

**Actions of the meeting held on  
Wednesday 10 June 2009, 14:00**

**Yorkshire Cancer Network**

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

**Present:**

Mr C Booth	Airedale NHS Trust
Dr M Crawford	
Mr I Hammond	Bradford Teaching Hospitals NHS Foundation Trust
Dr L Newton	
Ms J Swire	Calderdale and Huddersfield NHS Foundation Trust
Mr S Malton	Harrogate and District NHS Foundation Trust
Ms A Craig	Leeds Teaching Hospitals NHS Trust
Mr D Fox	
Dr G Hall	
Ms R Hollis	
Dr D Jackson (Chair)	
Ms K Kozłowska	
Ms J Mansell	
Dr T Perren	
Ms B Tate	
Ms M Hayes	Mid Yorkshire Hospitals NHS Trust
Ms K Norton	
Mr P Shaw	
Mr J Hancock	NHS North Yorkshire and York
Mrs S Keir	User Partnership Group
Ms A Crockett	York Hospitals NHS Foundation Trust
Dr L Munro	
Mr C Sloane	Yorkshire Cancer Network
Mr D Thomson	
Mrs J Toovey	

**Apologies**

Ms M Allinson, Ms P Daynes, Ms T Feber, Mrs S Frier, Dr R Markham

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
20	D Jackson welcomed the group and apologies were noted. Introductions were made around the table.	N/A	N/A
<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
21	The Action Log from meeting held 8th April 2009 was agreed as an accurate record.	N/A	N/A

<b>3. Matters arising</b>			
<b>3.1 NCAG Update</b>			
Log No	Action	Lead(s)	Deadline
22	<p>The NCAG Guidance is currently with the DoH for sign off and is expected to be shared next month. It is anticipated that there will be few changes, however D Thomson highlighted that there could be 3 key significant changes:</p> <ul style="list-style-type: none"> <li>- Cancer standards are being developed based on the guidance.</li> <li>- Levels of service, debates been held whether there will be strict definitions to levels of service.</li> <li>- Acute oncology teams, examples of working practice need to be shared nationally.</li> </ul>	N/A	N/A
<b>4. Guidelines</b>			
<b>4.1 YCN Standard Template</b>			
Log No	Action	Lead(s)	Deadline
23	<p>D Thomson informed the group the YCN standard template has now been approved by the Network Lead Team and agreed to be applied to all the guidelines.</p> <p>D Thomson to circulate to the group for completion.</p>	D Thomson	24/06/2009
<b>4.2 Extravasation</b>			
Log No	Action	Lead(s)	Deadline
24	<p>Due to the level of work the group were unable to provide an update for the July deadline. D Jackson confirmed that the Extravation guidelines will be discussed at the meeting on 12th August 2009.</p> <p>Trust representatives to provide an update at the next meeting.</p> <p>S Thornborow to add to the meeting agenda.</p>	Trust Representatives & S Thornborow	12/08/2009
<b>4.3 CVC</b>			
Log No	Action	Lead(s)	Deadline
25	<p>B Tate informed the group that the Chemotherapy Lead Nurses had their first meeting on 12th May 2009 and have agreed to meet every month for a full day with a view to revise and update the CVC and Administration policies. Drafts will be available at the next meeting.</p> <p>B Tate to provide an update at the next meeting.</p>	B Tate & Chemotherapy Lead Nurses	12/08/2009
26	<p>D Thomson highlighted that the Pharmacists Group will be meeting again. Dates will be circulated shortly.</p> <p>S Thornborow to circulate Pharmacists Group meeting dates to the group.</p>	S Thornborow	01/07/2009
<b>4.6 Anaphylaxis</b>			
Log No	Action	Lead(s)	Deadline
27	<p>D Jackson reminded the group that it was agreed all individual Trust guidelines for Anaphylaxis would be collated with the view to draft a Network based policy.</p> <p>All Trust representatives to forward copies of their policies to S Thornborow.</p>	S Thornborow	24/06/2009

