

The Clinical Oncology Patients' Liaison Group

Title:

The Group shall be known as the Clinical Oncology Patients' Liaison Group

Terms of Reference

1. To advise the Clinical Oncology Faculty of matters of concern to the Group.
2. To provide a patient perspective on the issues raised by the Faculty Board.
3. To keep the COPLG informed of the activities of the Faculty Board.
4. To offer input to and support for the Faculty's Working Parties and publications
5. To prepare and keep under review the series of Group publications and information leaflets.
6. To offer views and comment on areas of Faculty and College policy and to contribute when requested to College responses to consultation documents.
7. To promote the participation of patients and carers in decision making.
8. To facilitate their access to reliable information in matters concerning treatment and research, and to respond to the issues they raise.
9. To report on the deliberations and activities of the Group in writing once a year, and orally as required to the Faculty Board, to which the Group is accountable.

Membership

9. The Group shall comprise –
 - eight lay members (individuals who do not possess a medical qualification), selected and appointed as detailed below;
 - up to 4 clinical oncologists appointed by the Dean, Clinical Oncology to include a Junior Forum Representative;
 - the Dean of the Faculty of Clinical Oncology, Treasurer and the President being Ex Officio members and;
 - one radiographer nominated by the Society and College of Radiographers and appointed by the Dean, Clinical Radiology.
10. The selection of lay members shall be undertaken by a nominating committee comprising the Chair and the medical Vice-Chair of the Group, and other persons nominated by the Group; the nominating committee will make recommendations for appointment to the Dean, Clinical Oncology who will make the appointments. Appointments will run consecutively to avoid a reduction in number of lay members at any one time.
11. Periodically and not less frequently than once every three years, an advertisement will be placed seeking applications from people suitable and willing to be members of the Group and a list of those considered suitable for appointment but who cannot be immediately be appointed should be maintained.

12. Where vacancies occur during the three year cycle, the Chair, in consultation with members of the Group, can recommend names to the Dean, Clinical Oncology from the list maintained, if one is available. Such nominees, if appointed, shall normally serve for a period of three years.
13. The Lay Representative on the RCR Council shall serve as an honorary member of the Group.
14. All lay members of the Group should act as individuals rather than on behalf of any organisation.
15. The Group may, in addition, invite representatives of other groups and/or individuals to its meetings to discuss specific topics, as appropriate.
16. All Clinical Members are appointed by the Dean, in consultation with the Chair of Group.
17. All Clinical Members of the Group shall be in active clinical practice at the time of their appointment.
18. The membership should reflect the ethnic make-up and diversity of patients and carers in the population as far as possible, and where appropriate to the work being done, the geographical spread of members and the sub-specialisation of Clinical Oncologists.
19. There shall be no more than four co-opted members who should be identified as needed to fill areas of geographical representation or other specific relevant needs among the membership of the Group. Nominations shall be put in the first instance to the Chair, and then formally to the whole Group at a full meeting for discussion and approval. The Group shall determine at the time of appointment of any co-optee the term of appointment, which shall be reviewed after one year.

Chair and Vice-Chair

20. The lay members of the Group shall elect its Chair from among its appointed lay members by secret ballot prior to the outgoing Chair's final full Group meeting. The Chair shall be a Lay Member. The appointment of the Chair will be confirmed by the Dean, Clinical Oncology.
21. There shall be a Vice-Chair who shall normally be a Clinical Oncologist. The Vice-Chair should preferably be an elected member of the Faculty Board, appointed by the Dean, Clinical Oncology in consultation with the Chair of the Group.
22. The term of office for the posts of Chair and Vice-Chair shall be two years and in either case if he or she is already serving as a member of the Group at the time of appointment any period served as a member shall not count against his or her period as Chair or Vice-Chair.

Duties of the Chair

23. To chair all meetings of the Group. In the absence of the Chair, the meeting will be chaired by the Vice-Chair.
24. To ensure the members of the Group undertake and share the activities necessary to further the role of the Group.
25. To serve as a co-opted member of the Clinical Oncology Faculty Board.

26. To liaise with the Chairs of the patients' liaison groups of other medical Royal Colleges as appropriate.
27. To liaise with the Patients' Liaison Group of the Faculty of Clinical Radiology.
28. To ensure the attendance of a COPLG representative at meetings of the Joint Collegiate Council on Oncology
29. To ensure that the Terms of Reference of the Group are observed
30. To ensure that relevant matters are drawn to the attention of the Dean, Clinical Oncology, another Clinical Oncology Officer, the Faculty Board or the Clinical Oncology Officers' Group as appropriate.
31. To review the work of the Group at least once during his or her term of office and make any recommendations to the Dean, Clinical Oncology.

Terms of office

32. Appointed members of the Group shall normally serve for three years. However, if imbalances in the membership are foreseen, the nominating committee may recommend re- appointment in specific cases for one year. At the discretion of the nominating committee, a member may be offered a further term of one year. Members will cease to be eligible for reappointment after five years of service.
33. No appointed member may serve for two consecutive terms except in the following circumstances.
 - a. To permit the Vice-Chair to continue in office until one year after the appointment of a new Chair
 - b. Where a clinical Oncologist is a member by virtue of being one of the elected members of the Board of the Faculty of Clinical Oncology.

Operation of the Group

34. Decisions shall be taken by the majority vote of those present. In the case of equality of votes, the Chair shall have a second or casting vote, save for the election of a new Chair.

A quorum shall be three appointed lay members.

35. If a member of the Group does not attend for two consecutive meetings without good reason (to the satisfaction of the Chair) he or she shall be deemed to have resigned.
36. The Group will hold three meetings per year, as determined by the Chair in conjunction with the Vice-Chair.
37. There shall be a training day at least once a year, the date to be decided on by Lay Members in consultation with College staff.

38. In addition to such expenses that each member of the Group may claim in accordance with prevailing College policy, the Chair of the Group will be able to claim an expense allowance for office costs as agreed by the College from time to time.
39. Members should be ready to take responsibility for at least one task undertaken by the Group.
40. Members must abide by any stated or implied confidentiality that attaches to the work of the Group during or after any period of membership.
41. Members must comply with the provisions of the Data Protection Act 1998 as regards processing and disclosure of any personal data where it is made available to them as part of the work of the Group.
42. The Group will not express any opinion or make any statement publicly or to the media that is held out to be a view from the College without first consulting and agreeing the tenor with the Dean, Clinical Oncology.
43. The Group will not send representatives to other bodies or meetings on behalf of the College unless that has been agreed in advance with the Dean, Clinical Oncology.
44. Changes to this constitution will be made only with the approval by a majority of members at a formal COPLG meeting.

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