



## **SIOP EUROPE NURSING WORKING GROUP**

### **TERMS OF REFERENCE**

(February 2026)

#### **1. Background**

The European Society for Paediatric Oncology (SIOP Europe or SIOPE) is the only pan-European organisation representing *all professionals* working in the field of childhood cancers.<sup>1</sup>

Paediatric oncology nurses are crucial members of these professionals, with a unique role within the clinical teams and across all stages of disease from diagnosis to treatment and long-term follow-up or end of life care. They contribute to paediatric oncology care through a broad range of specific tasks and responsibilities, providing direct care, educating and training, assisting other professionals, and supporting patients and their families.

At a European level, paediatric oncology nursing faces many challenges. For instance, the lack of specific national paediatric oncology nursing societies, the country-to-country differences in academic background and access to nurse education or training, the different organization of staffing levels, the different regulations and responsibilities and scope of nursing practice or even the lack of resources in some instances.

It is at the core of the SIOPE Nursing Working Group to address such differences in order to achieve equal standards of childhood cancer care across European countries.

#### **2. Who are we?**

The SIOPE Nursing Working Group will consist of nurses across European countries dedicated to the care of children affected with cancer and their families/caregivers, willing to work with the highest quality standards and linked with SIOPE's mission in order to ensure the best possible care and outcome for all children and adolescents with cancer in Europe through a multidisciplinary and pan-European perspective.

The SIOPE Nursing Working Group is a formal group within SIOP Europe, which has been officially launched during the 3rd Annual Meeting of the European Society for Paediatric Oncology in March 2022.

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<sup>1</sup> <https://siope.eu/about-siope/> to

The SIOPE Nursing Working Group will focus on the promotion of the highest standards in paediatric care with a particular emphasis on clinical trials, clinical research, and education to enhance the evidence-based practice amongst paediatric haematology and oncology nurses across the SIOPE-affiliated countries.

More specifically, the SIOPE Nursing Working Group will:

- facilitate collaboration, communication, and exchange between nurses across Europe;
- promote continued education tailored to paediatric oncology nurses' specific needs (i.e. organization of specific training modules);
- foster advanced and evidence-based nursing practice;
- support nursing research (i.e. revision of guidelines, systematic reviews);
- promote education and dissemination of evidence-based nursing practice in Low and Middle Income Countries (LMICs);
- link with the nursing SIOPE International Network.

The SIOPE Nursing Working Group may apply to EU, charity, other source funding for project work as sole applicant or in partnership with other SIOPE working groups, nursing groups or partner organisations.

### **3. Constitution of SIOPE Nursing Working Group**

The SIOPE Nursing Working Group will be composed of:

1. 1 Chair of the Steering Committee (SC)
2. 1 Vice Chair of the Steering Committee (SC)
3. 1 Secretary of the Steering Committee (SC)
4. 6 Steering Committee Members
5. Members

The Chair, Vice-Chair and Secretary will be nominated from among the members of the Steering Committee, which governs and oversees the activities of the SIOPE Europe Nursing Working Group. These positions will be elected by and from among the members of the Steering Committee.

Decisions within the Steering Committee will be made based on a majority vote.

Members of the Nursing Working Group may apply to join the Steering Committee when a vacancy becomes available. Steering Committee members will be elected by electronic

vote of all members of the Nursing Working Group within one month of the publication of the call

The term of Steering Committee Members is 3 years. The term of the Chair and Vice Chair is 3 years, they will not be renewed at the same time to ensure governance. Terms are renewable once.

The Steering Committee will ensure optimal communication, interaction, and integration between the SIOPE Nursing Working Group and the SIOPE community. The Chair of the SIOPE Nursing Working Group will periodically report to the SIOPE Board.

Within the Working Group, the Steering Committee can establish some working subgroups, led by one SC member and, if needed, a second member of the Nursing Working Group (a non SC member).

The subgroups meet individually online and aim to work on specific topics of nursing relevance within the pediatric oncology and hematology.

The subgroups leaders will report periodically the updates of the activities of the subgroups to the SC.

The SC can decide to amend a subgroup when this needs to be readjusted.

When new members of the WG apply to join the Nursing Working Group, they will be asked whether they would be interested in joining a specific subgroup (can select as many as he/she wants or none), the new members could always amend their choice or ask to be added to a subgroup later on.

#### **4. Membership Requirements**

Membership should consist of paediatric cancer nurses, nurse researchers and other nursing professionals across Europe involved in the care of paediatric cancer patients. Members of the SIOPE Nursing Steering Committee and Working Group should become SIOPE Europe members where possible. The Steering Committee should strive for adequate geographic distribution within its members.

Nurses can apply for membership of the SIOPE Nursing Working Group by sending an application via the following webpage (<https://www.surveymonkey.com/r/H97ZHHF>), including an up-to-date curriculum vitae (English version). The Steering Committee, after reviewing the application, will vote to accept the new member or not, by unanimous vote.

#### **5. Personal responsibility**

All members should be professional at all times. The steering committee reserves the right to revoke any membership following discussion.

The steering committee members should commit to meet regularly as agreed.

## **6. Meetings**

The SIOPE Nursing Working Group will meet twice a year, one at the SIOPE Europe Annual Meeting and another at an agreed interval by the SC.

The Steering Committee will meet monthly by videoconference. The steering committee members must attend a minimum of 75%.

## **7. Funding**

The SIOPE Nursing Working Group has no funding stream, so members should agree on their own funding streams for any work they carry out. Membership is entirely voluntary.

## **8. Administrative Support**

The group will be self-managed by the Steering Committee, which will be responsible for handling routine administrative tasks. The SIOPE Office will provide administrative support and advice on specific matters that, due to their nature, cannot be managed directly by the SIOPE Europe Nurses Working Group.

## **9. Reporting guidelines**

The SIOPE Nursing Working Group will be under the auspices of the SIOPE Board. There will be a bi-directional flow of information between the SIOPE Board and the Working Group. Minutes will be available on the SIOPE website, on the Google Drive shared among the groups members and copies of the minutes will be provided to the SIOPE Board.