

**Actions of the meeting held on
Wednesday 08 April 2009, 14:00**

Yorkshire Cancer Network

Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

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 T Feber	Harrogate and District NHS Foundation Trust
Mr S Malton	
Mr D Fox	Leeds Teaching Hospitals NHS Trust
Dr D Jackson (Chair)	
Ms J Mansell	
Dr T Perren	
Ms B Tate	
Ms M Hayes	Mid Yorkshire Hospitals NHS Trust
Ms K Norton	
Mr P Shaw	
Ms V Lovatt	NHS Leeds
Mr J Hancock	NHS North Yorkshire and York
Ms A Crockett	York Hospitals NHS Foundation Trust
Mr D Thomson	Yorkshire Cancer Network

Apologies

Dr M Crawford, Ms R Hollis, Dr R Markham, Ms J Swire

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
1	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
2	The action log from the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
3.1 NCAG Update			
Log No	Action	Lead(s)	Deadline
3	David Thomson informed the group that although there is no confirmed date for publication of the DH National Chemotherapy Advisory Group guidelines, they are expected imminently. David Thomson added that it is anticipated that there will be few changes.	N/A	N/A

3. Matters arising			
3.2 Co-Payment Update			
Log No	Action	Lead(s)	Deadline
4	<p>David Jackson informed the group that the DH "Guidance on NHS patients who wish to pay for additional private care" has been published.</p> <p>David Thomson highlighted that the YCN Board had sought legal advice from solicitors on the draft YCN guidance on implementation of this policy. The three questions raised were:</p> <ol style="list-style-type: none"> 1. Is this legitimate advice the Board can give? 2. Does the advice breach and/or contradict current legislation? 3. What are the legal consequences of the advise, if any? <p>From these questions it is considered a new SHA guidance will be drafted. A meeting has been arranged between Kevin Smith, Rob Webster and Chris Welsh, Medical Director at the SHA to progress this.</p> <p>It was discussed that this area causes practical concerns for clinicians and further work is needed.</p> <p>David Jackson asked the group if any cases of patients requesting private care had occurred within their organisations. Philip Taylor gave an example.</p> <p>David Fox suggested that any cases are shared across the Network for information and guidance on best practice. Cases to be sent to David Thomson for collation.</p> <p>David Jackson asked the group to collate cases. Sophie Thornborow to co-ordinate responses.</p>	Trust Representatives, D Thomson & S Thornborow	10/06/2009
3.3 Prescription charging			
Log No	Action	Lead(s)	Deadline
5	<p>- Action 30:</p> <p>Veronica Lovatt confirmed that Sandra Frier had feedback to the Commissioning Group. No further action is required by Leeds PCT.</p> <p>David Thomson confirmed that after discussions with the Pharmacy Lead at the SHA the information has been disseminated to the relevant people and no further action is required.</p> <p>The group agreed that within their organisations information is now available to patients regarding the changes to prescription charging.</p>	N/A	N/A
3.4 Identification of prescribing NSO's			
Log No	Action	Lead(s)	Deadline
6	Discussed later	N/A	N/A

4. Guidelines			
4.1 Adult Chemotherapy Extravasation Policy			
Log No	Action	Lead(s)	Deadline
7	<p>David Jackson asked the group for comments from the first of the 4 guidelines that had been circulated to the group prior to the meeting for discussion in preparation for Peer Review.</p> <p>Key issues are that this guidance needs reviewed in light of updated National & International guidance and consideration of the use of Dexroxalone.</p> <p>No specific comments received, comments given to are for general updating.</p> <p>David Thomson informed the group that the extravasation policy was originally written by LTHT and they updated based on National/International IT needs. LTHT have agreed to update the policy.</p>	LTHT Representative	<p>Draft Version 08/07/2009</p> <p>Final Version 14/10/2009</p>
4.2 Guidance for the Management of Central Venous Catheters			
Log No	Action	Lead(s)	Deadline
8	<p>David Thomson highlighted that the key issue was the NPSA Alert and the risks with intravenous heparin flush solutions. The use of these solutions needs reviewing in the guidance.</p> <p>The group agreed general updating including references was also required.</p> <p>Bernadette Tate agreed that this is relevant to the Lead Chemotherapy Nurses Group and agreed to take the work forward via that group.</p>	B Tate	<p>Draft Version 08/07/2009</p> <p>Final Version 14/10/2009</p>
4.3 Nursing Guidelines for the Checking, Administration and Handling of Oral and Intravenous Chemotherapy via Peripheral Cannulae and Central Venous Devices for Adult Patients			
9	<p>David Thomson highlighted that the NPSA oral chemotherapy alert and ITC alert are two of the key areas for consideration in reviewing this policy. The new roles of non-medical prescribers accommodated within a standardised competency framework should also be considered.</p> <p>David Thomson informed the group that the Lead Chemotherapy Nurses Group had been re-established and it is considered this group will take forward the work linking into the training programme.</p>	B Tate	<p>Draft Version 08/07/2009</p> <p>Final Version 14/10/2009</p>
4.4 Adult Chemotherapy Induced Anaphylaxis Policy			
Log No	Action	Lead(s)	Deadline
10	<p>David Thomson queried whether this policy was needed at a Network level. The group agreed that each Trust will have a policy relevant to their organisation to avoid duplication.</p> <p>David Jackson asked the group to forward their organisational policies to David Thomson for collation. The YCN will produce this as evidence of Trusts having such guidance.</p>	Trust Representatives & D Thomson	<p>Draft Version 08/07/2009</p> <p>Final Version 14/10/2009</p>
5. Level of Service Gap Analysis - complete by meeting			
Log No	Action	Lead(s)	Deadline
11	<p>David Jackson asked the group to feedback on their organisations level of service gap analysis.</p> <p>The deadline was extended a further 2 weeks to enable Trusts to submit their analysis.</p> <p>The intention is to have the summary of the findings available with the next meeting agenda circulated on or about 27th May 2009.</p>	Trust Representatives	22/04/2009

