

**Actions of the meeting held on  
Friday 23 February 2007, 10:00**

**Yorkshire Cancer Network**

**YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital**

**Present:**

Mr C Kapadia	Airedale NHS Trust
Ms L Shaw	
Mr J Ausobsky	Bradford Teaching Hospitals NHS Foundation Trust
Ms D Kellet	
Ms J Salaman	Calderdale and Huddersfield NHS Foundation Trust
Ms L Booth	Harrogate and District NHS Foundation Trust
Dr A Gledhill	
Mr J Harrison	
Ms M Jennings	
Mr D Leinhardt	
Mr S Ambrose	Leeds Teaching Hospitals NHS Trust
Dr A Guthrie (Chair)	
Dr O Rotimi	
Professor M Seymour	
Mr P Lyndon	Mid Yorkshire Hospitals NHS Trust
Ms C Holman	User Partnership Group
Mr D Howe	
Ms D Burwell	York Hospitals NHS Foundation Trust
Mrs M Holland	Yorkshire Cancer Network
Mr P Melling	
Ms F Stephenson	
Mr B Tinkler	
Ms C Moriarty	Yorkshire Cancer Research Network

**1. Apologies**

Mr D Alexander, Mr I Bradford, Dr C Bradley, Mr M Child, Dr M Crawford, Mr S Duffy, Mr P Finan, Mr P Holdsworth, Dr C Kay, Dr A Manning, Mr M Rogers, Dr D Sebag-Montefiore

<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
<b>23</b>	Mr Tinkler to confirm with Mr Duffy the outcome of his discussion with the Trust Medical Directors regarding the implications that may arise when a private patient is discussed at an MDT and the oncologist present only has a NHS practice.	B Tinkler & S Duffy	Review 24/05/2007
<b>3.1. CR07 Implementation update</b>			
Log No	Action	Lead(s)	Deadline
<b>24</b>	Dr A Guthrie to contact the relevant radiologists at each Trust to arrange a meeting to discuss the introduction of the radiological MR Proforma and issues relating to the Peer Review.	A Guthrie	Review 24/05/2007
<b>25</b>	Dr Sebag-Montefiore to inform the group of the position of all the centres (their involvement and the thresholds for DXT treatment chosen)	D Sebag-Montefiore	09/03/2007

<b>4. Peer Review - update</b>			
Log No	Action	Lead(s)	Deadline
<b>26</b>	Representatives that will be invited to attend the Peer Review visit on the 26th June 2007 will be the Chair, Vice Chair, Nurse Representative, Service Improvement Lead, User Involvement & Patient Information Lead and Service User Representatives.  Members to inform Miss Carroll of any other representatives that should be in attendance.	All	28/02/2007
<b>4.1. Terms of Reference (1A-202)</b>			
Log No	Action	Lead(s)	Deadline
<b>27</b>	To upload the revised Terms of Reference.	L Carroll	28/02/2007
<b>4.2. Policy for Diagnosis &amp; Assessment (1A-270)</b>			
Log No	Action	Lead(s)	Deadline
<b>28</b>	Miss Carroll to make the amendments to the Policy for Diagnosis and Assessment document and circulate for confirmation of the changes.	L Carroll	28/02/2007
<b>29</b>	Mr Tinkler to contact commissioners to confirm which private facilities within the Network are used for diagnostic services and to request information on their pathway into this service.	B Tinkler	Review 24/05/2007
<b>4.3. MDT update (1A-272 &amp; 1A-273)</b>			
Log No	Action	Lead(s)	Deadline
<b>30</b>	Early Rectal Cancer  The group agreed that Bradford and Leeds MDTs would offer local resection for early rectal cancer. Documents confirming the mDT configuration will be circulated to the group	Bradford and Leeds MDT	Review 24/05/2007
<b>31</b>	The location for the anal cancer MDT will be held at LTHT. Mr Sagar and Mr Steward will undertake the salvage surgery. Mr Steward will become a member of the LTHT MDT.  To amend the document 1A-272 MDT configuration in the Network - Early rectal cancer and 1A-273 MDT configuration in the Network - Anal cancer	L Carroll	28/02/2007
<b>32</b>	Mr Ambrose and Mr Steward to develop guidelines for inward referral of early rectal cancer patients and circulate a draft version prior to the next meeting taking place 24th May 2007.	S Ambrose and M Steward	Review 24/05/2007
<b>4.4. Referral guidelines (1A-275, 1A-276, 1A-277)</b>			
Log No	Action	Lead(s)	Deadline
<b>33</b>	To write to Dr Kostas Papagiannopoulos, Chair YCN Lung Cancer Group regarding the production of inward referral guidelines for Lung Metastases.	A Guthrie	Review 24/05/2007
<b>34</b>	Ms Stephenson to send the MDT Lead Clinicians a copy of the letter sent to Lead Managers requesting information on local policies.	F Stephenson	28/02/2007

<b>4.5. Work Programme (1C-103)</b>			
Log No	Action	Lead(s)	Deadline
<b>35</b>	A section on Nursing in the Work Programme is welcomed.  To include NBOCAP in the audit section and a paragraph on Service Improvement from Mr Ausobsky in the Work Programme.  To include the review of the pathology guidelines on the Annual Report.  To update the Work Programme and Annual Report.	L Carroll	28/02/2007
<b>4.6. Clinical Guidelines (1C-105)</b>			
Log No	Action	Lead(s)	Deadline
<b>36</b>	To circulate the revised Clinical Guidelines for comment.	A Guthrie	Review 24/05/2007
<b>37</b>	To incorporate/add as an appendix The Management of Large Bowel Obstructions position statement produced by the Association of Coloproctology of Great Britain and Ireland in the clinical guidelines.	A Guthrie and L Carroll	Review 24/05/2007
<b>4.7. Clinical Trials &amp; Studies (1C-115)</b>			
Log No	Action	Lead(s)	Deadline
<b>38</b>	To circulate a copy of the YCRN paper tabled at the meeting.	L Carroll	28/02/2007
<b>4.8. Agreed Single Initial Decision Point for Referral (1C-133)</b>			
Log No	Action	Lead(s)	Deadline
<b>39</b>	Fiona Stephenson to send the MDT Lead Clinicians a copy of the letter sent to Lead Managers requesting information on local policies.	F Stephenson	28/02/2007
<b>4.9. Agreed Protocol for Prioritising, Investigation Protocol and Onward referral (1C-134, 135,136)</b>			
Log No	Action	Lead(s)	Deadline
<b>40</b>	Fiona Stephenson to send the Lead Clinician for each MDT a copy of the letter sent to Lead Managers requesting information on local policies.	F Stephenson	28/02/2007
<b>7. User Involvement</b>			
Log No	Action	Lead(s)	Deadline
<b>41</b>	To circulate the programme and registration form for the YCN Colorectal Mapping Event taking place on Friday 27th April 2007, YCRN Conference Suite, Ida Nurses Home, Cookridge Hospital.	L Carroll	09/03/2007
<b>8. Service Improvement</b>			
Log No	Action	Lead(s)	Deadline
<b>42</b>	To circulate the minutes of the YCN Colorectal Service Improvement meeting that took place on Friday 24th November 2006 with the Action Log.	L Carroll	28/02/2007

**Colorectal Group : Actions of the meeting held on Friday 23rd February 2007 10:00 am**

<b>9. AP resection audit</b>			
Log No	Action	Lead(s)	Deadline
43	To circulate a summary with action points for the AP resection audit.	A Guthrie	Review 24/05/2007
<b>10. YCRN Update</b>			
Log No	Action	Lead(s)	Deadline
44	Centres were encouraged to opt in for the FACS trial. John Primrose, Chief Investigator will be undertaking a re-launch of this trial on Monday 5th March at the Leeds General Infirmary. For further information please contact Prof M Seymour.	All	Review 24/05/2007
<b>11. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
45	To send nominations for Vice Chair to Miss L Carroll by Friday 6th April 2007.	All	Review 24/05/2007
46	Dr A Guthrie, Mr J Ausobsky, Liz Booth and Margaret Jennings agreed to help lead the sessions for the YCN Educational Event.  To source date for an Educational Event to take place in October 2007.	L Carroll	Review 24/05/2007
47	Following the letter received from Dr Carol Chu regarding patients with a family history of cancer and the cut backs in clinical genetics Dr A Guthrie agreed to write to the Chief Executive of LTHT and copy in Dr C Chu, Dr K Smith (SHA) and Mr D Russell (Head of Specialist Commissioning) to raise the group's concerns.	A Guthrie	Review 24/05/2007
48	Following the proposal for an agreed Network position on repeat MRI scans for patients who have chemo- radiotherapy for down staging of rectal cancers Dr A Guthrie agreed to discuss this with the YCN Imaging Group.	A Guthrie	Review 24/05/2007

**Date of Next Meeting(s)**

Friday 27th April 2007 12:00 pm  
YCRN Conference Room, Ida Nurses Home, Cookridge Hospital [EVENT]

Thursday 24th May 2007 10:00 am  
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Wednesday 5th September 2007 10:00 am  
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Friday 2nd November 2007 9:00 am  
Pavilions of Harrogate, Great Yorkshire Showground, Harrogate [EVENT]