

Actions of the meeting held on
Wednesday 04 November 2009, 09:30

Yorkshire Cancer Network

Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Present:

Ms D Gulliford	Airedale NHS Trust
Dr C Kay	Bradford Teaching Hospitals NHS Foundation Trust
Dr J Dent	Calderdale and Huddersfield NHS Foundation Trust
Ms P Middlebrook	Harrogate and District NHS Foundation Trust
Professor M Baker	Leeds Teaching Hospitals NHS Trust
Ms A Craig	
Dr P Robinson	
Ms L McDonald	Macmillan Cancer Support
Mr S Nahk	Mid Yorkshire Hospitals NHS Trust
Mrs J Cawtheray	NHS Calderdale
Dr B Jindal	NHS Kirklees
Ms L Turner	
Mrs S Frier	NHS Leeds
Ms A Johnson	NHS North Yorkshire and York
Dr R Markham	
Ms L Driver	NHS Wakefield District
Dr P Earnshaw	
Ms M Allinson	User Partnership Group
Mr H Butcher	
Mr N Wilson	York Hospitals NHS Foundation Trust
Mr P McManus	Yorkshire and The Humber SCG
Miss P Atha	Yorkshire Cancer Network
Mrs L Cooper	
Mr S Duffy	
Mrs C Ferguson	
Mr G Hughes	
Mr C Sloane	
Mrs J Toovey	

Apologies

Ms J Feather, Mr N Gray, Mr J Harrison, Mr M Harvey, Dr G Haslam, Dr D Jackson, Ms L Marriott, Ms M Neary, Dr P Selby, Mr B Tinkler, Mr R Webster

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
131	Apologies were received from Rob Webster. Sean Duffy chaired the meeting.	N/A	N/A

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
132	Agreed as a true record.	N/A	N/A

2. Action Log from the last meeting			
2.1 Revised Policy for Management of Urgent Suspected Cancer Patients			
Log No	Action	Lead(s)	Deadline
133	<p>The Board were advised that the definition requiring further clarification at the October Board was lifted directly from national guidance.</p> <p>The revised policy was therefore agreed and will be re-circulated.</p>	C Ferguson/P Melling	13/11/2009
3. Sarcoma IOG update			
Log No	Action	Lead(s)	Deadline
134	<p>Philip Robinson, Chair, YCN Sarcoma Group provided an update on the progress made towards the implementation of the IOG.</p> <p>For soft tissue sarcoma, the YCN signed up to compliance by December 2009.</p> <p>The Board was reminded that this was a joint NSSG with the Humber & Yorkshire Coast Network (HYCCN), however the YCN continue to work towards providing a SMDT serving Yorkshire. HYCCN would remain non-compliant pending an external review by SCG of their viability and sustainability.</p> <p>Philip Robinson described the patient pathway developed in detail, which had been taken to various stakeholder groups for consultation, and is expected to be implemented within the agreed timeframe.</p> <p>The gap analysis was completed. Pathology, oncology and radiology is IOG compliant and the agreed funding was made available to LTHT on 1st October 2009.</p> <p>The service remains non-compliant due to delays in the appointment of a CNS and physiotherapist (0.5WTE) which have been agreed and the appointment of a surgeon and admin post pending final agreement.</p> <p>The following risks were identified;</p> <ul style="list-style-type: none"> • cancer waiting times unmet for treatment • patient experience • referrer confidence in pathway due to lack of manpower in MDT <p>The mechanisms for monitoring and measuring implementation were also outlined.</p> <p>The Board received assurance that robust patient tracking and communication mechanisms were in place.</p> <p>Leeds Teaching Hospitals NHS Trust (LTHT) reported that the CNS post is out to advert within the week and a meeting is scheduled to take place on 24th November to discuss the surgical and administrative posts.</p> <p>LTHT acknowledged there was a risk in relation to the surgical appointment and confirmed that they would work with the locality group to ensure resolution of the outstanding issues relating to staff appointments.</p> <p>It was agreed to provide a progress report at the December Board.</p>	LTHT	02/12/2009
135	<p>The target date for implementation for our Network remains as December 2009.</p> <p>As Sarcoma Chair, Philip Robinson was asked to report back to the Board on the IOG implementation by exception.</p> <p>The Board thanked Philip Robinson for his presentation.</p>	P Robinson	06/01/2010

4. Brain & CNS IOG update			
Log No	Action	Lead(s)	Deadline
136	<p>Nick Phillips, Clinical Director for Neurosurgery at LTHT provided an update on the Network's progress towards IOG implementation by December 2010. A Board paper provided further detail.</p> <p>Nick Phillips gave an overview of the planned work programme to be taken forward by the IOG Implementation group, which will ultimately form part of a Tri-Network NSSG.</p> <p>The work programme will include development and documentation of a standard operating procedure and protocols for:</p> <ul style="list-style-type: none"> • referral • registration • data collection • feedback from MDT discussion • Communication • CNS input (within Leeds and Network wide) • Allied Health Professional input (within Leeds & Network wide) • first visit guidelines • imaging guidelines • pathway timeline agreement (to be cancer wait compliant) • coordination of key-worker role at each stage of the pathway • clear transfer & follow-up arrangements • pituitary pathway • the group will also consider: review of GP referral guidelines, service user involvement, patient information and agree pathway quality criteria and audit programme. <p>The IOG requires the designation of a clinical lead at each Trust to ensure mechanisms are in place for receipt and management of GP referrals; referring to MDTs and availability of imaging and reports.</p> <p>He described a pilot project with Bradford NHSFT and patient flagging system for brain tumours identified radiologically which would enable patients to be registered with the SMDT in LTHT. There are concerns that there is an unknown quantity of patients not currently captured in the system.</p> <p>Factors limiting progress include delays in nomination of designated lead; lack of admin/coordinator support; roll-out of PPM and appointments to new posts to enable full functioning MDT.</p> <p>He reported that a bid for a neuro-oncologist was successful (0.2pa) to support subspecialisation.</p> <p>Sean Duffy stated that as SCG are leading on this IOG, they were kept fully informed of progress.</p> <p>The Board thanked Nick Phillips for his presentation.</p> <p>A question and answer session followed.</p>	N/A	On-going

4. Brain & CNS IOG update			
Log No	Action	Lead(s)	Deadline
137	<p>The Board was asked to acknowledge progress to date and support the following:</p> <p>Recommendation 1:</p> <p>Each Locality Group should ensure its provider organisations have a Designated Clinical Lead identified no later than the end of December 2009 and that they are supported to participate effectively in the Yorkshire Cancer Network Implementation Group.</p> <p>Recommendation 2:</p> <p>All provider organisations should have plans in place for 'flag and log' systems by the end of December 2009 and be engaging with local commissioners regarding any legitimate resource implications.</p> <p>Supported.</p>	Locality Groups/ N Phillips	31/12/2010
138	<p>Recommendation 3:</p> <p>To request that the Implementation Group develop an explicit, timed work programme aimed at delivering the work outlined in Log 136 and report back to the Board on exception basis any slippage against the implementation timetable.</p> <p>Supported.</p>	N Phillips	31/01/2010
139	<p>C&H offered their neuro-radiologist to attend the LTHT MDT. LTHT accepted.</p> <p>J Dent to arrange.</p>	J Dent	Ongoing
140	<p>LTHT confirmed that they agreed with the Network model for AHP and CNS support presented at the Brain & CNS Workshop on 9th October and were taking this forward with the IOG Implementation Group.</p>	LTHT	31/12/2010
141	<p>NHS Leeds agreed to confirm that the challenge process undertaken on behalf of the SCG had been formerly endorsed by SCG.</p>	NHS Leeds	31/12/2010

5. User Involvement across the YCN			
Log No	Action	Lead(s)	Deadline
142	<p>Hugh Butcher, Co-Chair of the YCN User Partnership Group (UPG) provided the Board with an update on the structure and work programme of the Network User Partnership Group.</p> <p>Hugh Butcher outlined the various sub-groups taking forward work around:</p> <ul style="list-style-type: none"> • Patient experience • Recruitment, training and support • Monitoring and evaluation • Moving On Project (on survivorship) • Patient information • Links with NSSGs and site specific groups • Links with local UPGs (annual Away Day) • Peer review involvement <p>The UPG Implementation Group monitors and reviews strategy, performance and progress against all work streams.</p> <p>Two major initiatives include the UPG Recruitment DVD and Managing Stress booklet. Hugh Butcher made a request to Hospital Trust representatives to consider playing the UPG DVD on a continuous loop in clinic waiting areas.</p> <p>The Board congratulated and acknowledged the vast and professional work that the Network User Partnership Group had undertaken and the commitment of the service users-carers.</p>	N/A	N/A
143	<p>Colin Sloane, User Involvement Facilitator provided an outline of the pilot Patient Experience surveys.</p> <p>Three surveys were devised on specific points on the pathway and with the aid of CNSs in each 7 Trusts, 20 patients were identified to complete the survey in relation to:</p> <ul style="list-style-type: none"> • GP to first referral appointment (urology) • First treatment as in-patient (colorectal) • Follow-up (gynaecology) <p>along with a feedback form on the pilot itself.</p> <p>A good response rate was achieved. The results were outlined. The results further demonstrated potential areas of variance across the Network in patient centred care and could be used as part of the peer review process to inform judgements on compliance and the quality of services provided.</p> <p>Colin Sloane asked the Board to support a Network-wide roll-out of a Patient Experience Survey. Hugh Butcher added that the results of the survey will inform the YCN and local UPG's on-going work programme.</p> <p>June Toovey advised the Board that the Trusts would be responsible for the distribution, collection and processing. The YCN is currently exploring a web-based tool with the aim of providing a licence for each Trust to enable processing and analysis of the data.</p> <p>The Board discussed user involvement further, acknowledging that links with locality groups, hospital PPIs and primary care needed strengthening to work more cohesively.</p> <p>The Board endorsed the roll-out of a Patient Experience Survey across the Network and recognised the important role it would play in assuring high quality patient centred care.</p> <p>The Board also endorsed the principle of inclusion of a Patient Experience Survey as part of the Board Performance Report.</p>	J Toovey/H Butcher/M Allinson	Ongoing
144	<p>Colin Sloane to formulate an action plan for the implementation and use of Network-wide Patient Experience Surveys and present at a future Board.</p>	C Sloane	March 2010

