

**Present:**

Mr C Booth	Airedale NHS Foundation Trust
Dr M Crawford	
Dr S Brown	Bradford Teaching Hospitals NHS Foundation Trust
Ms P Daynes	Calderdale and Huddersfield NHS Foundation Trust
Ms J Swire	
Mrs C Hedges	Harrogate and District NHS Foundation Trust
Miss R Hollis	Leeds Teaching Hospitals NHS Trust
Dr D Jackson (Chair)	
Ms K Kozłowska	
Ms S Tehan	
Mr P Shaw	Mid Yorkshire Hospitals NHS Trust
Ms C Foster	NHS Airedale, Bradford and Leeds PCT Cluster
Ms M Allinson	User Partnership Group
Dr S Chan	York Teaching Hospital NHS Foundation Trust
Mr D Thomson	Yorkshire Cancer Network
Mrs J Toovey	

**Apologies**

Ms T Feber, Ms A Kenny, Ms K Norton

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
42	D Jackson welcomed the group and apologies were noted.	N/A	N/A
<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
43	The action log from the last meeting was agreed as an accurate record.	N/A	N/A
<b>3. Matters arising</b>			
<b>3.1 Chair and Vice Chair</b>			
Log No	Action	Lead(s)	Deadline
44	D Jackson informed the group that 2 nominations for Chair had been received. The group will have the opportunity to vote for the next YCN Chemotherapy Group Chair by Wednesday 12th October.  S Thornborow to send voting forms to the group.	S Thornborow	30/09/2011

<b>4. Manual for Cancer Services - Chemotherapy Measures 2011</b>			
<b>4.1 11-1E-103s - Policy for Preventing Regular Deviation from Treatment Algorithms</b>			
Log No	Action	Lead(s)	Deadline
45	<p>D Thomson informed the group that the new YCN Gateway Group is scheduled to meet for the first time on 19th October. It will be part of the Gateway Groups work plan to draft the regimens and algorithms for this policy.</p> <p>D Thomson highlighted that for the regimen lists and algorithms to be implemented and maintained, commissioning links would need to be agreed. D Jackson agreed that this would be for the YCN Gateway Group to discuss and sign off as part of the work programme.</p> <p>D Thomson has drafted algorithms for Breast, Colorectal, Gynaecology and Lung. It is envisaged that algorithms will be available for all tumour sites, agreed by the NSSGs.</p> <p>S Thornborow to add to the YCN Gateway Groups agenda for 19th October.</p>	S Thornborow	12/10/2011
<b>4.2 11-1E-106s - Criteria for Acting as an Assessor of Competence</b>			
Log No	Action	Lead(s)	Deadline
46	<p>D Thomson tabled a draft policy for 11-1E-106s. The draft policy is an adapted Kent &amp; Medway Cancer Network policy. The group were asked for their views if local training programmes and competency frameworks should be developed.</p> <p>J Swire agreed to agree the nursing section at the YCN Chemotherapy Lead Nurses Group. P Shaw agreed to discuss with the Chief Pharmacists.</p> <p>D Thomson agreed to agree the pharmacy section with the YCN Pharmacy Group and D Jackson agreed to develop the doctors section.</p> <p>S Thornborow to circulate an electronic version of the policy with the action log.</p>	As Detailed	Update at the Next Meeting
<b>4.3 11-1E-140 - Procedure for the Exceptional Manual Entry of Laboratory Results and Manual Patient Registration on E-Prescribing Systems</b>			
Log No	Action	Lead(s)	Deadline
47	<p>D Thomson informed the group that policies had been received from Calderdale and Huddersfield, Harrogate and Leeds. These documents have been shared with the group.</p> <p>Remaining Trusts were asked if they could share their policies. Representatives to forward S Thornborow their versions for onward circulation.</p>	Airedale, Bradford, Mid Yorkshire and York	ASAP
<b>5. Guidelines</b>			
<b>5.1 Extravasation - update version 1</b>			
Log No	Action	Lead(s)	Deadline
48	<p>The updated policy will be available to download from the YCN website when all signed letters from the DTC Chairs confirming that they do not use dexrazoxane have been received.</p> <p>J Swire highlighted that T Feber is currently exploring a nurse-led service regarding 'wash outs'. The group agreed to await the opinion of Simon Kay, Plastic Surgeon at Leeds before incorporating into the policy.</p> <p>Responses are still required from Calderdale and Huddersfield, Harrogate and York.</p>	Trust Representatives	Update at the Next Meeting

<b>5. Guidelines</b>			
<b>5.2 Neutropenic Sepsis</b>			
Log No	Action	Lead(s)	Deadline
49	D Thomson reminded the group that members were to forward their Neutropenic Sepsis policies to S Thornborow.  Remaining Trusts are Calderdale and Huddersfield, Bradford and Leeds. D Thomson to review and discuss at the next meeting.	C&H, Bradford and Leeds	Update at the Next Meeting
<b>5.3 GCSF Guidance - update version 1</b>			
Log No	Action	Lead(s)	Deadline
50	D Thomson informed the group that following the YCN Breast Group query regarding adjuvant breast cancer, he had contacted C Bradley to request the audit data from Bradford to support and evidence base the amendment to the policy.  S Brown agreed to explore and contact D Thomson.	S Brown	Update at the Next Meeting
<b>5.4 Management of chemotherapy infusion reactions</b>			
Log No	Action	Lead(s)	Deadline
51	D Jackson informed the group that S Cheeseman had confirmed she had received comments during the consultation process and will provide a further update when available.	D Jackson	Update at the Next Meeting
<b>5.5 Proposed YCN Guidance</b>			
<b>5.5.1 Venous Thromboembolic Prophylaxis Protocol</b>			
Log No	Action	Lead(s)	Deadline
52	D Thomson informed the group that he had developed the Leeds policy into a Network policy, however the policy still remains Leeds based and requires further input from each of the Trusts.  D Thomson asked if the policy could firstly be presented to the authors at Leeds for sign off of this YCN version. The group agreed that the Network policy would be a minimum standard for each Trust to adopt and developed to reflect local services. After sign off to the 'YCN' version by the LTHT authors the document will be consultaed to all Trusts for comment.	D Thomson	Update at the Next Meeting
<b>5.5 Proposed YCN Guidance</b>			
<b>5.5.2 Creatinine Calibration</b>			
Log No	Action	Lead(s)	Deadline
53	D Jackson asked group members to ask their biochemistry departments 2 questions:  1. What is the current method for measuring creatinine clearance? 2. What calculation is used to dose carboplatin?  All members to ensure that 'creatinine calibration' is discussed at their local chemotherapy groups and to update at the next meeting.	All Representatives	Update at the Next Meeting

<b>6. Capacity Planning</b>			
Log No	Action	Lead(s)	Deadline
54	<p>D Thomson informed the group that a meeting with Harrogate to discuss CPORT version 5 had taken place and the view was that the capacity tool had improved.</p> <p>D Thomson advised that if Trusts don't have a capacity tool in place CPORT version 5 is worth exploring further. If any teams are interested please contact S Thornborow to arrange.</p>	N/A	N/A
<b>7. YCN NCAG Dataset</b>			
<b>7.1 Harrogate Feedback</b>			
Log No	Action	Lead(s)	Deadline
55	<p>D Thomson reminded the group the audit criteria for Trusts to compare services against the NCAT recommendations. D Thomson informed the group that the audit will be launched after self assessment is completed at the end of 2011.</p>	N/A	N/A
<b>8. Acute Oncology Update</b>			
Log No	Action	Lead(s)	Deadline
56	<p>J Toovey updated the group. The YCN Acute Oncology Group is currently developing the Peer Review documentation and will be available to download from the YCN website by the end of September 2011.</p> <p>J Toovey highlighted that a patient had successfully followed the MSCC pathway at Airedale.</p>	N/A	N/A
<b>8.1 24 hour telephone advice service - minimum specification</b>			
Log No	Action	Lead(s)	Deadline
57	<p>D Thomson informed the group that the telephone numbers within the document have now been updated. M Allinson agreed to discuss with the YCN User Partnership Group testing the telephone numbers.</p>	M Allinson	Update at the Next Meeting
<b>9. YCN patient experience survey - chemotherapy services</b>			
Log No	Action	Lead(s)	Deadline
58	<p>M Allinson informed the group that the patient experience survey had been positively received during the pilot at Calderdale &amp; Huddersfield. M Allinson thanked Calderdale &amp; Huddersfield for volunteering to be the pilot site.</p> <p>D Thomson updated on behalf of C Sloane that the survey could now be implemented across the Network with 20 patients as a minimum at each Trust.</p> <p>Following some minor amendments from Leeds the survey will be available via a website link. C Sloane has agreed to help with uploading and analysing the data.</p>	C Sloane	Update at the Next Meeting

