

**Actions of the meeting held on
Wednesday 03 December 2008, 13:00**

Yorkshire Cancer Network

Board Room, Ground Floor, Trust HQ, St James's University Hospital

Present:

Dr M Crawford	Airedale NHS Trust
Professor P Taylor	
Mr I Hammond	Bradford Teaching Hospitals NHS Foundation Trust
Dr L Newton	
Ms P Daynes	Calderdale and Huddersfield NHS Foundation Trust
Ms J Swire	
Ms T Feber	Harrogate and District NHS Foundation Trust
Ms C Lloyd	
Mr S Malton	
Ms R Hollis	Leeds Teaching Hospitals NHS Trust
Dr D Jackson (Chair)	
Ms B Tate	
Mr P Shaw	Mid Yorkshire Hospitals NHS Trust
Mrs S Frier	NHS Leeds
Dr R Markham	NHS North Yorkshire and York
Dr L Munro	York Hospitals NHS Foundation Trust
Miss L Carroll	Yorkshire Cancer Network
Mr D Thomson	
Mrs J Toovey	

Apologies

Ms L Driver, Mr D Fox, Mr J Hancock, Mrs C Hedges, Mrs V Holden, Mr P Melling, Ms K Norton, Dr T Perren, Mr B Tinkler

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
8	The Action Log from the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
3.1 C-PORT pilot			
Log No	Action	Lead(s)	Deadline
9	Mr Thomson ensured members had received the report regarding the Harrogate C-PORT pilot. He explained that the Network Lead Team have sent a letter to the CAT highlighting that the Network is not in a position to recommend the roll-out of C-PORT across the Network until the questions in the report are addressed. The Network are happy to work with the C-PORT team to develop this tool further. Mr Thomson thanked Harrogate Trust for their involvement in the pilot.	N/A	N/A
4. NCEPOD/NCAG			
Log No	Action	Lead(s)	Deadline
10	Mr Thomson tabled and summarised the NCAG presentation which covered implications for the YCN.	N/A	N/A

6. Work Programme			
Log No	Action	Lead(s)	Deadline
11	Members discussed and agreed the key and immediate work streams. Members agreed to undertake an immediate self-assessment of chemotherapy services against the current Quality Measures to identify gaps and produce an action plan. To complete the self assessment by January 16th 2009.	Trusts	16/01/2009
12	To circulate a template that can be used for the Action Plan.	D Thomson	16/01/2009
13	The group agreed to map current provision of chemotherapy services to identify what level of service they are delivering. To circulate a template for completion by Trusts.	D Thomson	01/02/2009
14	It was acknowledged that a standard YCN "dataset" must be developed. PPM may help with this however members agreed to primarily identify the data items that need to be collected. To circulate a draft list of data items that could be collected for consultation.	D Thomson	01/02/2009
15	A group discussion regarding the development and management of a YCN approved regimen list took place. Mr Thomson agreed to circulate draft regimen list policy for consultation.	D Thomson	01/02/2009
16	Mr Thomson to discuss with the NSSG's how they propose the sign-off of the regimen list take place and feedback.	D Thomson	Review 01/02/2009
17	To circulate a draft Work Programme with the Action Log.	D Thomson	17/12/2008
7. Terms of Reference / Membership			
Log No	Action	Lead(s)	Deadline
18	Members reviewed the draft Terms of Reference. To amend the ToR to reflect the discussion and circulate with the Action Log.	D Thomson	17/12/2008
19	It was emphasised at the YCN Management Board that each Trust should identify four colleagues (Lead Nurse, Lead Clinician, Lead Pharmacist and Manager) to be members of the YCN Chemotherapy Group. Each Trust should be represented at the meetings by two colleagues. Gaps in the membership were identified.	L Munro	Review next meeting
20	Dr Munro to speak to appropriate colleagues within York Hospitals NHS Trust regarding their representation at the meetings.	L Munro	Review next meeting
21	Mr Hammond, Mr Shaw and Prof Taylor to discuss York pharmacy input with Chief Pharmacist.	I Hammond, P Shaw, P Taylor	Review next meeting
9. Any Other Business			
Log No	Action	Lead(s)	Deadline
22	Members agreed that it would be beneficial if they could share local protocols/procedures for the set-up of clinical trials To send Mr Thomson your Trusts protocols procedure for trial set-up.	All Trust Pharmacy Representatives	31/12/2008

9. Any Other Business			
Log No	Action	Lead(s)	Deadline
23	Mr Thomson reported that the YCN Gateway group will produce a single drug and therapeutic groups proforma for across the network. To send Mr Thomson your Trusts Drug and Therapeutic Groups proformas.	All	N/A
10. Date and time of next meeting			
Log No	Action	Lead(s)	Deadline
24	To schedule the next meeting in early February on a Wed pm. This group will meet bi-monthly.	S, Thornborow	01/01/2009

Date of Next Meeting(s)

Wednesday 4th February 2009 2:00 pm
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

Wednesday 8th April 2009 1:30 pm
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

Wednesday 10th June 2009 1:30 pm
Board Room, Ground Floor, Trust HQ, St James's University Hospital

Wednesday 12th August 2009 1:30 pm
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

Wednesday 14th October 2009 1:30 pm
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

Wednesday 9th December 2009 1:30 pm
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA