

**Actions of the meeting held on  
Wednesday 28 April 2010, 14:00**

**Yorkshire Cancer Network**

**St Gemma's Hospice, Moortown, Leeds, LS17 6QD**

**Present:**

|                      |  |
|----------------------|--|
| Mr C Booth           | Airedale NHS Trust                               |
| Dr M Crawford        |  |
| Dr S Brown           | Bradford Teaching Hospitals NHS Foundation Trust |
| Dr L Newton          |  |
| Ms P Daynes          | Calderdale and Huddersfield NHS Foundation Trust |
| Ms J Swire           |  |
| Mrs C Hedges         | Harrogate and District NHS Foundation Trust      |
| Dr D Jackson (Chair) | Leeds Teaching Hospitals NHS Trust               |
| Ms K Kozłowska       |  |
| Ms J Mansell         |  |
| Ms L O'Prey          |  |
| Ms K Norton          | Mid Yorkshire Hospitals NHS Trust                |
| Mr P Shaw            |  |
| Ms C Foster          | NHS Leeds  |
| Mr J Hancock         | NHS North Yorkshire and York                     |
| Dr A Seymour         | Wakefield Hospice                                |
| Ms M Jobling         | York Hospitals NHS Foundation Trust              |
| Dr L Munro           |  |
| Mr D Thomson         | Yorkshire Cancer Network                         |
| Mrs J Toovey         |  |
| Mrs L White          |  |

**Apologies**

Ms M Allinson, Ms T Feber, Mr M Harvey, Ms R Hollis, Mrs S Keir, Dr S Kite

| <b>2. Action Log from the last meeting</b> |   |           |                      |
|--|---|-----------|----------------------|
| Log No                                     | Action  | Lead(s)   | Deadline             |
| 1  | The Action Log of the last meeting was agreed as an accurate record.  | N/A       | N/A                  |
| <b>4. NCAG Action Plan</b>                 |   |           |                      |
| Log No                                     | Action  | Lead(s)   | Deadline             |
| 2  | <p>Representatives gave an update on their Trusts position in relation to the implementation of the NCAG Action Plan.</p> <p>D Hancock gave a brief summary of the meeting that took place earlier that day to discuss commissioning engagement with the NCAG delivery strategy.</p> <p>J Hancock to discuss a commissioning strategy with the YCN Commissioners Group.</p> | J Hancock | Review<br>23/06/2010 |

| <b>5. Guidelines</b>          |  |   |                      |
|-------------------------------|--|---|----------------------|
| <b>5.1 Extravasation</b>      |  |   |                      |
| Log No                        | Action   | Lead(s)   | Deadline             |
| 3                             | <p>D Thomson ensured members had received the brief update of YCN Adult Chemotherapy Extravasation Policy that was circulated by email for consultation.</p> <p>He reminded colleagues that Leeds Teaching Hospitals are carrying out a more thorough update on the YCN Chemotherapy Groups behalf and are particularly looking into the use of dexrazoxane. This update will be superseded by the LTHT guidance once available</p> <p>To send comments on the YCN Adult Chemotherapy Extravasation Policy to Lucy White by 9th June 2010.</p> | All   | 09/06/2010           |
| <b>5.2 Neutropenic Sepsis</b> |  |   |                      |
| Log No                        | Action   | Lead(s)   | Deadline             |
| 4                             | <p>D Thomson reminded members that the YCN Infection Group are working on a YCN agreement for the Management of Neutropenic Sepsis.</p> <p>Local policies have been received from Bradford, Calderdale &amp; Huddersfield and Harrogate.</p> <p>Airedale, Leeds, Mid Yorkshire and York representatives to send their local policy to Lucy White.</p>  | Airedale, Leeds, Mid Yorkshire and York representatives | Review<br>23/06/2010 |
| <b>5.3 CVC</b>                |  |   |                      |
| Log No                        | Action   | Lead(s)   | Deadline             |
| 5                             | <p>The YCN Chemotherapy Nurses have produced two CVC troubleshooting algorithms that will be inserted into the final CVC document.</p> <p>It was proposed that the algorithms are inserted to the document and circulated for final comments.</p> <p>To send L White the final draft to circulate for comments.</p>  | K Bashir & T Feber                                      | Review<br>23/06/2010 |
| <b>5.4 Administration</b>     |  |   |                      |
| Log No                        | Action   | Lead(s)   | Deadline             |
| 6                             | <p>D Thomson confirmed that the deadline for consultation on the YCN Chemotherapy Administration Guidelines had now passed. Comments had been received from J Toovey.</p> <p>K Kozlowska and L O'Prey asked if L White could resend them this document.</p> <p>The group were in agreement for P Feber to amend the document to reflect the comments received prior to publication.</p> <p>L White to send K Kozlowska and L O'Prey this document.</p>   | L White   | 29/04/2010           |
| 7                             | <p>P Feber to amend the document to reflect the comments received and send to L White for circulation and upload to the website.</p>   | P Feber   | Review<br>23/06/2010 |

