

National Audit of Breast Cancer in Older Patients Clinical Steering Group - Terms of Reference

Purpose of the group

The purpose of the Clinical Steering Group (CSG) is to provide guidance and support on the direction and deliverables of the National Audit of Breast Cancer in Older Patients and to encourage support from professional members.

Objectives

- Review and prioritise identified audit questions.
- Inform the Project Team about relevant national initiatives and evolving clinical evidence.
- Advise on study design, and appropriate process and outcome measures.
- Comment on the Audit dataset and methods of data collection.
- Advise on proposed audit analyses and presentation of results.
- Comment on the findings of the Audit and their interpretation.
- Support Audit communication with professional colleagues on Audit aims and data collection.
- Help publicise the results of National Audit of Breast Cancer in Older Patients among patients, the professions involved and other stakeholders.
- Represent the views of the associated professional and patient groups.

Accountability

Members of the Clinical Steering Group will represent the views of the associated professional and patient groups. Each attendee has a responsibility to provide two-way communication to the audit team and their professional body.

Meetings

- Meetings will be held up to three times per year.
- Meetings will take place at the Royal College of Surgeons of England in London or another convenient venue as agreed by the CSG.
- The agenda will be coordinated by the project team and circulated along with associated papers. Any member can propose items for the agenda in agreement with the chair.
- Communications will be coordinated by the Audit project team. Meeting papers will be circulated electronically at least five working days in advance of meetings.
- The meeting minutes will be recorded by the project team. Minutes will be circulated by the project team along with any associated documentation within 10 working days of the meeting.
- If a member wishes to leave the CSG they should notify the chair and project manager, and the CSG will seek a suitable replacement.
- CSG members share a responsibility to disseminate news of progress during the lifespan of the Audit to colleagues and members of their organisations.
- Members should inform the CSG of any developments/changes within their areas of expertise which might influence the project.
- Members of the CSG can claim expenses to attend meetings as per guidance within the Royal College of Surgeons expenses policy.