

**Actions of the meeting held on  
Thursday 08 May 2008, 10:00**

**Yorkshire Cancer Network**

**Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital**

**Present:**

Mr R Khan	Airedale NHS Trust
Mr J Ausobsky	Bradford Teaching Hospitals NHS Foundation Trust
Mr J Davies	
Dr J Dent	Calderdale and Huddersfield NHS Foundation Trust
Dr A Gledhill	Harrogate and District NHS Foundation Trust
Mr J Harrison (Chair)	
Ms M Jennings	
Dr C Chu	Leeds Teaching Hospitals NHS Trust
Dr R Cooper	
Mr P Finan	
Dr A Guthrie	
Dr M Kwok-Williams	
Dr O Rotimi	
Mr P Lyndon	Mid Yorkshire Hospitals NHS Trust
Mr M Rogers	
Dr E Morris	NYCRIS
Ms A Nicholls	The Fountain Medical Centre
Ms C Holman	User Partnership Group
Mr S Stojkovic	York Hospitals NHS Foundation Trust
Miss L Carroll	Yorkshire Cancer Network
Mr P Melling	
Ms C Moriarty	Yorkshire Cancer Research Network

**Apologies**

Mr D Alexander, Mr S Ambrose, Dr M Crawford, Mr S Duffy, Mrs C Ferguson, Ms J Hemingway, Mr P Holdsworth, Mrs M Holland, Dr C Kay, Mr D Leinhardt, Dr D Sebag-Montefiore, Dr A Seymour, Ms L Shaw, Mr D Thomson, Mr B Tinkler

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
1	The action log from the last meeting was agreed as an accurate record.	N/A	N/A
<b>3.1. Letter to Chief Executive at LTHT - CNS Support</b>			
Log No	Action	Lead(s)	Deadline
2	Mr Harrison has now received the Leeds Colorectal Peer Review Report and will therefore write to the LTHT Chief Executive as previously agreed.  To write a letter to the Chief Executive at LTHT on behalf of the group highlighting the importance of the CNS in a high quality patient pathway.	J Harrison	Review 02/10/2008

**Colorectal Group : Actions of the meeting held on Thursday 8th May 2008 10:00 am**

<b>4.1. ToR</b>			
Log No	Action	Lead(s)	Deadline
3	The ToR of the group have been updated.  To send comments on the revised ToR to lucy.carroll@ycn.nhs.uk by 23/05/2008	All	23/05/2008
<b>4.2. Work Programme</b>			
Log No	Action	Lead(s)	Deadline
4	The Work Programme for the Group has been updated.  To send comments on the revised Work Programme to lucy.carroll@ycn.nhs.uk by 23/05/2008.	All	23/05/2008
<b>4.3. Board and NSSG Chairs meeting update</b>			
Log No	Action	Lead(s)	Deadline
5	Mr Harrison gave a brief summary of the YCN Board and NSSGs Chairs meeting he had attended on Wednesday 30th April 2008.  Mr Harrison highlighted the importance of clinical pathways and how these will help to secure future commissioning contracts. It was proposed that the group focus on pathways at the next meeting.  To circulate Mr Rob Webster's presentation for information.	L Carroll	22/05/2008
<b>4.4. Chemotherapy regimens</b>			
Log No	Action	Lead(s)	Deadline
6	Dr Dent gave a summary of the YCN Colorectal Chemotherapy Regimens. These were formally approved by the group.  To incorporate the YCN Colorectal Chemotherapy Regimens in the clinical guidelines.	L Carroll	22/05/2008
<b>5. Clinical Genetics update</b>			
Log No	Action	Lead(s)	Deadline
7	Dr Chu tabled and summarised the 'Patients with a family history of colorectal cancer' paper.  A group discussion took place regarding the questionnaire process/when the questionnaire should be provided.  It was suggested that the questionnaire should go through the plain English campaign.  It was felt that further work needed to be undertaken to establish the reasons why people do not return the forms.  Dr Chu agreed to send the response advice letter on coloured paper.  To send Miss Carroll the patient information leaflet regarding referral for circulation to the group for information.	C Chu	22/05/2008
8	Members to inform Miss Carroll if they would like Dr Chu to send them the questionnaire.	All	22/05/2008

**6. Tumour staging for colorectal cancer - proposal**

Log No	Action	Lead(s)	Deadline
9	<p>Mr Finan introduced Dr Eva Morris, Research Fellow at NYCRIS to the group. NYCRIS has been designated as the Lead registry for Bowel Cancer. Mr David Foreman has asked a number of key people to provide a summary of the problems they currently have with staging of bowel cancer. Mr Finan summarised these problems to members. Members agreed this was an important issue to address as this would help when comparing local/national data.</p> <p>Following a group discussion Mr Finan agreed to circulate a proposal (with supporting papers including the Royal College of Pathologist proforma on local excisions and proforma for colorectal cancer resection) for comments.</p> <p>It was proposed that once agreed locally this work could then be taken nationally.</p> <p>To circulate the proposal with supporting papers for comments prior to further discussion and agreement at the next meeting.</p>	P Finan	22/05/2008

**7. Audit**

Log No	Action	Lead(s)	Deadline
10	<p>AP Audit</p> <p>Mr Harrison informed members that the national audit work on variation of AP rates is going to be published in May 2008. It is likely that there will be national media interest and the YCN will be preparing a response.</p> <p>A group discussion followed.</p> <p>Mr Harrison agreed to feedback to Mr Tinkler.</p>	J Harrison	22/05/2008

**7.1. CR07 audit update**

Log No	Action	Lead(s)	Deadline
11	<p>It is anticipated the CR07 audit will commence when the MRI data collection form has been finalised and the issues on data collection have been resolved.</p> <p>Due to low numbers the meeting planned for Thursday 22nd May will not go ahead. Dr Guthrie contact relevant colleagues with a new date when this has been arranged.</p> <p>To update members at the next meeting.</p>	D Sebag-Montefiore	02/11/2008

**8. Nursing**

Log No	Action	Lead(s)	Deadline
12	<p>Draft Safer Eating Guidelines for colorectal patients undergoing chemotherapy have been produced by the YCN Colorectal Nurses (Harrogate).</p> <p>To circulate these guidelines for comments by 29/05/2008.</p>	L Carroll	29/05/2008

<b>8.1. Patient Information Pathways</b>			
Log No	Action	Lead(s)	Deadline
<b>13</b>	<p>The colorectal and rectal patient information pathways have been drafted and will be circulated to the group for comments.</p> <p>Ms Paula Bryne is currently producing the anal patient information pathway and this will also be circulated for comments in due course.</p> <p>To circulate the patient information pathways to the group for comments by 29/05/2008.</p>	L Carroll	29/05/2008
<b>9. User Involvement</b>			
Log No	Action	Lead(s)	Deadline
<b>14</b>	Ms Holman informed members that a NSSG User Involvement training day is taking place on Friday 9th May 2008.	N/A	N/A
<b>10. YCRN</b>			
Log No	Action	Lead(s)	Deadline
<b>15</b>	<p>Dr Jackson gave a presentation on the YCRN Colorectal portfolio and recruitment.</p> <p>It was proposed that Dr Jackson also attends the Non-surgical Oncologist colorectal meetings.</p> <p>To have YCRN as a standing item on the YCN Colorectal Group agenda.</p>	L Carroll	Ongoing
<b>16</b>	To circulate the YCRN presentation with the Action Log.	L Carroll	22/05/2008
<b>11. Service Improvement</b>			
Log No	Action	Lead(s)	Deadline
<b>17</b>	<p>The next Service Improvement meeting is taking place on 23rd May 2008, 9.00am at St Gemma's Hospice. At this meeting the group will focus and agree the timing and Quality Criteria for the pathway. Mr Ausobsky welcomed additional members to attend this meeting.</p> <p>To circulate the patient information pathways for comments by Monday 19th May 2008.</p>	L Carroll	19/05/2008
<b>12. Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
<b>18</b>	<p>Mr Melling presented the latest CWT data for colorectal patients.</p> <p>To circulate the data with the Action Log.</p>	L Carroll	22/05/2008
<b>13. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
<b>19</b>	<p>It was proposed that the YCN Colorectal Educational Event takes place in November 2008.</p> <p>To hold potential dates with the venue and speak to Mr Harrison regarding drafting a programme.</p>	L Carroll/J Harrison	22/05/2008

**Date of Next Meeting(s)**

Tuesday 2nd September 2008 10:00 am  
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 11th December 2008 10:00 am  
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital