

## POGO Pediatric Oncology Nursing Committee

### TERMS OF REFERENCE

#### **Purpose:**

The POGO Pediatric Oncology Nursing Committee (the Committee) plays a key role in advising POGO on priorities and actions related to the nursing care of children and youth with cancer, childhood cancer survivors, and their families. The work of the Committee focuses on improving care in Ontario, advocating for the nursing perspective in childhood cancer issues, and supporting research, professional development, and knowledge exchange within the pediatric oncology community.

#### **Committee Function:**

The Committee is guided by the [POGO Childhood Cancer Care Plan \(the Plan\)](#) and ensures that its work supports the strategic goals and objectives outlined in the Plan.

#### **Membership:**

##### Committee Composition and Structure

The committee includes 15 – 20 pediatric oncology nursing experts from across Ontario, representing a broad range of roles in the childhood cancer care system. Efforts will be made to ensure diverse representation from:

- The five specialized childhood cancer programs (tertiary hospitals) and community hospitals partnered under POGO's AfterCare, Interlink, and Satellite programs
- Nursing roles across the childhood cancer journey, from diagnosis and treatment to palliative care or survivorship
- Subspecialty Areas (e.g., leukemia/lymphoma, solid tumours, neurooncology, blood and marrow transplant (BMT))
- Individuals with expertise in education, research, and specialized nursing care
- POGO Board of Directors Nursing Representative
- POGO Representative (ex-officio)

##### Membership Terms

Members are asked to commit to a term of up to three years. A maximum of three consecutive terms may be served, after which members will rotate off.

##### Responsibilities

Members will:

- Contribute their expertise to Committee work
- Participate in smaller working groups
- Share POGO activities and Committee updates with their local teams
- Bring forward issues for discussion and share innovative ideas
- Champion the Plan and other POGO initiatives in their local setting
- Monitor professional literature and share relevant research with the Committee

### Committee Leadership

The executive structure will include a Chair and Vice Chair (POGO Provincial Clinical Lead, Pediatric Oncology Nursing).

#### Chair Responsibilities

- Appointed by the Committee for a renewable three-year term
- Provide leadership and direction for the Committee's activities
- Establish clear goals and objectives with the Committee annually
- Set the agenda for four virtual meetings per year
- Advocate for the Committee and the needs of children, youth and their families with cancer in concert with the Plan

#### Vice Chair Responsibilities

- Provide guidance and support to the Chair
- Assist with Committee membership review every two years and propose new members when needed
- Collaborate on setting annual goals and objectives

### Meetings:

- The Committee will meet quarterly
- Members are expected to attend all meetings. If unable to attend, they must inform the Chair and Vice Chair in advance and review and respond to all related materials as possible.  
If a member misses three consecutive meetings or attends fewer than half of all meetings in a year, their membership will be reviewed by the Chair, Vice Chair, and the member.
- POGO will provide administrative support, including scheduling meetings, distributing agendas, preparing meeting materials, and recording minutes.

### Accountability:

The Committee is accountable to POGO's Senior Leadership Team through the Vice Chair (POGO Provincial Clinical Lead, Pediatric Oncology Nursing). The Program Assistant, Clinical and Support Programs, is responsible for scheduling meetings, tracking membership, and maintaining records.

**Date Approved: May 11, 2020**

**Updated: November 26, 2024**