6. AHP support for Head & Neck pathway			
Log No	Action	Lead(s)	Deadline
145	<p>The Board received a letter detailing concern about AHP support for the Head & Neck pathway from the Chair & Vice-Chair of the NSSG. Sean Duffy invited LTHT to respond.</p> <p>LTHT stated that their funded establishment for Speech & Language Therapists (SALT) is 1.3 Whole Time Equivalent (WTE) and these positions are currently vacant. LTHT recognised the deficiencies and outlined an immediate and long term solution.</p> <p>It was reported that the ENT service has been asked to look at what minimum requirements need to be put in place to support the MDT.</p> <p>Long term, a bid for 2 WTE SALTs has been submitted to Macmillan. Lorraine McDonald confirmed that they were currently considering pump priming these posts pending confirmation from LTHT that the funding will be picked up after 3 years. LTHT gave their assurance.</p> <p>This would provide 3.3 WTE positions in the Trust.</p> <p>It was also recognised that a review of the working arrangements within the Head & Neck MDT will be required as a priority.</p> <p>LTHT and NHS Leeds agreed to formulate and agree an action plan and report back at the January Board.</p>	LTHT/NHS Leeds	06/01/2010
146	<p>Angie Craig agreed to contact Sarah Cost at Bradford NHSFT to look at their service model which works well.</p>	LTHT	06/01/2010
147	<p>Hugh Butcher asked if there were any national guidelines in terms of WTE support for the service. June Toovey explained that work is being undertaken nationally around rehabilitation to develop a tool to enable that estimation to be made.</p> <p>Macmillan proposed that work needs to be carried out on recruitment, training and support for AHPs.</p> <p>June Toovey agreed to raise with the Yorkshire & the Humber Strategic Health Authority Workforce Confederation.</p>	J Toovey	06/01/2010
7. Any Other Business			
Log No	Action	Lead(s)	Deadline
148	<p>Sean Duffy reported that correspondence had been received into the Network from the Co-chair of the Bradford Skin Cancer Services User Group regarding the issues on the implementation of the Skin IOG.</p> <p>There are 2 SMDTs agreed and signed-off by the Board (one melanoma and one non-melanoma in LTHT). The letter relates to the aspirations of Bradford to be a SMDT.</p> <p>Sean Duffy confirmed that a response will be sent from the Chair and a copy of the correspondence with response will be circulated for information</p>	R Webster/S Duffy	13/11/2009
149	<p>Sandra Frier referred to the recent Peer Review table circulated summarising immediate risks, serious concerns and concerns following the internal validation process in which there were apparent issues of inconsistency with the same issues being assessed/interpreted differently.</p> <p>The Board acknowledged that this is an evolving process and the need to be more consistent in the process.</p>	YCN Lead Team	On-going

Date of Next Meeting(s)

Wednesday 2nd December 2009 9:30am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 6th January 2010 9:30am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 3rd February 2010 9:30am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 3rd March 2010 9:30am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 7th April 2010 9:30am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 5th May 2010 9:30am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 2nd June 2010 9:30am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 7th July 2010 9:30am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 4th August 2010 9:30am
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 1st September 2010 9:30am
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Wednesday 6th October 2010 9:30am
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