

Present:

Professor P Taylor	Airedale NHS Trust
Dr L Newton	Bradford Teaching Hospitals NHS Foundation Trust
Ms P Daynes	Calderdale and Huddersfield NHS Foundation Trust
Ms J Swire	
Mr S Malton	Harrogate and District NHS Foundation Trust
Ms A Craig	Leeds Teaching Hospitals NHS Trust
Mrs V Holden	
Dr D Jackson (Chair)	
Ms J Mansell	
Ms B Tate	
Dr J Ashcroft	Mid Yorkshire Hospitals NHS Trust
Ms M Hayes	
Mr P Shaw	
Mrs S Frier	NHS Leeds
Mr J Hancock	NHS North Yorkshire and York
Dr R Markham	
Dr L Munro	York Hospitals NHS Foundation Trust
Mrs L Cooper	Yorkshire Cancer Network
Mrs M Holland	
Mr P Melling	
Mr D Thomson	
Mrs J Toovey	

Apologies

Mrs J Cawtheray, Dr M Crawford, Mr D Fox, Mr I Hammond, Ms R Hollis, Ms K Norton

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
25	David Jackson welcomed the group and introductions were made around the table.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
26	The Action Log was agreed as an accurate record.	N/A	N/A
3. Matters arising			
3.1 NCAG Update			
Log No	Action	Lead(s)	Deadline
27	David Jackson gave an update from the advisory group meeting held last month. The consultation document was discussed with particular focus on the chemotherapy pathway and acute oncology aspects. It was perceived that the guidance at the moment isn't precise and may change.	N/A	N/A

3. Matters arising			
3.1 NCAG Update			
Log No	Action	Lead(s)	Deadline
28	<p>The leadership element within different organisations was discussed. David Jackson explained that appropriate reporting structures within Trusts needs to be obtained to allow implementation of the NCAG guidance.</p> <p>Mike Richards is receiving comments and it is hoped that the final version will be ready in April/May.</p> <p>Decisions still needed regarding an Acute Oncology Team and whether the service is needed.</p> <p>David Thomson informed the group that it needs to consider the guidelines as a Network and to agree which areas can be interpreted locally and which require implementation as directed by the guidance.</p>	N/A	N/A
3.2 Co-Payment Update			
Log No	Action	Lead(s)	Deadline
29	<p>David Jackson discussed the tabled Co-payment document which was compiled to help raise awareness of the issues that provider Trusts may face when providing treatment outside the NHS and to advise on how this guidance might be implemented across the Network.</p> <p>David Jackson informed the group that the revised document had been tabled at the Network Board meeting in the morning. The Board now recognises Co-payment is an issue for YCN organisations and suggested some small revisions to the document prior to review by the SCG.</p> <p>David Jackson asked members of the group to give an outline of each Trusts current practice:</p> <p>Airedale - Process in place to allow patients to pay for additional treatment.</p> <p>Bradford - Under discussion.</p> <p>C&H - No facilities to treat private patients, considering using healthcare at home, but options still under discussion.</p> <p>Harrogate - Under discussion</p> <p>LTHT - Private wing opening in March 2009.</p> <p>MidYorks - No facilities, issue raised, under discussion.</p> <p>York - No Facilities to administer, under discussion to use healthcare at home.</p>	N/A	N/A
3.3 Prescription charging			
Log No	Action	Lead(s)	Deadline
30	<p>David Thomson made the group aware of the changes to prescription charging from April 2009 and the 5 year exemption for cancer patients.</p> <p>David Thomson asked Sandra Frier to feedback to the Commissioning Group Meeting scheduled for 18th March to ensure GP's are aware.</p> <p>David Thomson to contact SHA Lead Pharmacist to discuss whether work needs to be done raising community pharmacist awareness.</p>	S Frier, D Thomson	N/A

