



NURSES IN SKIN CANCER SPECIAL INTEREST GROUP

DRAFT Terms of Reference

1. Purpose

This document outlines the terms of reference for the Nurses in Skin Cancer Special Interest Group (SIG). This SIG aims to foster professional collaboration, knowledge exchange, professional development and the promotion of best practice for nurses working with a specific interest in this field.

2. SIG objectives

To alleviate the burden of skin cancer in New Zealand and enhance health outcomes for affected individuals by:

- fostering effective networking and collaboration for nurses working in skin cancer
- growing the number of nurses working in skin cancer
- developing, supporting and facilitating the ongoing professional development of nurses working in skin cancer
- providing a platform for discussion and collaboration on specific topics as they relate to nursing and skin cancer
- promoting the exchange of knowledge and best practice amongst skin cancer nurses
- fostering strategic relationships with other professional organisations and stakeholders involved in skin cancer care

3. Activities

The group will aim to meet by videoconference a minimum of twice per year.

Upon commencement, the Working Party will develop a set of deliverables and associated timeframes. Sub-groups / working parties may be established to support the execution of agreed deliverables.

4. Roles and responsibilities

Chair: Abbie Cameron, Senior Nurse

Develop meeting agenda, lead meetings, report to relevant bodies on meeting outcomes, actions and recommendations, oversee implementation of actions

Secretariat: Katrina Patterson, MelNet Chief Executive

Assist with agenda planning, plan meeting logistics, budget, promotion and communication, provide on the day support/note taking, oversee implementation of actions

MelNet Executive Committee

Governing body

Cancer Nurses College Aotearoa

Affiliate partner

NZ Skin Cancer Doctors

Affiliate partner

Corporate sponsors

Corporate sponsorship may be sought to cover costs associated with SIG deliverables. Sponsors have no input into the activities of the SIG.



5. Membership

This SIG is open to any registered nurse working in New Zealand who is involved or interested in skin cancer. This could include but is not limited to:

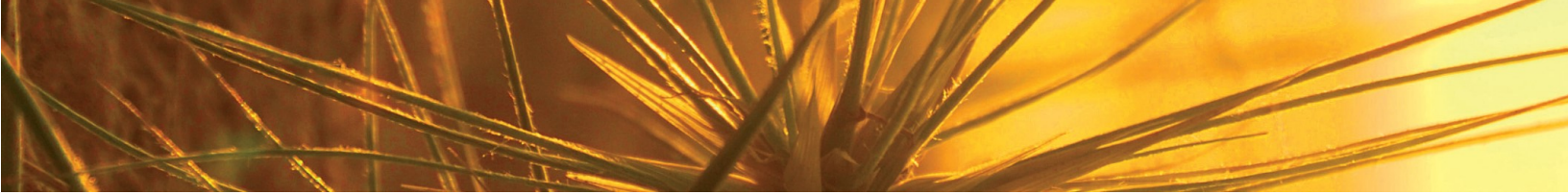
- Registered Nurses in general practice, tertiary care, and community-based services
- Cancer Nurse Coordinators
- Clinical Nurse Specialists
- Nurse Prescribers
- Nurse Dermoscopists

Members are expected to:

- a. support the objectives of the SIG
- b. make every effort to attend scheduled meetings. Where unable to attend, an apology should be given to the Secretary or Chairperson
- c. work co-operatively, listening and respecting the views of others
- d. actively participate in and devote sufficient time to the activities of the SIG
- e. contribute to knowledge sharing

6. Operating procedures

- **Notice of meeting:** to MelNet members, NZNO and SIG distribution list at least 3 weeks prior to meeting date
- **Agenda:** draft agenda to be made available as soon as available. Final agenda distributed to attendees at least 2 days prior to meeting
- **Quorum:** none
- **Actions and recommendations:** to be assigned an owner at the meeting and noted in writing by SIG secretariat
- **Voting:** majority rules
- **Minutes:** minutes to be circulated to attendees within two weeks of the meeting. Secretariat to be notified of amendments within one week of distribution. Following this, a summary of discussion, actions and recommendations will be made available on the MelNet website.
- **Conflicts of interest:** Members shall declare any conflicts of interest upon joining the group. An interests register will be maintained by the Secretariat.
- **Confidentiality:** Information relating to the SIG must be kept confidential unless otherwise agreed by the group.



Appendix 1: Background information

Skin cancer is a major public health for New Zealand. With the highest rate of melanoma and non-melanoma skin cancer globally, around 80% of all new cancers diagnosed are a form of skin cancer. New Zealand also has the world's highest death rate from melanoma, with around 300 people losing their lives to the disease every year¹. Skin cancer rates are projected to rise, largely due to our ageing and growing population, and it is thought by 2025 the total cost of skin cancer treatment is expected to increase to \$295 million, around 20 percent of the total cost of treating all cancers in New Zealand².

Nursing in skin cancer plays a crucial and multifaceted role in the comprehensive management of this prevalent yet preventable disease. Nurses are playing an increasingly active role in the prevention, detection and management of this disease. By fostering collaboration among nurses specialising in skin cancer care, we can make significant strides in alleviating the burden of this disease and enhancing the overall health outcomes for affected individuals.

This Special Interest Group is coordinated by the Melanoma Network of New Zealand (MelNet)³ and supported by Cancer Nurses College Aotearoa and New Zealand Skin Cancer Doctors Society⁴.

The initial idea to develop a SIG for nurses in skin cancer started following the 2022 New Zealand Melanoma Summit. Feedback from other skin cancer-focused training courses made it clear that there is a gap / opportunity for nurses to become more prominent in the skin cancer field, especially in relation to detection and surveillance, and a lot of interest from the workforce in stepping into this space.

¹ Source: <https://www.ehinz.ac.nz/indicators/uv-exposure/melanoma/#references>

² Source: <https://doi.org/10.3390/ijerph19063178>

³ MelNet is a charitable organisation which supports health professionals working to reduce the incidence and impact of melanoma in New Zealand.

⁴ The Official Society Representing New Zealand Skin Cancer Doctors and Healthcare Professionals