6. YCN Audit Titles Identified from NCEPOD/NCAG			
Log No	Action	Lead(s)	Deadline
12	<p>David Jackson discussed the circulated YCN audit titles produced by David Thomson. The list has been identified from the NCEPOD and NCAG consultation documents as well as the mandated draft chemotherapy dataset.</p> <p>David Jackson asked the group to prioritise this list looking particularly at levels of importance and ease of collection. David Thomson stressed that the dataset had a high importance as it is likely to be mandated by the end of the year upon every Trust.</p> <p>Bernadette Tate explained how she is taking forward a chemotherapy pathway document within LTHT that potentially could include many of the priority audit titles and other relevant data.</p> <p>Bernadette Tate to update the group of the chemotherapy pathway document outline project plan at the next meeting.</p>	B Tate	10/06/2009
13	David Thomson to discuss the dataset with Geoff Hall and Tim Perren. Update at the next meeting in June.	D Thomson & T Perren	10/06/2009
14	The group to consider how they would collect the dataset currently. To update at the next meeting.	All Group Members	10/06/2009
7. Regimen List			
Log No	Action	Lead(s)	Deadline
15	<p>David Thomson discussed the circulated draft YCN regimen list.</p> <p>David Thomson asked the group to review the list and make any comments by 14th April 2009. A policy for management of this list will be agreed by the Gateway Group on 15th April and a 2-4 month pilot of this list and its management will be run to ensure all regimens are correct and are documented. Aim is for the Gateway Group to sign this list off by August 2009.</p>	Trust Representatives	August 2009
8. NCAG Gap Analysis			
Log No	Action	Lead(s)	Deadline
16	David Thomson explained that it was unlikely that the NCAG guidance would change in a major way, therefore it was agreed that Trusts would complete the NCAG gap analysis form circulated with the agenda for the next meeting. This will allow the responses to be reviewed and to assess where local and network level work needs to take place. The aim is to identify where Trusts are positioned against the measures currently and to share any actions plans.	Trust Representatives	06/05/2009
9. Clinical Trial Proforma			
Log No	Action	Lead(s)	Deadline
17	David Thomson highlighted that he had only received feedback from 3 Trusts and that he will feedback on this workstream at the next meeting.	D Thomson	10/06/2009

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10. DTC Proforma			
Log No	Action	Lead(s)	Deadline
18	<p>David Thomson gave an over arching view of the development of the YCN Gateway Group and discussed the tabled flow chart of the proposed process. David Thomson highlighted that the document was tabled at the YCN Board. The Board PCT representatives agreed to fund Health Economist input from York Health Economics Consortium into the process for a pilot of 6 drug reviews.</p> <p>David Thomson explained the process in detail and informed the group that the two initial topics for discussion and piloting are:</p> <ul style="list-style-type: none"> - Bevacizumab for 1st line metastatic breast cancer. - Topotecan for relapsed small cell lung cancer. <p>David Jackson asked the group to forward the names of their organisations Oncologists, Clinicians and Haematologists including their tumour site speciality and Trust base.</p> <p>Names to be forwarded to David Thomson.</p>	Trust Representatives	22/04/2009
11. Any Other Business			
Log No	Action	Lead(s)	Deadline
19	No other business was discussed.	N/A	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