

YORKSHIRE CANCER NETWORK Chemotherapy Group

Minutes of the meeting held on
Wednesday 2nd August 2006, 2.30 - 4.30pm
Room 1, YCRN Conference Suite, Cookridge Hospital

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| Present: | Professor P Taylor | Airedale NHS Trust |
| | Dr L Newton | Bradford Teaching Hospitals NHS Trust |
| | Ms P Daynes Dr J Dent | Calderdale & Huddersfield NHS Trust |
| | Mrs C Hedges Mr A Alldred | Harrogate and District NHS Foundation Trust Leeds North East PCT |
| | Ms S McGonigle | Leeds Teaching Hospitals NHS Trust |
| | Mr P Howard Dr D Gilson Professor L Kay (Chair) | |
| | Ms K Norton | Mid Yorkshire Hospitals NHS Trust |
| | Dr D Jackson | York Hospitals NHS Trust |
| | Mr P Melling Mrs H Ryan Mr D Thomson | Yorkshire Cancer Network |

1. Welcome and Apologies for absence

Apologies were received from Mr A Bower, Dr M Crawford, Ms A Crockett, Dr D Dodwell, Ms F Halstead, Dr G Haslam, Ms E Jeffers, Ms K Kozłowska, Ms C Miller, Dr T Perren, Dr S Picton, Ms J Salter and Ms C Sleigh.

2. Minutes from the last meeting

It was noted that the final action under Item 9 'Computerised Prescribing' should be an action under item 8 'Herceptin'. With this amendment the minutes were agreed as being an accurate record.

3. Matters Arising

• YCN Prescription Charging Policy

Professor Kay reported that Leeds Trust Board has approved a paper covering the charging for prescriptions across the Trust in all general matters and has approved the YCN approach agreed by the YCN Chemotherapy Group.

It was noted that Calderdale and Huddersfield were still experiencing problems locally in obtaining Trust approval.

- **Herceptin**

Ms McGonigle asked if the Herceptin guidance would be amended to include recommending Herceptin both after completion of chemotherapy and in conjunction with taxanes.

Mr Thomson agreed that the amendment to the guidelines and subsequent amendment to the form would be addressed at the next Breast Cancer meeting in October.

Action: Mr Thomson to raise addendum issues at next YCN Breast Cancer Group meeting on 18th October.

NICE Guidance is available and reflects the Network guidelines.

3.1 Declarations of conflict of interest

None.

Action: Miss Carroll to forward a declaration of interest form to Dr Dent

3.2 Terms of Reference

The amended terms of reference were circulated to the group with the agenda. A discussion followed and the group accepted the terms of reference in light of the amendments suggested.

Action: Mr Thomson to amend terms of reference in light of discussion and upload onto YCN website.

3.3 Membership

Professor Kay confirmed that nominations for Chair and Vice Chair had been received for Dr Jackson and Mr Alldred respectively.

The group supported the nominations and it was agreed that the both officers would take on the roles at the next meeting. The group thanked Professor Kay for her hard work and commitment as Chair of the group.

Mr Thomson agreed to write to Dr Picton regarding paediatric oncology representation and to approach a public health consultant representative.

Action: Mr Thomson to approach Public Health Consultant representative.

Mr Thomson to write to Dr Picton regarding paediatric oncology representation.

3.4 Cancer Drug Tracker

Mr Thomson gave a demonstration of the Cancer Drug Tracker and answered members' questions.

It was noted that the tracker relies on individual Trusts to feedback information to the Network Pharmacist, via the locality feedback form (refer to item 4), for the Network Pharmacist to update the tracker.

4. Feedback from local chemotherapy groups

A locality feedback form was circulated to the group with the agenda, using Airedale as an example, to highlight issues around peer review action plan process, new/ updated oncology/ haematology and related drug decisions, YCN policy consultations and approvals, non-approved regimes for review and any other issues. Mr Thomson demonstrated the feedback form to the group and a discussion followed.

The group agreed that an explanation summary would be useful to complement the feedback form and that the nominated lead from each Trust would complete the form.

The group discussed the process for completing the form and agreed that the form should be returned to Miss Carroll 2 weeks prior to the YCN Chemotherapy Group meeting for circulation with the agenda.

Mr Thomson asked if individual trusts had approved the NICE policy document. It was noted that all Trust Boards had or are in the process of approving the policy apart from York.

Action: Mr Thomson to amend form in light of discussion and produce an explanation summary.

Nominees for Trust Lead representative to email Miss Carroll/ Mr Thomson.

5. YCN Guidelines

- **Fast Rituximab Policy**

The Rituximab Rapid Infusion Protocol was circulated to the group with the agenda. Mr Thomson confirmed that he has presented the policy to the YCN Haematology Group and YCN Pharmacist Group and both groups have approved the document.

A discussion followed and the group approved and signed off the protocol.

It was agreed that a standard patient information sheet was required before implementation of the policy implemented to be submitted to YCN Patient Information Editorial Panel for approval

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

Mr Thomson to produce standard patient information leaflet for consultation.

- **Extravasation**

The final draft YCN Extravasation Policy was circulated to the group for broader consultation.

Mr Thomson confirmed that the YCN Chemotherapy Development Group is currently reviewing a number of policies including extravasation. The document has been amended to include the changes in the national classification of extravasation and to include a patient information leaflet.

Professor Kay suggested producing a standard checklist for updating guidelines.

Action: Mr Thomson to submit Patient Information Leaflet to YCN Editorial Panel

Mr Thomson to produce a standard checklist for updating guidelines.

6. Financial arrangements for new cancer drugs in 2006/07

Mr Howard tabled a paper regarding the proposed funding of payment by results excluded drugs in Leeds 2006/07 and a discussion followed.

7. Capacity Planning Update

Mr Thomson confirmed that the Chemotherapy Development Group is continuing work towards the capacity planning toolkit.

The group are awaiting the national capacity simulator which will be extremely useful at Trust and Network level. However, as the national simulator will not provide a scheduling tool the nursing aspect has currently come to a halt in terms of planning services.

Mr Thomson and Ms Toovey are meeting with Carrie Ross in Harrogate on 22nd August to look at the capacity planning system which she has produced for patient management and scheduling. It is hoped that this system could be developed further with support.

Carrie Ross will present her work at the next YCN Chemotherapy Development Group meeting.

Action: Mr Thomson to feedback at the next meeting.

8. Computerised prescribing update

Mr Alldred updated the group on the Network Oncology E-prescribing System and a discussion followed.

Mr Thomson highlighted the Board supported in principal the approach taken to produce a Network proposal and asked for local implications and revenue for those implications as highlighted in the business case are approved by each individual Trust Boards.

9. Horizon scanning update

The latest Haematology Horizon Scanning List was circulated with the agenda. Mr Thomson explained that the document will be made 'live' and submitted to each YCN Haematology Group meeting for clinicians to update/comment on and brought back to the YCN Chemotherapy Group for comment.

Mr Howard suggested amending the document to include a field for NICE/ SMC.

Mr Thomson will be working with the non-surgical oncologists across the Network to complete horizon scanning for other the tumour groups.

Action: Mr Thomson to amend document to include NICE/SMC field.

10. Education and Training

Mr Thomson confirmed that Krystina Kozlowska will come to the end of her secondment as Chemotherapy Project Facilitator at the end of August. Mr Thomson acknowledged and thanked Krystina Kozlowska for the work completed on the Chemotherapy Education Project.

The Chemotherapy Work Booklet is complete and available on the YCN website.

11. Status of Guidance from NICE in cancer Network update

The NICE policy document will be circulated for discussion at the next meeting.

12. YCN Approved Regimes update

Mr Thomson informed the group that he and Mr Melling have produced a chemotherapy regime database to manage the large volume of chemotherapy regimes for the YCN. Mr Melling gave a demonstration to the group.

Action: Mr Thomson to develop a procedure to handle quality assurance check.

13. Any other business

- Correspondence regarding the impending blood shortage was tabled along with the EPO guidance. Mr Thomson asked the group to approve the EPO policy for the amber and red settings, taking into consideration the warning about the potential blood shortages, omitting the green setting until NICE guidance is published.

A discussion followed and the group agreed with this proposal.

Action: Mr Thomson to circulate to Trust Leads for submission to Trust D&T's.

- Mr Thomson informed the group that work is underway on a regional tender for growth factors. Regional data on the number of patients per year receiving more than 5 days concurrent days use of standard growth factors (lenograstim and filgrastim) is required.

Mr Thomson asked the group how feasible it would be for Trusts to obtain this data. Harrogate, Mid Yorkshire and Calderdale and Huddersfield agreed that this data could be collected.

Action: Mr Thomson to ask Trust Leads to collect data respectively.

14. Date of next meeting

**Wednesday 25th October 2006, 2.30pm,
YCRN Meeting Room 1, Ida Nurses Home, Cookridge Hospital.**