

**Actions of the meeting held on
Wednesday 09 December 2009, 14:00**

Yorkshire Cancer Network

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

Present:

Dr M Crawford	Airedale NHS Trust
Dr L Newton	Bradford Teaching Hospitals NHS Foundation Trust
Ms P Daynes	Calderdale and Huddersfield NHS Foundation Trust
Ms J Swire	
Ms T Feber	Harrogate and District NHS Foundation Trust
Ms D Ibberson	
Ms R Hollis	Leeds Teaching Hospitals NHS Trust
Ms B Tate	
Mr P Shaw	Mid Yorkshire Hospitals NHS Trust
Mrs S Frier	NHS Leeds
Mr J Hancock	NHS North Yorkshire and York
Ms M Allinson	User Partnership Group
Mrs T Goldsbrough	York Hospitals NHS Foundation Trust
Mr M Harvey	
Ms M Jobling	
Dr L Munro	
Mrs J Archer	Yorkshire Cancer Network
Mr D Thomson	

Apologies

Mrs A Craig, Mr I Hammond, Dr D Jackson, S Keir, Ms J Mansell, Dr R Markham, Mr P Melling, Ms K Norton, Mrs J Toovey, Ms L Turner

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
54	David Thomson chaired the meeting in David Jackson's and June Toovey's absence. Introductions were made around the table.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
55	The action log from the meeting held on 14th October 2009 was agreed as an accurate record. Brief updates given relevant under the meeting agenda items.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
56	No matters arising were added to the agenda.	N/A	N/A

4. NCAG Action Plan			
Log No	Action	Lead(s)	Deadline
57	<p>Jane Archer, YCN Patient Information Manager discussed the patient information pathways that have been generated as part of the NSSG work programmes.</p> <p>The work associated with producing the generic information pathway template, which has been produced for use as a standard resource for all Trusts will link with the NCAG measures under patient and carer information, support and advice. Jane Archer agreed to forward any examples on request.</p> <p>Any queries the group may have regarding patient information pathways, to contact Jane directly at jane.archer@ycn.nhs.uk</p>	N/A	N/A
58	<p>The group discussed the responses to the YCN NCAG Gap Analysis. It was agreed that in those areas where Trusts were defined as responsible that the delivery, setting of deadlines etc should be led by commissioners via locality groups with the Chemotherapy Group being used as a forum to raise issues for wider discussion.</p> <p>For those areas where the Gateway Group was defined as responsible the group would be responsible for deadlines etc and Trusts would be responsible for delivery at local level.</p> <p>Sandra Frier discussed the Commissioning response. The Commissioning Group have agreed to take the commissioning aspect of the work forward via a task and finish group and will keep the Chemotherapy Group updated.</p> <p>Any comments regarding the commissioning response to be sent to sophie.thornborow@ycn.nhs.uk</p>	All Trust Representatives	29/01/2010
5. Guidelines			
5.1 Extravasation			
Log No	Action	Lead(s)	Deadline
59	<p>B Tate informed the group that the Pharmacy Team at LTHT have been unable to take the guidelines forward due to work commitments.</p> <p>D Thomson to chase the Pharmacy Leads at LTHT.</p>	D Thomson	29/01/2009
5.2 CVC			
Log No	Action	Lead(s)	Deadline
60	<p>D Thomson reminded the group that the draft had been re-circulated. B Tate highlighted that after the next meeting in February the document will be ready for consultation.</p>	N/A	N/A
5.3 Administration			
Log No	Action	Lead(s)	Deadline
61	<p>B Tate informed the group that the document was now ready for consultation. D Thomson to add the oral chemotherapy part as an appendix in the next few months.</p> <p>S Thornborow to circulate the document for consultation to the Trusts with the deadline of 3rd February 2010.</p> <p>All Trust Representatives to ensure the document is filtered through the necessary channels.</p>	S Thornborow	23/12/2009

5. Guidelines			
5.4 Anaphylaxis			
Log No	Action	Lead(s)	Deadline
62	D Thomson informed the group that he had received responses from all Trusts with the exception of LTHT. B Tate to make final amendments and send to S Thornborow.	B Tate	23/12/2009
6. Acute Oncology			
Log No	Action	Lead(s)	Deadline
63	D Thomson informed the group that the first meeting had been held with the key clinicians and the next meeting is in the process of been arranged. An Acute Oncology Event is scheduled to take place on Thursday 28th January at Weetwood Hall, Leeds. The initial invite has been sent to Medical Directors across the YCN. D Thomson to circulate the meeting notes to the group.	D Thomson	23/12/2009
64	Acute Oncology Service Event invite letter to be re-circulated to the Medical Directors and copied into Lead Clinicians and Chemotherapy Group.	J Toovey	23/12/2009
7. Capacity			
Log No	Action	Lead(s)	Deadline
65	D Thomson informed the group that the Network awaits the outcome of the trial of version 4 in Leicester. Dependant on the outcomes of this the group will decide on the way forward.	N/A	N/A
8. YCN NCAG Dataset			
8.1 Chemotherapy Pathway Document			
Log No	Action	Lead(s)	Deadline
66	B Tate discussed the areas she had completed over the past few weeks. The chemotherapy consent form has now been agreed by LTHT and has received feedback from the User Partnership Group. It is considered that the consent form could be a standard form for use across the Network. The group agreed to focus on the implementation of the following documents and to circulate to Trusts for consultation, the deadline for responses is 3rd February 2010: - Medical Assessment Pre Chemotherapy - Consent Form - Treatment Plan It was felt that the existing documents will sit within the remit of the Lead Chemotherapy Group. It was therefore agreed that this group would review the other documents tabled by B Tate and the 3 triage documents tabled, with the aim of bringing single YCN documents and policies to the Chemotherapy Group for consultation and agreement across the YCN. Due to the number of versions the latest versions will be re-circulated with the action log from the meeting. B Tate to handover the Lead Chemotherapy Nurses work programme to Tricia Feber.	S Thornborow & B Tate	23/12/2009

9. YCN Regimen List			
Log No	Action	Lead(s)	Deadline
68	<p>D Thomson reminded the group that the YCN regimen list is now been piloted for 2 months on the YCN website and that the pilot phase will end on 31st December 2009.</p> <p>After the consultation period D Thomson will be circulating a document to Trusts requesting responses of which regimes they use locally. The database holding the information will identify which drugs Trusts are prescribing regularly and therefore identifying if any need escalating to the YCN Gateway Group for review.</p>	N/A	N/A
10. YCN Gateway Group Update			
Log No	Action	Lead(s)	Deadline
69	<p>D Thomson informed the group that Bevacizumab in metastatic breast cancer was not recommended for routine prescribing by the YCN Gateway Group.</p> <p>Everolimus in metastatic RCC - 2nd line was not recommended for routine prescribing.</p> <p>The recommendations have been sent to the other 2 Networks for their view. It has been highlighted that the Gateway Group may need an interim decision framework for similar cases to these in the future.</p>	N/A	N/A
11. AOB			
Log No	Action	Lead(s)	Deadline
70	<p>S Frier requested that the Level of Service Gap Analysis be re-circulated to the Chemotherapy and Commissioning Group.</p> <p>Sophie Thornborow to re-circulate.</p>	S Thornborow	23/12/2009

Date of Next Meeting(s)

Wednesday 24th February 2010 2:00pm
St Gemma's Hospice, Moortown, Leeds, LS17 6QD

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, Moortown, Leeds, LS17 6QD

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