| <b>5. Guidelines</b>       |  |                       |                      |
|----------------------------|--|-----------------------|----------------------|
| <b>5.5 Anaphylaxis</b>     |  |                       |                      |
| Log No                     | Action   | Lead(s)               | Deadline             |
| 8                          | <p>D Jackson confirmed that he was in receipt of all the local Trusts Anaphylaxis policies.</p> <p>When the Quality Measures for Peer Review have been published a document will be produced to reflect the Networks approach to anaphylaxis.</p> <p>To produce a document when the Quality Measures are Published.</p>  | D Jackson & D Thomson | TBC                  |
| <b>6. Acute Oncology</b>   |  |                       |                      |
| Log No                     | Action   | Lead(s)               | Deadline             |
| 9                          | <p>D Thomson gave an overview of the discussions that had taken place at the Acute Oncology meeting held on 28th January 2010.</p> <p>D Thomson informed members that a national document on triage processes is being produced and asked if the nurses could ensure that Trusts are not duplicating work on this.</p> <p>To circulate the Acute Oncology meeting notes with the Action Log.</p>   | L White               | 05/05/2010           |
| <b>7. Capacity</b>         |  |                       |                      |
| Log No                     | Action   | Lead(s)               | Deadline             |
| 10                         | <p>D Thomson reported that the Network are awaiting feedback from Leicester and Scotland who are undertaking the pilot of version four of CPORT before this is rolled out across the Network.</p> <p>The nurses group have undertaken unit capacity and demand analyses and are now working on standardising timings and processes across the network.</p> <p>D Thomson to collate the work that the Pharmacy group undertook on standardising timings for various processes in preparation for CPORT.</p>   | D Thomson             | Review<br>23/06/2010 |
| <b>8. YCN NCAG Dataset</b> |  |                       |                      |
| Log No                     | Action   | Lead(s)               | Deadline             |
| 11                         | <p>D Jackson reminded members that NCAG require them to collect and report on an audit against a number of items of data. The Chemotherapy Lead Nurses pathway document will provide the recording of most of the items required.</p> <p>Comments on the three documents (Medical assessment pre chemotherapy, consent form and treatment plan) have been sent into the network.</p> <p>It is hoped that the paper documentation will be translated to PPM to provide electronic data collection. It is anticipated that LTHT will lead on this piece of work.</p> <p>If these forms are to be stream lined further it was suggested that they are sent back to the nurses for circulation to colleagues on the day unit.</p> <p>To send L O'Prey the comments received.</p> | L O'Prey              | N/A                  |

| <b>9. YCN Gateway Group Update</b> |  |   |                      |
|------------------------------------|--|---|----------------------|
| Log No                             | Action   | Lead(s)                                   | Deadline             |
| 12                                 | <p>D Thomson updated the group on the YCN Gateway Group. He explained that the Yorkshire and the Humber Specialised Commissioning Group have recently agreed to establish a Regional Policy Gateway (RPG) to co-ordinate the development and review of regional policies for the commissioning and decommissioning of selected medicines and treatments. As part of this a single, rapid appraisal group for cancer medicines is being established, based, at least in the short-term, on existing arrangements for the YCN Gateway Group, and the HYCCN Drug Policy Group. This group is currently in development and this is the reason for the cessation of the YCN Gateway Groups work-programme and cancellation of meetings.</p> <p>D Thomson said that the YCN will be holding an event to prepare for the new process.</p> <p>A group discussion followed on what will happen in the interim. J Hancock agreed to discuss this further with his commissioning colleagues.</p> <p>To keep members updated on the new process.</p> | D Thomson                                 | Review<br>23/06/2010 |
| <b>10. Any Other Business</b>      |  |   |                      |
| Log No                             | Action   | Lead(s)                                   | Deadline             |
| 13                                 | <p>►Regimen Lists</p> <p>D Thomson confirmed that the regimen list is now available on the YCN website.</p> <p>Completed forms, detailing what regimens each trusts give have been received from Calderdale and Huddersfield, Leeds and Harrogate.</p> <p>A meeting is taking place on Thursday 28th April, across three Networks to discuss and review their regimen lists.</p> <p>To return completed forms to D Thomson.</p>  | Airedale, Bradord, Mid Yorkshire and York | Review<br>23/06/2010 |

**Date of Next Meeting(s)**

Wednesday 23rd June 2010 2:00pm  
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

Wednesday 25th August 2010 2:00pm  
St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Wednesday 27th October 2010 2:00pm  
St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Wednesday 22nd December 2010 2:00pm  
St Gemma's Hospice, Moortown, Leeds, LS17 6QD