

YORKSHIRE CANCER NETWORK Chemotherapy Group

Minutes of the meeting held on
Thursday 16th June 2005, 2.00 - 4.00pm
Room 1, YCRN Conference Suite, Cookridge Hospital

Present:	Professor P Taylor Dr M Crawford	Airedale NHS Trust
	Mrs P Daynes	Calderdale & Huddersfield NHS Trust
	Ms C Spencer	Harrogate and District NHS Foundation Trust
	Ms K Collins Dr P Hillmen Mr P Howard Professor L Kay (Chair)	Leeds Teaching Hospitals NHS Trust
	Ms K Norton	Mid Yorkshire Hospitals NHS Trust
	Mrs A Crockett	York Hospitals NHS Trust
	Mr P Melling Mrs H Ryan Mr D Thomson Mr B Tinkler	Yorkshire Cancer Network

1. Welcome and Apologies for absence

Ms Krystina Collins was welcomed to the group and introductions were made by those present.

Apologies were received from Mr A Alldred, Professor M Baker, Mr J Cox, Dr D Dodwell, Dr G Haslam, Mr D Jackson, Ms J Mansell, Dr J Joffe, Dr S Picton and Professor M Seymour.

2. Minutes from the last meeting

Were agreed as being an accurate record.

3. Matters Arising

3.1 Computerised Prescribing

Mr Thomson explained that the Network Pharmacist Group and individual Trusts across the Network fed back comments on the minimum specification for a chemotherapy electronic prescribing system to NPfIT. The specification has been updated and sent to the companies involved in providing computerised prescribing who are presenting to the National Group. Site visits will then take place.

It was noted that there is still no clear timescale for computerised prescribing.

Action: Mr Thomson to produce a Network position statement.

3.2 Membership

Professor Kay informed the group that Dr Haslam, PCT representative, would no longer be able to attend the Chemotherapy Group meetings on Thursdays due to rescheduling of her working week.

The group agreed that PCT contribution into the group is extremely valuable and it was suggested to review the day of YCN Chemotherapy Group meetings or to recruit another PCT representative.

Mr Tinkler explained that he raised the issue of private sector representation on Network Groups at the recent YCN Network Management Board. The Board has asked Mr Tinkler to prepare a discussion paper for the July Board meeting.

Action: Ms Ryan to email members regarding reviewing the day of future chemotherapy group meetings.

Mr Tinkler to feedback on private sector representation at the next meeting.

- **Aromatase Inhibitors**

Mr Thomson informed members that the Aromatase Inhibitor paper was circulated to PCT's for comment. A query had been received from North Kirklees regarding a shared care policy. A discussion followed and it was agreed that a shared care protocol for advanced disease would be taken forward by the YCN Pharmacy Group.

Professor Kay highlighted that the Aromatase Inhibitors paper which was submitted to the YCN Management Board in January 2005 should go to the West Yorkshire Commissioning Group for medicines to inform them of funding streams for the future.

Action: Professor Kay to submit Aromatase Inhibitor paper to West Yorkshire Commissioning Group.

3.3 EPO Model

Draft guidance for the use of Erythropoetin in chemotherapy related anaemia and as part of Emergency Blood Management Arrangement was circulated to the group with the agenda along with the Cochrane Collaboration report and a paper from London New Drugs Group.

Mr Howard reminded the group of the background and a discussion followed. The group accepted the guidance with the suggested amendments. It was agreed that the guidance would act as an interim position until the publication of NICE guidance in December 2005.

Mr Tinkler explained that it would be useful to establish how the wider blood transfusion issue has been taken up with commissioners.

Action: Mr Thomson to amend guidance in light of discussion.

Guidance to be submitted to the next YCN Haematology Group.

3.4 Policy on Charging Patients for their Medicines

Mr Thomson explained that the policy will be submitted to the next Network Board on 18th July. Professor Kay highlighted that if the policy is accepted by the Board it should be circulated to all Trusts across the Network for implementation.

3.5 Declarations of Conflict of Interest

Professor Kay asked new members to complete their declarations of conflict of interest for the current year.

Professor Kay asked the group if they had any conflicts of interest to register for this meeting. There were none to record.

Action: New members to contact Ms Ryan for a declaration of conflict of interest form.

4. Medical Staff Training

At the last meeting the group queried the importance of medical staff training as opposed to a more general training programme. Ms Collins highlighted that there are medical staff across the Network who would like their competencies to be approved for the administration of chemotherapy.

Mr Thomson confirmed that the nursing group has a nursing training programme based on their competencies.

It was agreed to form a sub-group with oncologist and nursing input to take this work forward.

Action: Sub-group to take work forward.

