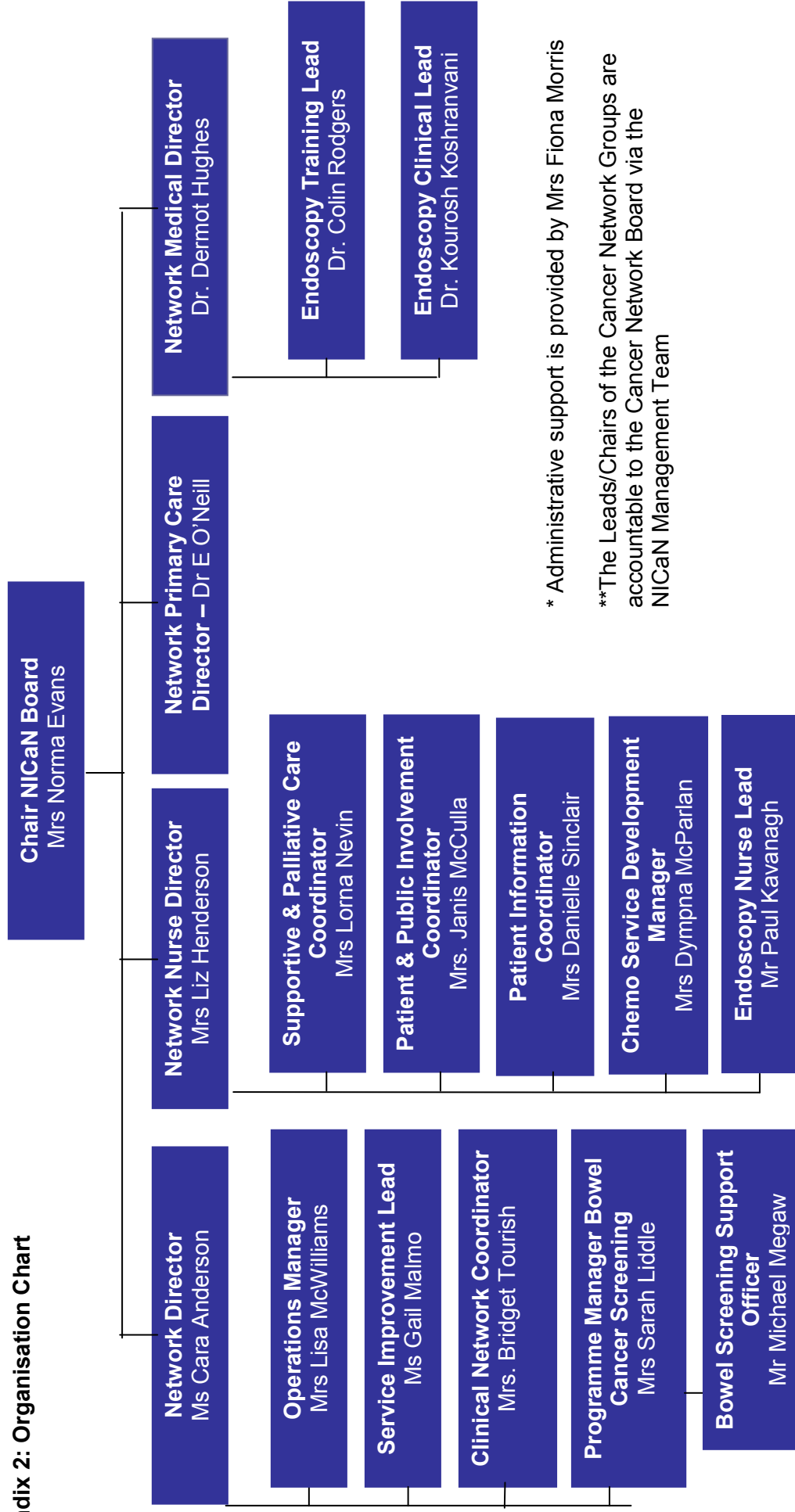
<b>Title</b>	<b>Name</b>	<b>Type of Post</b>	<b>Start Date</b>	<b>End Date</b>	<b>Funding</b>
Network Medical Director	Dr Dermot Hughes	4 sessions Secondment, Western Trust	April 2008	-	Core
Network Lead Nurse	Ms Liz Henderson	Full time	Nov 2003	-	Core + Ulster Cancer Foundation
Network Primary Care Director	Dr. Eddie O'Neill	4 sessions	June 2008	-	Core
Network Director	Ms Cara Anderson	Full-time, permanent	Aug 2008	NA	Core
Operations Manager & Clinical Network Coordinator	Ms Lisa McWilliams	Full-time, permanent	May 2004	NA	Core
Network Admin Assistant	Mrs Fiona Morris	Full-time, permanent	Jan 2009	NA	Core
Supportive & Palliative Care Coordinator	Ms Lorna Nevin	30 hrs, temporary	April 2005	March 2010	RHSCB
Patient & Public Involvement Coordinator	Ms Janis McCulla	30 hrs, temporary	Jan 2006	Dec 2009	Macmillan
Clinical Network Coordinator	Ms Bridget Tourish	Full-time, temporary	June 2007	Nov 2009	Macmillan

**Cancer Network Team Posts: Details (as of June 2009) – cont ...**

<b>Title</b>	<b>Name</b>	<b>Type of Post</b>	<b>Start Date</b>	<b>End Date</b>	<b>Funding</b>
Service Improvement Lead	Ms Gail Malmø	30hrs; temporary	June 2009	June 2011	Macmillan
Patient Information Co-ordinator	Ms Danielle Sinclair	Full-time, temporary	Aug 2007	July 2011	Macmillan
Endoscopy Clinical Lead	Mr Kourash Koshravani	2 sessions Secondment, Belfast Trust	Sept 2007	Aug 2010	Department
Endoscopy Training Lead	Dr Colin Rodgers	2 sessions Secondment, Northern Trust	Sept 2007	Aug 2010	Department
Programme Manager Bowel Cancer Screening & Modernising Endoscopy	Ms Sarah Liddle	Full-time, temporary	Aug 2007	June 2010	Department
Bowel Cancer Screening Support Officer	Mr Michael Megaw	Full-time, temporary	Dece 2008	June 2010	Department
Endoscopy Nurse Lead	Mr Paul Kavanagh	Full-time, temporary	Mar 2009	Aug 2010	Department
Chemotherapy Services Project Manager	Mrs Dymphna McParlan	Full-time, temporary	Dec 2008	Dec 2010	Macmillan

The Regional Coordinator Cancer Services Pharmacist, Marie McGrady and Fionnuala Green (Job Share) work with the NICaN Team

**Appendix 2: Organisation Chart**



\* Administrative support is provided by Mrs Fiona Morris

\*\*The Leads/Chairs of the Cancer Network Groups are accountable to the Cancer Network Board via the NICaN Management Team