

**Actions of the meeting held on  
Tuesday 11 November 2008, 10:30**

**Yorkshire Cancer Network**

**Nidd Room, Pavilions of Harrogate, Great Yorkshire Showground, Harrogate**

**Present:**

Mr A Nejim	Airedale NHS Trust
Dr C Bradley	Bradford Teaching Hospitals NHS Foundation Trust
Dr P Carder	
Mr B Case	
Mr R Linforth	
Dr A Wason	
Mrs V Allinson	Calderdale and Huddersfield NHS Foundation Trust
Dr J Joffe	
Ms J O'Brien	Harrogate and District NHS Foundation Trust
Miss J Piper	
Mr R Achuthan	Leeds Teaching Hospitals NHS Trust
Mr K Horgan (Chair)	
Dr S Kumar	
Ms S Morgan	
Dr E Thomas	
Mr P Turton	
Mr D Ali	Mid Yorkshire Hospitals NHS Trust
Miss C Coulson	
Dr P Gudgeon	
Ms M Allinson	User Partnership Group
Mr G Hughes	Yorkshire Cancer Network
Mr P Melling	
Mrs H Ryan	
Ms F Stephenson	
Mr B Tinkler	
Ms F Halstead	Yorkshire Cancer Research Network
Ms S Pashley	

**Apologies**

Professor D Dodwell, Mr S Duffy, Mr G Dyke, Mr I Hutchinson, Mr Z Kryjak, Dr S Lane, Mr V Modgill, Mr S Nicholson, Dr T Perren

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
31	The action log from the last meeting was agreed as being an accurate record.	N/A	N/A
<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
32	<p>•Prophylactic Mastectomy Register</p> <p>All surgeons should be sending a letter to clinical genetics of patients undergoing risk reduction prophylactic mastectomy.</p> <p>To feedback on familial prophylactic mastectomy data at the next meeting.</p>	J Adlard & C Chu	Next Meeting (30/04/2008)

**Breast Group : Actions of the meeting held on Tuesday 11th November 2008 10:30am**

<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
33	<p>•Patient Surveys</p> <p>Ms Allison has received patient survey information from all Trusts apart from Mid Yorkshire and Leeds.</p> <p>To contact Ms B Archer, Leeds and Ms L Howard, Mid Yorkshire and request for patient surveys to be sent to Ms Allinson.</p> <p>To report back at the next meeting.</p>	H Ryan & V Allinson	Next Meeting (30/04/2009)
34	<p>•Breast Cancer Imaging Audit</p> <p>Dr Wason presented to the group a paper showing the availability across the YCN of breast cancer imaging outside breast clinics.</p>	N/A	N/A
35	<p>•Supportive Follow-up Care Pilot</p> <p>The pilot is evaluating well and course 4 starts week commencing 17/11/2008.</p> <p>To report back at the next meeting.</p>	V Allinson & J Dent	Next Meeting (30/04/2009)
36	<p>Policy for Trastuzumab in the Treatment of Early Breast Cancer</p> <p>To check with Dr Perren that the guidance has been signed off.</p>	H Ryan	November 2008
37	<p>•Radiotherapy Leaflets</p> <p>The leaflets are now complete after being reviewed by the YCN Editorial Panel and the clinical group.</p> <p>To email Mrs Ryan the final copy of the leaflets for the Network to take forward for printing.</p>	S Kumar & H Ryan	November 2008
<b>4. Breast Cancer Workforce &amp; Equity of Access Update</b>			
Log No	Action	Lead(s)	Deadline
38	<p>To update the breast cancer workforce and equity of access documentation and circulate to the group with the agenda for the next meeting.</p>	H Ryan	Next meeting (30/04/2009)
<b>5. Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
39	<p>The latest breast cancer waiting times were presented to the group.</p> <p>Mr Melling reminded the group of the new cancer waiting times and service standards.</p> <p>Maximum 14 days for any patient with breast symptoms to first hospital assessment will be implemented from 1st January 2010. Data collection to start from 1st January 2009.</p> <p>Maximum 62 days for referral from NHS screening programmes (breast, cervical and bowel) to first treatment implementation date from 1st January 2009.</p> <p>Maximum 62 days for consultant upgrade of urgency of a referral to first treatment implementation date from 1st January 2009.</p> <p>To keep the group updated.</p>	P Melling	On-going

