There have been two meetings of the NCAG to date.

A working Draft for the **Terms of Reference** has been developed – this is to be reviewed in three months after experience has been gained, then sent to RCAF.

Work has been done on **Governance Reporting Mechanisms**. Staff within individual Boards have been asked to report on their governance and communication frameworks for internal self assessments and improvement plans, as well as pathways of communication for reports from NCAG.

### Audit Cycle for SACT

The Draft National Systemic Anti-Cancer Therapy - Governance Framework & Audit Tool paper has been circulated to the members of the group. This when approved, will set out the audit requirements. No official external audits are to be undertaken until after Boards have completed completed their Self Assessment.

### Self Assessment

- NHS Boards undertake self assessment using audit tool within 6 months of the governance framework being issued.
- NHs Boards prepare Board-level exception report and action/improvement plan to address areas of non-compliance.

### Regional/ Local

A document was produced and circulated to NCAG members to recommend how each standard could be developed ie through a regional approach, locally within individual boards or through peer review or benchmarking.

### Extravasation/ Emesis

Documents were circulated and individuals were assigned to develop and consult on these. Mucositis guidelines were earmarked as for early completion too.

### Competency Training

This is to be investigated and reported on to the group re National Initiatives. NES are currently revising the 2007 Education and Training framework for the Safe Use of Cytotoxic Medicines to reflect the (Revised) Guidance for Safe Delivery of SACT outlined in CEL 30 (2012).

### Consent

will be reviewed at the next meeting

### Concerns

1. Time Frames Re First Reports.
2. CMG’s taking too long due to difficulties with clinical staff engagement.
3. Lack of awareness of clinicians in the CEL generally.
4. Lack of SACT Lead Clinician in NHS Highland.