5. Status of Guidance from NICE in Cancer Network

Mr Thomson explained that the NICE Policy Document has been circulated to local Drug and Therapeutic committees for piloting.

Mr Thomson confirmed that the pilot covers one appraisal at the Scoping Document phase and one at the Appraisal Consultation Document (ACD) Phase in order to properly test the system. Erlotinib in NSCLC has been chosen as the pilot for the Scoping Document and Irinotecan, Oxaliplatin and Raltitrexed in advanced colorectal cancer have been chosen as a pilot for ACD. Feedback is awaited on the ACD phase. Mr Thomson agreed to update the group at the next meeting.

Professor Kay asked the group for thoughts on the evaluation of the pilot. A simple questionnaire was suggested to go to Chairs of local Drug and Therapeutics Groups to assess the handling of the policy in the organisation and the value of the information produced.

6. Peer Review Update

Mr Tinkler explained that the self assessment deadline for uploading evidence onto CQuINS was 27th May 2005. An evidence validation visit to each trust across the Network would take place during June. Pre-visits will take place in June and July followed by formal visits in September/ October 2005.

Mr Tinkler asked the group to identify areas of good practice to the visiting Peer Review Team.

Professor Kay briefed members on the position of the Network Chemotherapy Quality Measures.

- **User Representation**

Mr Thomson explained that user representation on the group would be explored further. Mr Tinkler informed the group that for most Network Groups there is a formal process for obtaining user advice and involvement, by exchange of minutes and/or correspondence and direct discussion between the Chairs of the Network Groups and/or the NHS person responsible for the User Involvement and in the first instance, the Co-chairs of the User Partnership Group. This is facilitated by the Network User Facilitator.

- **Agreed policy for Preventing Regular Use of Regimes not on Accepted List (1E-306)**

An amended policy for preventing regular use of regimes not on the accepted list was tabled. Mr Thomson explained the updated policy and further comments were made by members.

Action: Mr Thomson to amend policy to reflect comments made and circulate for consultation to Local Chemotherapy Group Chairs, Drug and Therapeutic Group Chairs and Network site specific group Chairs.

- **Acceptable Regimes**

It was noted that the list of acceptable regimes have been or will be sent to the relevant Network group chairs.

- **Minimum Specification of the 24 Hour Patient Advice Service (1E-315)**

An updated paper was tabled following discussions at the last meeting and comments from the YCN Lead Chemotherapy Nurses meeting.

A discussion followed regarding the hierarchy of the policy and the role of the night nurse practitioner with hospital at nights. It was agreed that the specification should require access to an individual with the appropriate skills and knowledge and appropriate auditing of the outcomes of the calls.

Action: Mr Thomson to amend policy in light of discussion and circulate to Lead Nurses, Lead Clinicians and Lead Pharmacists for consultation.

7. Network Drug Submission Form

Professor Kay explained that at the last meeting there was much discussion regarding the process for handling new drugs and the role of the drug and therapeutic committees in the review of new drugs.

Mr Thomson reminded the group of the process of the Network drug submission form.

Professor Kay explained that the amended paper includes the constitution of the drug and therapeutics group, the issue of prioritising drugs for use and linking these with the commissioning group for a means of bidding for future funding.

A discussion followed regarding the characteristics of a Drug and Therapeutics Group. It was agreed to specify characteristics of a drug and therapeutics group and identify groups to review new drugs.

Action: Mr Thomson to amend paper in light of discussion.

Mr Thomson to present paper to a wider audience for consultation.

8. YCN Guidelines

- **Extravasation**

Mr Thomson highlighted that the consultation period ended at the end of April. Comments were received regarding the packs themselves, patient information and forms for prescribing antidotes. The guidelines should be complete in the next 4 weeks.

- **Care of Venous Aids to Access**

Professor Kay confirmed that the Care of Venous Aid to Access Guidelines are available on the YCN website (www.ycn.nhs.uk).

- **Anaphylaxis**

The Anaphylaxis Guidelines were circulated to the group with the agenda. It was noted that the guidelines are ready for consultation.

- **Administration of Chemotherapy**

Ms Collins explained that the guidelines have been to the YCN Chemotherapy Nurses Group for comment. The group agreed that the final draft guidelines should be circulated wider for consultation.

Action: Ms Collins to circulate guidelines for consultation.

9. Any Other Business

- **Mid Yorkshire Representative**

It was noted that there is no medical representative from Mid Yorkshire on the group.

Action: Professor Kay to write to Mid Yorkshire Hospitals NHS Trust.

10. Date of next meeting

**Thursday 18th August, 2.30pm
at Room 1, YCRN Conference Suite, Cookridge Hospital**