

POGO Pediatric Oncology Nursing Committee

TERMS OF REFERENCE

Purpose:

The POGO Pediatric Oncology Nursing Committee (the Committee) is a standing POGO advisory committee that advises POGO on priorities and actions in the childhood cancer care system that pertain to the nursing care of children and adolescents with cancer, their families, and survivors of childhood cancer. In addition, the Committee contributes a pediatric oncology nursing perspective to the resolution of identified issues in childhood cancer care in Ontario and facilitates research activities, knowledge transfer, and professional development opportunities unique to pediatric oncology nursing.

Deliverables:

The Committee will be guided by the [POGO Childhood Cancer Care Plan \(the Plan\)](#) and ensure that its work supports the strategic objectives outlined under the Plan.

The Committee will work collaboratively with other POGO committees and the POGO staff to identify pediatric oncology nursing quality improvement priorities and strategies for addressing them; and advise POGO's guideline development, quality improvement, and research projects, measurement, and evaluation.

Specifically, the Committee will:

- Provide a formal venue and reference group for the identification of nursing issues and obstacles in the area of pediatric childhood cancer control in Ontario.
- Advocate for the formal review of these issues from the perspective of the Plan priorities, policy and program planning, care delivery, education, and research.
- Advise and collaborate with other interested organizations with reference to issues regarding pediatric oncology nursing.

Membership:

- 10 – 15 nursing experts who are committed to and provide pediatric oncology nursing care to patients, families, and survivors within Ontario's childhood cancer care system. Efforts will be made to ensure inclusive representation of the following:
 - The five pediatric academic health sciences centers and community hospitals partnered under POGO's Satellite Clinic, Interlink, and AfterCare programs
 - Nursing care roles throughout the childhood cancer journey, from diagnosis and treatment into palliative care or survivorship
 - Pediatric oncology nursing subspecialty focus areas (i.e. leukemia/lymphoma, solid tumours, central nervous system, bone marrow transplant [BMT])
 - Individuals with childhood cancer nursing education, research, and other specialized expertise
 - POGO Board of Directors Nursing Representative
 - POGO Representative (ex-officio)
- Members will be asked to commit to a term of up to three years; member terms will be staggered and may be renewable.
- Members shall:

- Bring their discipline-specific knowledge and expertise to the work of the Committee.
- Participate in task forces of the Committee as necessary, including the POGO Pre-Symposium Nursing Seminar Planning Committee.
- Provide their home pediatric oncology program/team with information about POGO and the activities of the Committee.
- Bring issues forward for discussion at meetings, and share innovative ideas with colleagues.
- Champion the Plan and other POGO provincial initiatives in their local setting.
- Monitor the professional literature and bring articles of interest and relevance to the attention of the Committee and applicable POGO newsletters.
- Additional members may be recruited to sub-committees/task forces to support specific initiatives that may require a particular specialization or knowledge base (e.g. educators, clinical pediatric oncology nursing expertise, research, administration, other professional disciplines, etc.).
- The Committee executive structure will be comprised of the Chair and Co-Chair (POGO Provincial Clinical Lead, Pediatric Oncology Nursing):
 - Responsibilities of the Chair
 - The Chair is appointed by the Committee.
 - Term of three years; may be renewable.
 - Exercise leadership of the Committee and provide direction for its activities.
 - In collaboration with the Co-Chair, establish clear goals and objectives with the Committee annually.
 - Set the agenda and plan for a minimum of one face-to-face meeting and three teleconference/videoconference meetings per year.
 - Advocate for initiatives of the Committee and the needs of children with cancer and their families in concert with the Plan.
 - Contribute Committee reports and updates to POGO newsletters.
 - Responsibilities of the Co-Chair (POGO Provincial Clinical Lead, Pediatric Oncology Nursing)
 - Provide guidance and support to the Chair.
 - Oversee and coordinate the timely execution of initiatives undertaken.
 - In collaboration with the Chair, establish clear goals and objectives with the Committee annually.
 - Together with the Chair, review the Committee membership every two years and propose new Committee members during membership changes.

Meetings:

- The Committee will meet quarterly. The meetings may be in-person, or by teleconference or videoconference. At least one meeting will be an all-day in-person meeting.
- Members are expected to attend all Committee meetings. If unable to attend, members must notify the Chair and Co-Chair in advance and read and respond to all material circulated in relation to meetings and initiatives of the Committee as possible.
- If a member is unable to attend three meetings in a row, or attends less than half of all meetings in a year, continuation of membership on the Committee will be reviewed by the Chair, the Co-Chair, and the member.

- Administrative support is provided by POGO, including scheduling meetings, developing and circulating agendas and other meeting materials, composing meeting minutes, and record-keeping.

Accountability:

The Committee is accountable to the Senior Leadership Team of POGO, via the Co-Chair (POGO Provincial Clinical Lead, Pediatric Oncology Nursing). The Program Assistant, Clinical Programs and Analytics, is responsible for scheduling Committee meetings, tracking membership changes, and record-keeping.

Date Approved: _____