

**Actions of the meeting held on  
Wednesday 17 June 2009, 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 D Kellet	Bradford Teaching Hospitals NHS Foundation Trust
Ms P Pickersgill	Calderdale and Huddersfield NHS Foundation Trust
Dr A Gledhill	Harrogate and District NHS Foundation Trust
Mrs M Jennings	
Mr I Botterill	Leeds Teaching Hospitals NHS Trust
Dr C Chu	
Mr P Finan	
Dr A Guthrie	
Ms J Hemingway	
Dr O Rotimi	
Mr A Young	
Mr C Macklin	Mid Yorkshire Hospitals NHS Trust
Ms C Holman	User Partnership Group
Ms D Burwell	York Hospitals NHS Foundation Trust
Mr S Stojkovic	
Mrs C Ferguson	Yorkshire Cancer Network
Mrs M Holland	
Mr P Melling	
Mrs L White	
Ms F Halstead	Yorkshire Cancer Research Network

**Apologies**

Mr D Alexander, Mr J Ausobsky, Dr A Conn, Dr J Dent, Mr S Duffy, Mr J Griffith, Mr J Harrison, Mr P Holdsworth, Dr C Kay, Dr D Sebag-Montefiore, Mr B Tinkler

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
1	As Mr Harrison was unable to attend and Chair this meeting Mr Botterill agreed to do so.  Introductions were made round the table.	N/A	N/A
<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
2	The Action Log of the last meeting was agreed as an accurate record.	N/A	N/A

<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
4	<p>Mr Botterill informed members that the downloading of the minimum dataset for colorectal cancer is now happening in Leeds, however still needs to be resolved at Bradford.</p> <p>It is anticipated that criteria for referral of liver resections will be available by September 2009.</p> <p>It was reported that Bradford, Harrogate, York and Dewsbury part of Mid Yorks have an Enhanced Recovery Programme.</p>	N/A	N/A
<b>3.1 Vice Chair</b>			
Log No	Action	Lead(s)	Deadline
3	<p>Mr Botterill informed the group that Mr Griffith has had to step down as Vice Chair of the Group due to his increasing commitments with regards to the National Training Scheme for Laparoscopic Colorectal Surgery. Mr Botterill was asked by Mr Harrison if he was willing to become Vice Chair.</p> <p>Mrs White to update membership to reflect this.</p>	L White	24/06/2009
<b>4. Familial Bowel Cancer Guidelines</b>			
Log No	Action	Lead(s)	Deadline
5	<p>Dr Chu tabled and summarised the new proposed BSG screening criteria. She acknowledged that the implementation of the guidelines may increase work capacity.</p> <p>Following a group discussion it was agreed that it would be beneficial to develop Network guidelines/criteria for follow-up after cancer.</p> <p>Dr Chu asked if members could send her examples of difficult/high risk cases that she could review. It was proposed that she then meets with Mr Harrison to produce the draft criteria.</p> <p>To circulate the referral criteria for comments.</p>	C Chu / L White	Review 15/09/2009
<b>5. Audit</b>			
<b>5.1 CR07</b>			
Log No	Action	Lead(s)	Deadline
6	<p>Dr Guthrie gave an overview on the progress to date on the CR07 audit.</p> <p>Mr Melling presented the findings of the questionnaire completed by all units at the start of the audit regarding their policy for rectal cancer radiotherapy.</p> <p>Dr Guthrie informed members that Dr Sebag-Montefiore will be contacting each unit Lead to arrange a telephone conference to discuss any issues/problems colleagues are having collecting the data.</p> <p>It was reiterated that Mr Melling will be collecting the forms on a regular basis from the MDT co-ordinators. It was suggested that the radiologists do keep copies of the forms.</p> <p>To circulate presentation with the action log.</p>	L White	24/06/2009
7	To keep members updated on the CR07 audit and contact units to arrange a telephone conference.	A Guthrie & D Sebag-Montefiore	Ongoing

