

Present:

Dr L Newton	Bradford Teaching Hospitals NHS Foundation Trust
Ms P Daynes	Calderdale and Huddersfield NHS Foundation Trust
Mr D Allwood	Harrogate and District NHS Foundation Trust
Ms A Craig	Leeds Teaching Hospitals NHS Trust
Dr D Jackson (Chair)	
Ms K Norton	Mid Yorkshire Hospitals NHS Trust
Mr P Shaw	
Mrs S Frier	NHS Leeds
Mr J Hancock	NHS North Yorkshire and York
Dr R Markham	
Ms M Allinson	User Partnership Group
Mrs S Keir	
Ms A Crockett	York Hospitals NHS Foundation Trust
Ms G Jackson	
Dr L Munro	
Mr C Sloane	Yorkshire Cancer Network
Mr D Thomson	
Mrs J Toovey	

Apologies

Dr M Crawford, Ms T Feber, Mr D Fox, Ms R Hollis

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
37	David Jackson welcomed the group and apologies were noted. Introductions were made around the table.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
38	Laura Munro highlighted an inaccuracy with Log No. 32 from the action log dated 10th June 2009. Feedback from Trusts regarding the NCAG gap analysis, York do have concerns with their current out of hours/acute oncology service. Otherwise the action log was agreed as an accurate record.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
39	June Toovey requested that Suzanne Kite, Clinical Director for Palliative Care and Charlotte Rock, Palliative Care CNS and EoLC Group Chair to be added to the Chemotherapy Group membership as representatives of the NCAG EoLC work stream. S Thornborow to action and arrange a meeting with the new members, David Thomson, David Jackson and June Toovey.	S Thornborow	06/11/2009

4. NCAG Action Plan			
Log No	Action	Lead(s)	Deadline
40	<p>David Thomson discussed in detail the 94 extracted recommendations from the NCAG report as actions for the Chemotherapy Group and Provider Commissioners.</p> <p>David Thomson highlighted that a Network approach to establishing the gaps avoids any duplication of effort from the Trusts.</p> <p>All Trust representatives to complete the gap analysis by 20th November 2009 to allow the YCN time to collate responses for the NCAT deadline of 1st December 2009. Any queries to be sent to david.thomson@ycn.nhs.uk.</p>	All Trust Representatives	20/11/2009
41	<p>June Toovey raised that NCAT has requested nominees from each Trust of whom should receive a hard copy of the report. The nominated lead needs to take responsibility for driving it at a Trust and Network level. Trust representatives around the table nominated the following:</p> <p>York; Mike Harvey, Cancer Services Manager. LTHT; Angie Craig, Lead Cancer Manager. Midyorks; S Nahk, Group Clinical Chair. Airedale; Dawn Gulliford, Cancer Support Manager. Bradford; Lisa Newton, Consultant Haematologist. C&H; Jo Dent, Consultant Medical Oncology and Lead Clinician for Cancer. Harrogate; Jon Harrison; Lead Clinician for Cancer Services.</p> <p>Copies need to be sent to the 6 PCTs marked for the attention of the Chemotherapy Group commissioning representative.</p> <p>June Toovey to circulate hard copy versions to the nominees.</p>	J Toovey	06/11/2009
42	Chapter 5 of the NCAG gap analysis to be circulated to the YCN Commissioning Group for discussion and completion amongst the localities.	YCN Commissioning Group	20/11/2009
5. Guidelines			
5.1 Extravasation			
Log No	Action	Lead(s)	Deadline
43	For discussion at the next meeting.	N/A	N/A
5.2 CVC			
Log No	Action	Lead(s)	Deadline
44	For discussion at the next meeting.	N/A	N/A
5.3 Administration			
Log No	Action	Lead(s)	Deadline
45	For discussion at the next meeting.	N/A	N/A
5.4 Anaphylaxis			
Log No	Action	Lead(s)	Deadline
46	David Thomson and Sophie Thornborow to check responses received and send reminders to outstanding Trusts.	D Thomson & S Thornborow	30/10/2009

6. Acute Oncology			
Log No	Action	Lead(s)	Deadline
47	David Jackson informed the group that the out of hours/acute oncology aspect to the action plan requires a smaller executive working group to take the work forward. Due to the clinical commitments of the key stakeholders the group has been difficult to convene. S Thornborow to re-circulate further proposed meeting dates.	S Thornborow	16/10/2009
7. Capacity			
Log No	Action	Lead(s)	Deadline
48	Discussed as part of NCAG action plan.	N/A	N/A
8. YCN NCAG Dataset			
8.1 Chemotherapy Pathway Document			
Log No	Action	Lead(s)	Deadline
49	For discussion and update at the next meeting.	N/A	N/A
8.2 YCN Dataset			
Log No	Action	Lead(s)	Deadline
50	For discussion and update at the next meeting.	N/A	N/A
9. YCN Regimen List (www.ycn.nhs.uk/html/publications/chemotherapy.php)			
Log No	Action	Lead(s)	Deadline
51	The YCN regimen list is now been piloted for 2 months on the YCN website. The pilot phase will end on 31st December 2009. The group suggested it might be useful to notify all the NSSG Chairs of the regimen list via an email. D Thomson to email all NSSG Chairs. All members to feedback to their organisations.	All Members	06/11/2009
10. YCN Gateway Group Update			
Log No	Action	Lead(s)	Deadline
52	For update at the next meeting.	N/A	N/A
11. AOB			
Log No	Action	Lead(s)	Deadline
53	It was suggested that the YCN Pharmacy Group meeting be re-scheduled, the last meeting was cancelled due to the high number of apologies. S Thornborow to coordinate.	S Thornborow	13/11/2009

Date of Next Meeting(s)

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

Wednesday 24th February 2010 2:00pm
St Gemma's Hospice

Wednesday 28th April 2010 2:00pm
Board Room, Ground Floor, Trust HQ, St James's University Hospital

Wednesday 23rd June 2010 2:00pm
Board Room, Ground Floor, Trust HQ, St James's University Hospital

Wednesday 25th August 2010 2:00pm
St Gemma's Hospice

Wednesday 27th October 2010 2:00pm
Board Room, Ground Floor, Trust HQ, St James's University Hospital

Wednesday 22nd December 2010 2:00pm
Board Room, Ground Floor, Trust HQ, St James's University Hospital