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<b>6. Patient Pathway</b>			
Log No	Action	Lead(s)	Deadline
<b>40</b>	<p>The current and developmental YCN breast cancer pathways had been circulated to the group on 2 previous occasions for consultation.</p> <p>Quality measurements on pathway delivery likely to include cancer waiting times, MDT working and patient experience. High level patient information and supportive care pathway would be added.</p> <p>Following discussion the group signed off the pathway.</p> <p>To amend the pathway in light of the comments received in readiness for presentation to the Network Board.</p>	G Hughes	November 2008
<b>41</b>	To take forward the breast cancer patient information and supportive care elements of the pathway and feedback at the next meeting.	V Allinson	Next Meeting (30/04/2009)
<b>6.1 Future Presentation to the Board</b>			
Log No	Action	Lead(s)	Deadline
<b>42</b>	<p>Mr Horgan is presenting the YCN Breast Cancer Pathway and service at a future YCN Management Board.</p> <p>To feedback the outcome of the Board to the group.</p>	K Horgan	On-going
<b>6.2 Agreeing the Current Pathway</b>			
Log No	Action	Lead(s)	Deadline
<b>43</b>	The current pathway was signed off by the group. Refer to item 6.	N/A	N/A
<b>6.3 Addressing elements of CRS including 2 week wait for all</b>			
Log No	Action	Lead(s)	Deadline
<b>44</b>	<p>Mr Ali presented to the group systems in place at Mid Yorkshire to achieve 2 week wait referral for all. Currently seeing all 2 week wait referrals in 3 weeks, aim to achieve 2 weeks by the end of December 2008.</p> <p>Each Trust summarised the current position for achieving 2 week wait for all target.</p> <p>To approach each unit across the Network to clarify approaches being taken in achieving 2 week wait for all patients and report back at the next meeting.</p>	G Hughes	Next Meeting (30/04/2009)
<b>6.4 Agreeing key future developments</b>			
Log No	Action	Lead(s)	Deadline
<b>45</b>	Developed pathway agreed. Refer to item 6.	N/A	N/A
<b>6.5 Follow up</b>			
Log No	Action	Lead(s)	Deadline
<b>46</b>	To discuss in more depth at the next meeting including the automated mammography experience at Leeds.	All	Next Meeting (30/04/2009)
<b>6.6 Developing a pathway for high risk patients with family history</b>			
Log No	Action	Lead(s)	Deadline
<b>47</b>	To work with Dr Adlard and Dr Dall to develop a draft structure for the equitable management of high risk breast cancer patients across the Network and bring back to the next meeting for a more in-depth discussion.	J Adlard, B Dall, R Linforth & A-M Wason	Next Meeting (30/04/2009)

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<b>7. Peer Review</b>			
<b>7.1 National Update</b>			
Log No	Action	Lead(s)	Deadline
<b>48</b>	<p>The Breast Cancer MDT's will undertake self assessment only for 2009/10. As part of the annual cycle each Cancer Network will be visited in the same month every year, the YCN will be visited in March each year starting in March 2010.</p> <p>To circulate the revised breast cancer measures for the Manual for Cancer Services 2008 once they have been issued.</p>	H Ryan	November 2008
<b>7.2 Role for Internal Peer Review</b>			
Log No	Action	Lead(s)	Deadline
<b>49</b>	<p>Following an in-depth discussion it was agreed to progress with an internal peer review of breast cancer services across the Network.</p> <p>To document the internal peer review process, linking to National Peer Review and circulate to the group for comment.</p>	K Horgan	November 2008
<b>8. Guidelines Review Update</b>			
<b>8.1 Bisphosphonate Guidelines</b>			
Log No	Action	Lead(s)	Deadline
<b>50</b>	<p>The revised YCN Bisphosphonate Guidelines have been circulated to all the non-surgical oncologists in the Network and amendments made by Dr Dodwell.</p> <p>The group signed off the guidance.</p> <p>To upload the guidelines onto the YCN website.</p>	H Ryan	November 2008
<b>8.2 AI Guidance</b>			
Log No	Action	Lead(s)	Deadline
<b>51</b>	<p>The Aromatase Inhibitor Guidance was circulated to the group with the agenda for discussion and agreement.</p> <p>The group signed off the guidance with suggested amendments.</p> <p>To amend document in light of discussion and email back to H Ryan to upload onto YCN website.</p>	R Linforth & P Turton	November 2008
<b>8.3 Draft NICE ABC Guidance</b>			
Log No	Action	Lead(s)	Deadline
<b>52</b>	<p>The NICE Guidance has been split into 2 parts:</p> <p>Advanced Breast Cancer - Diagnosis and Treatment</p> <p>Breast Cancer (Early and Locally Advanced) - Diagnosis and Treatment</p> <p>The guidance is under development, expected date of issue is February 2009.</p>	N/A	N/A
<b>8.4 ABS Guidelines</b>			
Log No	Action	Lead(s)	Deadline
<b>53</b>	<p>The ABS Guidelines on the surgical management of breast cancer for both screening and symptomatic are complete and awaiting publication.</p> <p>To review once the final guidance is publicised.</p>	All	Review Next Meeting (30/04/2009)