<b>5. Audit</b>			
<b>5.2 Audit of Liver Mets</b>			
Log No	Action	Lead(s)	Deadline
8	<p>Dr Morris tabled and summarised Form X: MDT Form for Colorectal Liver Metastases. This form is to be completed at the MDT when any patient is presented with liver mets. It was proposed that this is undertaken for 6 months, commencing in September 2009.</p> <p>Members acknowledged that this should be included on PPM.</p> <p>To amend the form following the group discussion and send to Mrs White for circulation to the group.</p>	A Morris	Review next meeting
<b>5.3 National Bowel Cancer Audit - presentation</b>			
Log No	Action	Lead(s)	Deadline
9	<p>Mr Finan gave a presentation on the National Bowel Cancer Audit.</p> <p>Data collected for August 2008 - July 2009 is to be submitted by December 2009. Mr Finan encouraged members to ensure they collect all the data items required.</p> <p>A group discussion followed.</p> <p>Unit specific data (case ascertainment and completeness) will be available from September 09.</p> <p>Mr Finan clarified that data can be submitted for different patients at different times but recommended that data on the same patient is submitted at the same time. It was noted that data can also be submitted at any time during the year.</p> <p>To circulate presentation with the action log.</p>	L White	24/06/2009
<b>6. Nursing</b>			
Log No	Action	Lead(s)	Deadline
10	<p>Mrs Jennings informed members that the patient satisfaction surveys have been completed noting that there has been a very good response rate.</p> <p>The patient information pathways are now complete. The group has agreed to keep these in the patient notes and audit this process in six months time.</p> <p>Members agreed that it would be beneficial to hold an half day educational session on Vaginal Stenosis following pelvic radiotherapy.</p> <p>To keep members updated on the work of the Nurses Group.</p>	M Jennings	15/09/2009
<b>7. User Involvement</b>			
Log No	Action	Lead(s)	Deadline
11	<p>Ms Holman reported that she is a Service User representative on the NICE Guidelines development group for the diagnosis and management of colorectal cancer.</p> <p>As a member of this group she is unable to discuss anything due to confidentiality reasons. Ms Holman raised her concern that service users were not offered any appropriate support / someone to talk to should they require it.</p> <p>Mrs Jennings has spoken to Mr Sloane, User Involvement Facilitator regarding this and will be in contact with Ms Holman to discuss this further.</p> <p>Ms Holman will raise this will NICE again.</p>	C Holman	15/09/2009

<b>8. Service Improvement</b>			
Log No	Action	Lead(s)	Deadline
<b>12</b>	<p>Mrs Holland informed members that a number of aspects of the Group's pathway/service improvement activity had attracted both interest and financial support from the National Cancer Action Team. This includes translation of the agreed NSSG pathways into PCT service contracts, costing of colorectal pathways and undertaking detailed work regarding one of the pathway quality criteria i.e. proportion of patients presenting as emergencies, to gain an understanding of patient history prior to presentation. Mrs Holland explained that in support of this work Bradford were going to undertake a detailed audit of patient journeys through their colorectal service. This would support subsequent work to apply costing information to patient pathways.</p> <p>In relation to the emergency admissions study, Mrs Holland asked for a volunteer surgeon(s) to act as a clinical advisor to the study. Mr Botterill volunteered.</p> <p>To keep members updated on Service Improvement work.</p>	J Ausobsky	Ongoing
<b>8.1 York Model</b>			
Log No	Action	Lead(s)	Deadline
<b>13</b>	It was agreed to defer this to the next meeting.	L White	15/09/2009
<b>9. National Update - Laparoscopic surgery</b>			
Log No	Action	Lead(s)	Deadline
<b>14</b>	<p>Mrs Holland ensured members had received the email circulated on the 12th June 09 requesting MDTs to complete a baseline assessment form on Laparoscopic surgery. The CAT have asked for this information to be formally submitted to them by 30th June 09.</p> <p>Responses have been received from York, Mid Yorks and Calderdale &amp; Huddersfield. Calderdale &amp; Huddersfield noted that they have additional information to send.</p> <p>Mrs White to resend the email.</p>	L White	18/06/2009
<b>15</b>	To send Mrs White the completed baseline assessment for by 30th June 2009.	MDT Leads / Laparoscopic Lead	30/06/2009
<b>10. Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
<b>16</b>	<p>Mr Melling presented the latest CWT data.</p> <p>It is anticipated that the CWT national threshold for each of the targets will be published in July 2009.</p> <p>To circulate the 2007 &amp; 2008 Cancer Waiting Times full year performance with the Action Log.</p>	P Melling & L White	24/06/2009
<b>11. YCRN</b>			
Log No	Action	Lead(s)	Deadline
<b>17</b>	To circulate the YCRN Colorectal Clinical Trials portfolio performance report with the action log.	L White	24/06/2009

**Date of Next Meeting(s)**

Tuesday 15th September 2009 10:00am

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

Friday 11th December 2009 9:00am

Pavilions of Harrogate, Great Yorkshire Showground, Harrogate []