

**‘Achieving more together’**

Forum philosophy	RCN remit:
<p><b>RCN Forums are networks of RCN members with a particular nursing specialty or with like interests. They enable members of the nursing team to come together and help to shape the world of nursing practice and policy.</b></p> <p><b>We cover a wide range of cancer related health issues which impact on patients from all ages covering both primary and secondary care settings.</b></p> <p><b>We aim to advocate for cancer care for all professionals, both specialist and non-specialist delivering health care.</b></p> <p><b>The Cancer Forum is committed to supporting Equality and Diversity. As such we will ensure that all aspects of the forum’s activities promote inclusivity recognising the different skills, experience and cultural beliefs of healthcare professionals in a variety of settings.</b></p> <p><b>We recognise the diversity of needs and expectations associated with delivering a high quality, holistic approach to health, and hope to empower professionals and patients to access the best available healthcare.</b></p> <p><b>We also represent the RCN’s pool of professional expertise and knowledge. All RCN members, including students and health care practitioners, can join us, and help to make a positive difference in shaping policy and practice around aspects of cancer care.</b></p> <p><b>Forums work to develop nursing policy and practice - and ultimately to improve care - in many ways. Forum work to support members for cancer nursing by:</b></p> <ul style="list-style-type: none"> <li>• <b>Promoting the Career and Education Framework for Cancer Nursing among nurses and ensure its integration into workforce plans across the UK</b></li> <li>• <b>Continuing to work collaboratively with a range of nursing, charitable and government bodies</b></li> <li>• <b>Maximising opportunities to listen and extend our reach with members through social media</b></li> <li>• <b>Engaging with other forums to share messages about cancer developments to all nurses</b></li> </ul> <p><b>Steering committees carry out this work through funding allocated by the Forums Governance Group. This group ensures that the work of the forums helps the RCN meet its strategic objectives.</b></p>	<ul style="list-style-type: none"> <li>• <b>Support professional learning and development of cancer nursing as a specialty.</b></li> <li>• <b>Provide cancer nursing expertise and input to RCN.</b></li> <li>• <b>Shape national policy including collaboration with external stakeholders.</b></li> <li>• <b>Support RCN activities through income generation.</b></li> <li>• <b>Ensure dissemination of relevant information and resources to the cancer community.</b></li> <li>• <b>Support RCN in working towards their five-year strategy where possible.</b></li> </ul>

2025 Team deliverables:
<ul style="list-style-type: none"> <li>• <b>Improve knowledge and awareness for cancer care for the non-specialist focusing on early identification, side effects of treatment and late effects of treatment</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Scope out current resources and gaps in cancer care education to support resource development for the non-specialist</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Provide a centralised space for ACCEND the cancer nursing educational framework</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Collaborate with specialised health care professionals and organisations on the development of a catalogue of webinars to support national cancer nursing education</b></li> </ul>

# RCN Cancer Forum: Steering Committee Team Charter

## Forum member roles and responsibilities:

Name	Role	Specific responsibilities
<b>Hayley Leonard</b>	<b><u>Chair</u></b>	<ul style="list-style-type: none"> <li>• Chair all committee meetings</li> <li>• Provide leadership and oversight to the forum outlining the roles and responsibilities of committee members for projects accordingly</li> <li>• Complete relevant documentation as per RCN Chair requirements and delegate to relevant individual committee members as</li> <li>• Delegate correspondence and activities to committee members with relevant expertise and experience</li> <li>• Liaise with professional lead on a mutually agreed regular basis to discuss workplans and project updates</li> <li>• Oversee the RCN Cancer Forum social media account adding posts relevant to the work of the forum over a regular period</li> <li>• Act as ambassador for the forum promoting the interest of the committee at relevant opportunities</li> </ul>
<b>Lauren Dollive</b>	Deputy Chair	<ul style="list-style-type: none"> <li>• Chair committee meetings in absence of chair</li> <li>• Support chair when required in providing leadership and oversight to the forum outlining the roles and responsibilities of committee members for projects accordingly</li> <li>• Support the chair in delegating correspondence and activities to committee members with relevant expertise and experience when required</li> <li>• Act as ambassador for the forum promoting the interest of the committee at relevant opportunities</li> <li>• Oversee the RCN Cancer Forum social media account adding posts relevant to the work of the forum over a regular period</li> <li>• Respond and actively participate in engagement and projects as may be delegated by the Chair in a timely fashion</li> </ul>
<b>Mohamad Ibrahim</b>	Committee Member	<ul style="list-style-type: none"> <li>• Act as ambassador for the forum promoting the interest of the committee at relevant opportunities</li> <li>• Respond and actively participate in engagement and projects as may be delegated by the Chair in a timely fashion</li> </ul>
<b>Vanessa Taylor</b>	Committee Member	<ul style="list-style-type: none"> <li>• Act as ambassador for the forum promoting the interest of the committee at relevant opportunities</li> <li>• Respond and actively participate in engagement and projects as may be delegated by the Chair in a timely fashion</li> </ul>
<b>Shannon Copeland</b>	Committee Member	<ul style="list-style-type: none"> <li>• Act as ambassador for the forum promoting the interest of the committee at relevant opportunities</li> <li>• Respond and actively participate in engagement and projects as may be delegated by the Chair in a timely fashion</li> </ul>
<b>Pauline Dorrington</b>	Committee Member	<ul style="list-style-type: none"> <li>• Act as ambassador for the forum promoting the interest of the committee at relevant opportunities</li> <li>• Respond and actively participate in engagement and projects as may be delegated by the Chair in a timely fashion</li> </ul>

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## Forum operating guidelines:

<b>Emails</b>	Clear subject headings including response required by what date (e.g. FYI, for action, for review, for decision by x). If email is urgent or need a response, please make this clear. Chair to delegate emails to individuals with correct expertise as required with deadline for response – if unable to meet deadline to make chair aware as soon as possible.
<b>Deadlines</b>	Where possible appropriate deadline for responses or actions will be added to all correspondence to ensure completion as per Chair request – however if unable to meet deadline to make chair aware as soon as possible.
<b>Progress updates</b>	Where required or needed - share short progress update with colleagues on request from Professional Lead/Chair.
<b>Teleconferences</b>	Hold every 1-2months, start and finish on time, action plan updates to be circulated in a timely fashion. Members to send apologies if unavailable and submit comments in advance of <b>and</b> following the teleconference.
<b>Frustrations with other members</b>	All members to raise concerns with chair who will address as required with RCN Professional Lead.
<b>Honesty</b>	All members to be open and honest with each other and share as early as possible when unable to deliver on agreed actions due to unforeseen circumstances etc. Align tasks to member strengths and provide regular constructive feedback to each other to enhance the working of the forum.
<b>Profile</b>	All members to raise profile of forum by responding individually to requests from RCN e.g. consultation requests, representation etc.
<b>Horizon scanning</b>	Members to bring to the forum topics of potential future relevance for discussion and prioritisation as required, as well as promoting expert representative opportunities where possible.

## Forum review and learning process:

<p><b>Review of team effectiveness - internal</b></p> <ul style="list-style-type: none"> <li>• Following each meeting and teleconference ask members for feedback on what worked well, what could be improved and how, value gained etc.</li> <li>• Review at each annual strategy meeting, possible rotation of roles &amp; responsibilities, updating of charter etc.</li> </ul>	<p><b>Review of forum effectiveness - external</b></p> <ul style="list-style-type: none"> <li>• Feedback for blogging and feedback for evaluation on events and publications.</li> <li>• Feedback on the Facebook group and Twitter account.</li> <li>• Feedback on the CRM system.</li> </ul>
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