<b>8. Guidelines Review Update</b>			
<b>8.5 Pathology Guidelines</b>			
Log No	Action	Lead(s)	Deadline
<b>54</b>	The group signed off the guidance.  It was agreed that timings for pathology reporting would better fit into the YCN Breast Cancer Pathway rather than the guidelines.  To upload YCN Breast Cancer Pathology Guidelines onto the YCN website.	H Ryan	November 2008
<b>9. Teenagers &amp; Young Adults - Improving Outcomes Guidance and Pathways</b>			
Log No	Action	Lead(s)	Deadline
<b>55</b>	Ms Sue Morgan, Professional Nursing Lead, Teenager and Young Adult Service (TYA) and Ms F Stephenson, YCN Project Manager introduced the TYA service at Leeds and led a discussion on how the breast cancer MDT's refer patients aged 16-24 with breast cancer to the Yorkshire TYA MDT meeting taking into account the NICE IOG Children and Young People 2005.  All comments to sue.morgan@leedsth.nhs.uk/ d.p.stark@leeds.ac.uk	All	31/12/2008
<b>56</b>	To ensure that the TYA MDT dovetails and supports the YCN Breast Cancer pathway.	D Stark/ S Morgan	31/12/2008
<b>57</b>	Breast Teams to continue to refer to local MDT and simultaneously to TYA MDT.	Breast Cancer MDT Leads	On-going
<b>58</b>	TYA MDT SOP to be completed and circulated to Trust Lead Cancer Managers and Clinicians.	D Stark & S Morgan	31/01/2009
<b>59</b>	Referrals to the TYA service (16-24 years) to commence from 2nd February 2009.	All	02/02/2009
<b>10. YCRN update</b>			
Log No	Action	Lead(s)	Deadline
<b>60</b>	Ms Halstead presented to the group the Yorkshire Cancer Research Network portfolio and recruitment into breast cancer trials.  To do a short presentation on clinical trial ethical approval process at the next meeting.	F Halstead	Next Meeting (30/04/2009)
<b>11. Annual Report 2007/08</b>			
Log No	Action	Lead(s)	Deadline
<b>61</b>	The draft annual report for 2007/08 was signed off by the group.  To upload onto YCN website.	H Ryan	November 2008
<b>12. Presentation on 14 day referrals</b>			
Log No	Action	Lead(s)	Deadline
<b>62</b>	Refer to item 6.3.	N/A	N/A

<b>13. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
63	Draft Adjuvant and Neo-adjuvant Guidelines have been produced by Dr Adlard.  To be discussed at next YCN Non-Surgical Oncologists meeting prior to the YCN Breast Cancer meetings.	J Adlard	Next Meeting (30/04/2008)
64	The National CPORT report will be published on 12th November 2008 on oncology services followed immediately by a report from the National Chemotherapy Advisory Group.	N/A	N/A

**Date of Next Meeting(s)**

Thursday 30th April 2009 10:30am  
Nidd Room, Pavilions of Harrogate, Great Yorkshire Showground, Harrogate

Thursday 30th April 2009 1:00pm  
Pavilions of Harrogate, Great Yorkshire Showground, Harrogate [Educational Event]