<b>5. Level of Service Gap Analysis</b>			
Log No	Action	Lead(s)	Deadline
<b>28</b>	<p>D Jackson thanked the group for their responses. D Jackson asked the group to consider how to take forward the responses in preparation for discussion at the YCN Network Board and presentation to the Commissioners of cancer services.</p> <p>D Thomson discussed the responses received. Some responses have been split between haematology and oncology services and between sites. D Thomson discussed the responses jointly as they are not easily defined. It was agreed that these responses should be reviewed and that Trusts should give separate responses for each site and for oncology and haematology.</p> <p>D Jackson asked the group for comments regarding inconsistencies, no further contributions were received.</p> <p>J Hancock to feedback to the Commissioning Group prior to Commissioning input at the YCN Board level.</p>	J Hancock	17/06/2009
<b>6. YCN Audit Titles Identified from NCEPOD/NCAG</b>			
<b>6.1 Update</b>			
Log No	Action	Lead(s)	Deadline
<b>29</b>	D Jackson and G Hall gave an update on progress to date.	N/A	N/A
<b>6.2 Chemotherapy Pathway Document</b>			
Log No	Action	Lead(s)	Deadline
<b>30</b>	<p>B Tate tabled a work in progress draft version of the chemotherapy pathway document, the more detailed consent form is hoped to replace the current chemotherapy consent form. Aspects of document are been piloted in LTHT at different stages.</p> <p>The group considers the document to be potentially beneficial to providers and patients.</p> <p>The document should capture much of the information needed for the NCAG report and could be a potential proforma used to collect data for auditing across the Network. G Hall informed the group that the process plan is to implement the document as part of an electronic PPM process.</p> <p>G Hall informed the group that now is the time to comment on the document.</p> <p>B Tate to forward the chemotherapy pathway document to S Thornborow for circulation to all Trust Lead Cancer Teams for comments.</p> <p>Comments to be forwarded to S Thornborow for collation.</p>	B Tate & S Thornborow	29/08/2009

<b>7. Regimen List</b>			
Log No	Action	Lead(s)	Deadline
<b>31</b>	<p>D Thomson informed the group that the consultation process ended in May, from the comments received some amendments need to be made to the regimen list.</p> <p>A pilot of a live network approved draft list will be run between July and September 2009. The draft regimens list will be available on the YCN website.</p> <p>D Thomson reminded the group that it is expected that if a drug is used more than 3 times a year locally or within the Network the drug needs to be escalated to the Gateway Group for discussion.</p> <p>D Thomson to upload the draft pilot regimen list to the YCN website.</p>	D Thomson	29/07/2009
<b>8. NCAG Gap Analysis</b>			
Log No	Action	Lead(s)	Deadline
<b>32</b>	<p>D Jackson asked the group to look into the issues with acute oncology and with the chemotherapy process. D Thomson highlighted that this piece of work was an opportunity to complete at a network level to avoid any duplication of effort and that it is timely to complete it now in preparation for Peer Review.</p> <p>D Thomson explained that this area of work needed to be re considered as it lacked the detail necessary to ascertain the gaps.</p> <p>Trusts main areas of concern from the NCAG gap analysis:</p> <p>Airedale - Annual Report, electronic prescribing, out of hours service.</p> <p>Bradford - Acute oncology service, doctors training, staff competencies.</p> <p>Calderdale &amp; Huddersfield - no comments.</p> <p>Harrogate - Acute oncology service and out of hours service.</p> <p>LTHT - Acute oncology service, out of hours service, closer working with other hospitals.</p> <p>Mid Yorkshire - Acute oncology service, how chemotherapy service are delivered over 3 sites, Annual Report and audit. Electronic prescribing.</p> <p>York - No major concerns</p> <p>Children's &amp; Young Adults Service - Out of hours service</p> <p>D Jackson highlighted that across the Network the acute oncology service is expressed as a main concern and an area that has the most cross working between the Trusts. D Jackson suggested an acute care working group to take this work forward.</p> <p>D Jackson to nominate members for an acute care working group and draft a work programme for discussion at the meeting on 12th August 2009.</p>	D Jackson	12/08/2009
<b>33</b>	<p>D Thomson to circulate proformas for the levels of services gap analysis (item 5) and NCAG gap analysis with the intention of reviewing the outcomes at the next meeting. General themes will then be tabled soon after at the YCN Board for discussion.</p>	D Thomson	12/08/2009

**Chemotherapy Group : Actions of the meeting held on Wednesday 10th June 2009 2:00pm**

<b>9. Clinical Trial Proforma</b>			
Log No	Action	Lead(s)	Deadline
34	D Thomson informed the group that the clinical trial proforma has not progressed and therefore nothing to update.	N/A	N/A
<b>10. YCN Gateway Group Update</b>			
Log No	Action	Lead(s)	Deadline
35	D Jackson discussed the Gateway Group's meeting held in the morning and was pleased to report that the 1st drug had gone through the new process as a worked example.  D Thomson gave an update on the current topics for discussion and informed the group that the Gateway Group launch to formally introduce the new process to the Network Site Specific Group's will be circulated shortly.  S Thornborow to circulate launch date to the Chemotherapy Group.	S Thornborow	12/08/2009
<b>11. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
36	Colin Sloane confirmed that he, Sue Keir and Marion Allinson Chemotherapy Group's User Representatives will introduce themselves formally at the next meeting on 12th August 2009.	C Sloane and Sue Keir	12/08/2009

**Date of Next Meeting(s)**

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