

Actions of the meeting held on  
Wednesday 29 October 2008, 13:00

Yorkshire Cancer Network

Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

**Present:**

Professor P Taylor	Airedale NHS Trust
Mr D Fox	Leeds Teaching Hospitals NHS Trust
Ms R Hollis	
Dr D Jackson (Chair)	
Ms K Norton	Mid Yorkshire Hospitals NHS Trust
Miss L Carroll	Yorkshire Cancer Network
Mr P Melling	
Mr D Thomson	
Mrs J Toovey	

**Apologies**

Mrs C Hedges, Ms G Jackson, Ms S Malton, Dr L Newton

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
1	<p>Dr Jackson informed members that the main role of the newly established YCN Chemotherapy Group will be to look at the development and implementation of local and national guidance for chemotherapy services across the YCN.</p> <p>He explained that a separate group known as the YCN Gateway Group is also to be formed. This group will be responsible for providing a commissioning view on access to new cancer medicines which it will take to the tri-Network Group discussions. In liaison with the YCN NSSG's and DTC's this group will also prioritise and manage the workload for the tri-Network Group and SCG.</p>	N/A	N/A
<b>2. Issues affecting Chemotherapy Services</b>			
Log No	Action	Lead(s)	Deadline
2	<p>Mr Thomson and Dr Jackson gave a presentation on the challenges for chemotherapy services which included the NCAG report / NCEPOD, NPSA Alerts, Co-payment, prescription charging, chemotherapy tariff, chemotherapy dataset and capacity planning.</p> <p>To circulate presentation with the Action Log.</p>	L Carroll	7/11/2008
<b>3. Ongoing YCN policies / guidelines</b>			
Log No	Action	Lead(s)	Deadline
3	<p>The safe handling guidelines and "closer to home" guidelines will be taken forward as part of the groups Work Programme.</p>	All	Ongoing

<b>4. Group Membership</b>			
Log No	Action	Lead(s)	Deadline
4	<p>A group discussion regarding appropriate representation on the group took place. It was felt that four people should be identified from each Trust (a Lead Nurse, Clinician, Chief Pharmacist and Manager or equivalent with access to directorate level). Two from each Trust will be core members and two will be on the group to receive information only. It was emphasised that the core membership should have a good mix of the four specialties. Mr Thomson and Dr Jackson agreed to ask the YCN Management Board to ensure appropriate representation from every Trust.</p> <p>Representation from the Network will include Mr Thomson, Mr Tinkler, Mr Melling, Mrs Toovey and administration support.</p> <p>Members discussed how they should link with PCTs and questioned if there should be representation on the group from PCT cancer leads and commissioners. Mr Thomson and Dr Jackson agreed to raise this with the YCN Management Board.</p> <p>Members agreed that Service User representation should also be considered.</p> <p>Mr Thomson and Mr Jackson to discuss PCT representation on the Chemotherapy group with the YCN Management Board.</p>	D Thomson & D Jackson	Review next meeting
<b>5. Terms of Reference and Work Programme</b>			
Log No	Action	Lead(s)	Deadline
5	To circulate the draft ToR with the Action Log for comments.	L Carroll	5/11/2008
<b>6. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
6	<p>Mr Thomson informed members that that the CPORT pilot in Harrogate was completed and a report will be available shortly.</p> <p>To circulate the report when available.</p>	D Thomson	Review next meeting
<b>7. Date and time of next meeting</b>			
Log No	Action	Lead(s)	Deadline
7	To schedule another meeting mid December 2008 and inform members.	L Carroll	5/11/2008

**Date of Next Meeting(s)**

Wednesday 3rd December 2008 1:00 pm  
 Board Room, Ground Floor, Trust HQ, St James's University Hospital