<b>10. Lead Chemotherapy Nurses Group feedback</b>			
Log No	Action	Lead(s)	Deadline
<b>59</b>	<p>J Swire informed the group that the Chemotherapy Lead Nurses are still exploring the option of using one triage tool across the Network.</p> <p>The group agreed that the way forward would be to explore if the tool developed by Harrogate and UKONs both meet the necessary requirements. It is not envisaged that teams will agree and adopt one tool. Individual Trusts will use the tool most suitable for their services.</p> <p>R Hollis highlighted that she is attending a conference at the Royal College of Nursing where they will be discussing the UKONs triage tool kit and agreed to feedback to the Chemotherapy Lead Nurses.</p>	R Hollis	Once Available
<b>11. Oncology Pharmacy Group Feedback</b>			
Log No	Action	Lead(s)	Deadline
<b>60</b>	D Thomson to re-arrange Pharmacy Group web-conference for asap.	D Thomson	ASAP
<b>12. YCN Approved Regimen List / Algorithms</b>			
Log No	Action	Lead(s)	Deadline
<b>61</b>	<p>D Thomson informed the group that he has now identified the extra regimens in Leeds, which are now being developed into the algorithms.</p> <p>C Foster asked if the approved regimen list should be included in the commissioning service level agreement for February 2012. The group agreed that this will be discussed at the YCN Gateway Group scheduled for 19th October.</p> <p>The childrens pathways will be incorporated once the process has been established.</p>	N/A	N/A
<b>13. Network Chemotherapy Error Review</b>			
Log No	Action	Lead(s)	Deadline
<b>62</b>	<p>No errors were formally reported. Leeds tabled an example of an error report from January to June 2011 for the groups information.</p> <p>The group agreed that a review of chemotherapy error reports will become part of the annual report.</p>	N/A	N/A
<b>14. AOB</b>			
Log No	Action	Lead(s)	Deadline
<b>63</b>	<p>► User Involvement for Acute Oncology - Peer Review</p> <p>M Allinson informed the group that as user representation for the Chemotherapy Group she will link with the Acute Oncology Group via D Jackson who is a member of both. Any issues will be communicated via this route.</p>	N/A	N/A

**Date of Next Meeting(s)**

Friday 27th January 2012 10:00am

Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital [EVENT]

Friday 9th March 2012 2:00pm

Seminar Room, First Floor, Paul Sykes Centre, SJUH

Friday 18th May 2012 2:00pm

Seminar Room, First Floor, Paul Sykes Centre, SJUH

Friday 13th July 2012 2:00pm

Seminar Room, First Floor, Paul Sykes Centre, SJUH

Friday 14th September 2012 2:00pm

Seminar Room, First Floor, Paul Sykes Centre, SJUH

Friday 16th November 2012 2:00pm

Seminar Room, First Floor, Paul Sykes Centre, SJUH