3. Matters arising			
3.3 Prescription charging			
Log No	Action	Lead(s)	Deadline
31	<p>June Toovey queried how patients are made aware of the exemption. June Toovey proposed that the patient information is made available at the start of the patient information pathway and requested support from the group. The group also agreed to report back to the their organisations and ensure the relevant claim forms, posters etc are made available at clinics.</p> <p>June Toovey to contact Jane Archer, Patient Information Manager at the YCN regarding embedding this information in the pathway.</p>	All Members	Review Next Meeting
4. Work Programme			
4.1 Self Assessment			
Log No	Action	Lead(s)	Deadline
32	<p>David Jackson discussed the work streams identified at the last meeting.</p> <p>David Thomson thanked those who had uploaded to CQuINs by 16th January and reminded the group that 2 Trusts remained to upload. The data revealed a high compliance to the measures and that Trusts continue to be generally compliant.</p> <p>David informed the group that the data highlighted the low compliance with measures relating to YCN Chemotherapy Group. Particularly measures relating to YCN guidelines and approved regimen lists. It was agreed to re-consult the guidelines to re-assess any issues or to update if required.</p> <p>Guidelines:</p> <ol style="list-style-type: none"> 1. Cytotoxic administration techniques. 2. The care of aids to venous access. 3. The recognition and treatment of extravasation. 4. The treatment of allergic reactions including anaphylactic shock. <p>These documents will be reconsulted with a 3 week deadline for Trusts to review and forward comments to Sophie Thornborow to allow the group at the next meeting to sign off or agree ways forward.</p>	All Members	02/03/2009
4.2 Mapping current provision of services			
Log No	Action	Lead(s)	Deadline
33	<p>David Thomson discussed the tabled paper Marlene Holland and Lorraine Cooper produced.</p> <p>David Thomson suggested the checklist would be a useful tool to identify where the current levels of service sit against the proposed levels of service within the NCAG report . It was agreed this piece of work would be a helpful exercise prior to the release of the final NCAG guidance.</p> <p>David Thomson asked the group to review the checklist and forward comments to Sophie Thornborow within 3 weeks. A final version will then be prepared and sent to members for completion prior to the next meeting.</p>	All Members	02/03/2009
4.3 YCN Standard Dataset			
Log No	Action	Lead(s)	Deadline
34	<p>David Thomson discussed the tabled paper and requested any further additions to the list.</p> <p>David Thomson gave a 3 week deadline for any comments/additions and suggestions for how to develop further, to be sent to Sophie Thornborow.</p>	All Members	02/03/2009

4. Work Programme			
4.4 YCN Regimen List			
Log No	Action	Lead(s)	Deadline
35	<p>David Jackson informed the group that over the last year the clinicians have been working towards approving the YCN regimen lists.</p> <p>With regards to a policy for the management of these lists by Trusts and the YCN. David Thomson suggested the group use a previous draft document produced by the former Chemotherapy Group as a starting point.</p> <p>David Thomson informed the group that the key question for discussion is how often is a regimen used locally before it is flagged at a Network level? It was raised that current practice is 3 times, however some commissioning colleagues have questioned why all drugs aren't been agreed at a Network level prior to use within Trusts. David discussed that the group needs to find a balance between the 2 positions. David Jackson described and outlined some clinical examples why this may be the case.</p> <p>David Thomson gave a 3 week deadline for any comments/additions on this draft paper and suggestions for how to develop further. To be sent to Sophie Thornborow.</p>	All Members	02/03/2009
4.5 Implementation of NCAG Report in YCN			
Log No	Action	Lead(s)	Deadline
36	<p>David Thomson informed the group that a gap analysis was ready for circulation once the final NCAG guidance is released. The group was asked to ensure that a Network approach is considered at all times to prevent duplication of effort.</p> <p>David Jackson discussed how the Chemotherapy Group now links with the YCN Board and any difficulties with implementation can be raised with the Board.</p>	N/A	Review Next Meeting
5. Terms of Reference			
Log No	Action	Lead(s)	Deadline
37	<p>David Jackson presented the ToR document to the group and asked for comments.</p> <p>Sandra Frier raised that the ToR doesn't mention Commissioning representation. David Jackson suggested that the document refers to generic government policy and national guidance rather than specific documents which may be subject to change. David Thomson agreed to amend the document.</p> <p>It was agreed that for the group to be productive 2 members are required from each Trust. Those representatives are expected to report back to their organisations and ensure that information/consultations are disseminated locally via local Chemotherapy Groups.</p>	D Thomson	Review Next Meeting
6. Clinical Trials Proformas (reminder)			
Log No	Action	Lead(s)	Deadline
38	<p>David Thomson reminded the group that not all responses had been received from all Trusts.</p> <p>Remaining Trusts to forward proformas to David Thomson or Sophie Thornborow.</p>	All Members	02/03/2009

7. Drug & Therapeutic Proformas (reminder)			
Log No	Action	Lead(s)	Deadline
39	<p>All proformas have now been received and David Thomson has produced a draft DTC Proforma for discussion in detail at the YCN Gateway Group next week. This proforma was tabled for discussion</p> <p>The key issue is that it is likely that the Gateway Group will develop budget impact models and health economic assessments and ask Trusts purely for a view on the safety and efficacy of drugs. The form reflects this split in functions.</p> <p>David Thomson asked the group to feedback any comments/additions to Sophie Thornborow ideally before the YCN Gateway Group (next Wednesday) or formally within a 3 week deadline.</p>	All Members	02/03/2009
8. Any Other Business			
Log No	Action	Lead(s)	Deadline
40	<p>David Thomson informed the group that the Action Logs will be circulated within 2 weeks of the meeting.</p> <p>All future meetings will be re-arranged to begin at 14.00.</p>	S Thornborow	N/A

Date of Next Meeting(s)

Wednesday 10th June 2009 2:00pm
 Board Room, Ground Floor, Trust HQ, St James's University Hospital

Wednesday 12th August 2009 2:00pm
 Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

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

Wednesday 9th December 2009 2:00pm
 Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA