

**Actions of the meeting held on
Tuesday 02 September 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
Ms L Shaw	
Dr C Beckett	Bradford Teaching Hospitals NHS Foundation Trust
Dr A Gledhill	Harrogate and District NHS Foundation Trust
Mr J Harrison (Chair)	
Mr P Finan	Leeds Teaching Hospitals NHS Trust
Dr O Rotimi	
Mr P Lyndon	Mid Yorkshire Hospitals NHS Trust
Ms C Holman	User Partnership Group
Mr S Stojkovic	York Hospitals NHS Foundation Trust
Miss L Carroll	Yorkshire Cancer Network
Mrs M Holland	
Mr P Melling	
Mr B Tinkler	
Ms C Moriarty	Yorkshire Cancer Research Network

Apologies

Mr S Ambrose, Mr J Ausobsky, Mr I Botterill, Dr J Dent, Mr J Griffith, Ms M Jennings, Dr C Kay, Dr A Lowe, Ms A Nicholls, Dr A Seymour

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
20	The Action Log of the last meeting was agreed as an accurate record.	N/A	N/A
3. Matters arising			
3.1 Letter to Chief Executive at LTHT - CNS Support			
Log No	Action	Lead(s)	Deadline
21	Mr Harrison tabled the response letter he had received from Ms Jacqueline Myers, Divisional General Manager, LTHT regarding the provision of colorectal clinical nurse specialists in Leeds. The letter states that they feel there is adequate CNS and nurse endoscope support. Mr Finan agreed to discuss this further with Mr Ambrose and feedback to Mr Harrison.	P Finan & S Ambrose	Review 05/12/2008
3.2 Work Programme - for Ratification by this Group			
Log No	Action	Lead(s)	Deadline
22	The YCN Colorectal Group Work Programme for 2008-11 was formally agreed by the group. To upload the Work Programme onto the YCN website.	L Carroll	12/09/2008

3. Matters arising			
3.3 ToR - for Ratification by Group			
Log No	Action	Lead(s)	Deadline
23	The revised YCN Colorectal ToR we formally approved by the group. To upload the revised ToR onto the YCN website.	L Carroll	12/09/2008
3.4 Annual Report - for ratification by the Group			
Log No	Action	Lead(s)	Deadline
24	The YCN Annual Report for April 2007-2008 was formally approved by the group. To upload the ToR onto the YCN website.	L Carroll	12/09/2008
4. Feedback on Bowel Cancer Screening Programme - Airedale/Bradford			
Log No	Action	Lead(s)	Deadline
25	Dr Beckett gave an update on the Airedale/Bradford Bowel Cancer Screening Programme. He summarised the key issues which included the JAG visit/pre-visit, the units decontamination service, waiting times and training/accreditation. Group questions and discussion followed.	N/A	N/A
5. Tumour staging for colorectal cancer			
Log No	Action	Lead(s)	Deadline
26	Mr Finan ensured members had received the Colorectal Cancer stage Reporting by MDTs paper that was circulated by email. From the feedback received it appears that everyone is signed-up to the concept of trying to record the M stage either pathologically or clinically. Mr Finan informed members that the LTHT radiological colleagues and oncologist feel that pre treatment staging with MR (particularly in rectal cancer) could be used for the T stage. It has also been suggested they should also record whether or not the TNM stage on the resecter specimen is done if they have pre-op treatment (Y prefix). The finalised proposal will be sent to all the registries. It is likely that the MDTs will be responsible with ensuring accurate staging. To keep members updated on this work.	All	Review 05/12/2008
6. CR07 audit			
Log No	Action	Lead(s)	Deadline
27	Mr Melling to contact Dr Sebag-Montefiore to progress this work and update members on progress at the next meeting.	N/A	05/12/2008
7. Nursing			
Log No	Action	Lead(s)	Deadline
28	Ms Shaw informed members that the patient information pathways for colon, rectal and anal cancer are now finalised and linked to the clinical pathways. Further work on the roll out of these pathways is to take place. To keep the NSSG updated on the work of the Nurses group.	L Shaw	05/12/2008

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8. User Involvement			
Log No	Action	Lead(s)	Deadline
29	<p>Ms Holman is presenting at a seminar forum about the experience of having a ostomy.</p> <p>Work is ongoing on the development of a Network agreed patient experience survey.</p> <p>To keep members updated on User Involvement issues.</p>	C Holman	Ongoing
9. Service Improvement			
Log No	Action	Lead(s)	Deadline
30	<p>Mrs Holland explained that if the NSSG is to empower the YCN Colorectal Pathway Development group to make decisions it is important they have the right representation.</p> <p>Mrs Holland summarised the work that the Service Improvement group are undertaking. The colorectal, emergency, rectal, early rectal and anal pathways are now finalised and include the quality criteria. These pathways have been put into the new Network format and will be circulated with the action log.</p> <p>The next YCN Colorectal Pathway Development Group meeting is taking place on 28th November 2008.</p> <p>To circulate the YCN Colorectal Pathway Development Group agenda with the action log.</p>	J Ausobsky	05/12/2008
31	<p>The group agreed to focus on the pathways at the next meeting.</p> <p>Members felt it would be appropriate to invite a commissioner to the next meeting to participate in discussions.</p> <p>To invite a commissioner to the next meeting.</p>	L Carroll	05/12/2008
10. Peer Review			
Log No	Action	Lead(s)	Deadline
32	<p>Members were informed that the consultation of the Peer Review proposal has now ended. The proposal is to move to a annual self assessment process although a visiting team will assess a selection of areas based on a set criteria. It is anticipated that this will be introduced as a phased approach.</p> <p>To keep members updated on the Peer Review process.</p>	B Tinkler	05/12/2008
11. YCRN			
Log No	Action	Lead(s)	Deadline
33	To be discussed at the next meeting.	D Jackson	05/12/2008

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12. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
34	<p>Mr Melling presented the latest CWT. He noted that as part of the Cancer Reform Strategy the new dataset will not include adjustments. Mr Melling presented the unadjusted data so members could see a 'worse case' scenario for their Trust.</p> <p>Mr Melling is holding a workshop to support the new CWT standards that will take place on Tuesday 16th September 2008, 12.30pm at Weetwood Hall, Leeds.</p> <p>To keep the group updated on the CWT for Colorectal cancer.</p>	P Melling	05/12/2008
13. Educational Event			
Log No	Action	Lead(s)	Deadline
35	<p>The YCN Colorectal Group Educational Event has been scheduled to take place on Friday 5th December 2008 at the Pavilions of Harrogate, Great Yorkshire Showground.</p> <p>It was agreed to reschedule the next meeting due to take place on 11th December and hold it prior to the educational event.</p> <p>*** PLEASE NOTE DUE TO A CLASH WITH THE LTHT SURGICAL EVENT THE NSSG EVENT AND MEETING WILL NOW TAKE PLACE ON FRIDAY 16TH JANUARY****</p> <p>To circulate the programme and registration form for the educational event.</p>	L Carroll	05/12/2008
14. YCN Management Board Colorectal NSSG Presentation			
Log No	Action	Lead(s)	Deadline
37	<p>Mr Harrison informed the group that he has been invited to present at the YCN Management Board meeting on 1st October 2008.</p>	J Harrison	01/10/2008
14.1 Gap Analysis - feedback			
Log No	Action	Lead(s)	Deadline
36	<p>The Trust responses to the Colorectal gap analysis have been collated and will be presented to the YCN Management Board in October 2008.</p> <p>A response from Leeds and York is still being awaited.</p> <p>To submit the gap analysis to the YCN.</p>	Leeds and York MDT Lead	12/08/2008
15. Any Other Business			
Log No	Action	Lead(s)	Deadline
38	<p>To inform members of the rescheduled meeting date.</p>	L Carroll	05/12/2008

Date of Next Meeting(s)

Friday 16th January 2009 9:00 am
Pavilions of Harrogate, Great Yorkshire Showground, Harrogate

Friday 16th January 2009 9:30 am
Pavilions of Harrogate, Great Yorkshire Showground, Harrogate [Educational Event]

Thursday 19th March 2009 10:00 am
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 17th June 2009 10:00 am
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 15th September 2009 10:00 am
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Friday 11th December 2009 9:00 am
Pavilions of Harrogate, Great Yorkshire Showground, Harrogate []