

**Present:**

Mrs E Benson	Airedale NHS Trust
Mr R Khan	
Dr C Bradley	Bradford Teaching Hospitals NHS Foundation Trust
Mr J Davies	
Ms D Kellet	
Dr A Buxton	Harrogate and District NHS Foundation Trust
Mr J Harrison	
Ms M Jennings	
Mr I Botterill	Leeds Teaching Hospitals NHS Trust
Dr A Guthrie	
Ms J Hemingway	
Mr C Macklin	Mid Yorkshire Hospitals NHS Trust
Mrs E Vickerstaff	NHS North Yorkshire and York
Ms C Holman	User Partnership Group
Ms D Burwell	York Hospitals NHS Foundation Trust
Mrs C Ferguson	Yorkshire Cancer Network
Miss D Mallinson	
Mr P Melling	
Mrs F Halstead	Yorkshire Cancer Research Network

**Apologies**

Mr J Ausobsky, Dr A Conn, Dr M Crawford, Dr J Dent, Dr C Kay, Mr D Leinhardt, Ms C Moriarty, Dr O Rotimi, Professor M Seymour, Mr S Stojkovic, Mr A Young

<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. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
2	<p>• Patient Issues</p> <p>C Holman briefly discussed the NICE Guidelines. Patient expectation of follow-up care were pointed out and the gaps between professional's views and patient expectations from follow-up. M Jennings notified the group that work is to be carried out on this gap.</p> <p>C Holman expressed concern over the lack of patient perspective in research other than in Quality of Life surveys, which do not fully look at all aspects of patient experience.</p> <p>C Holman to feedback patient experience issues to NICE.</p>	C Holman	N/A

<b>3. Matters arising</b>			
<b>3.1 Vice Chair</b>			
Log No	Action	Lead(s)	Deadline
3	J Harrison informed the group that J Davies will now be appointed as Vice Chair for the group.	N/A	N/A
<b>4. Peer Review</b>			
Log No	Action	Lead(s)	Deadline
4	<p>P Melling discussed the Colorectal Measures which have been circulated to the group.</p> <p>The NSSG Colorectal Group will be part of Self Assessment Peer Review in August 2010.</p> <p>The group were notified that MDTs and NSSGs will also undergo Internal Validation in September 2010.</p> <p>P Melling gave an update to the group, indicating that key documents need to be agreed by the next Group meeting for each MDT/Group; Operational Policy, Annual Report, Work Programme and Terms of Reference and Constitution.</p> <p>The group agreed on the Network-wide Datasets and Audits.</p> <p>P Melling informed the group that the main contact for Peer Review at the Network is Helen Ryan.</p> <p>I Botterill and J Davies to construct required Peer Review documents.</p>	I Botterill/J Davies	Review 22/06/2010
5	One attendee from each MDT is required to attend the June meeting	MDTs	22/06/2010
<b>5. Audit</b>			
<b>5.1 CR07 Update</b>			
Log No	Action	Lead(s)	Deadline
6	<p>The group were notified that the CR07 Audit has been agreed and should be completed by June.</p> <p>The group agreed that the collection and quality of data was acceptable.</p> <p>To complete the write up of the audit and omit any gaps.</p>	A Guthrie/P Melling	20/06/2010
<b>5.2 National Bowel Cancer Audit</b>			
Log No	Action	Lead(s)	Deadline
7	<p>P Melling reminded the group that the National Bowel Cancer Audit deadline will be December 2010 data.</p> <p>J Harrison notified the group that the results of the National Bowel Cancer Audit will presumably be published in-line with the annual meeting in July.</p> <p>To update the group on the progress of the audit at the next meeting</p>	P Melling	Ongoing

<b>5. Audit</b>			
<b>5.3 Audit of liver mets - update</b>			
Log No	Action	Lead(s)	Deadline
8	<p>P Melling presented an email to the group from A Guthrie, informing the group that forms are still being received and this will continue until August.</p> <p>P Melling informed the group that a cross check against the Cancer Waiting Times data has been performed to look into subsequent treatments for Liver Mets across the Network as this is now included in CWT data.</p> <p>To collate and cross reference Liver Mets data.</p>	A Guthrie	Review 22/06/2010
<b>5.4 NAEDI Emergency Presentation Audit</b>			
Log No	Action	Lead(s)	Deadline
9	<p>C Ferguson informed the group that the Cancer Reform Strategy requested that the group address not just the treatment phase of journeys but also pre-treatment and follow-up and survivorship therefore the Pathway is to be broadened.</p> <p>The group discussed a national piece of work which is currently underway; focusing on the Journey of Colorectal Emergencies (Audit).</p> <p>F Stephenson and M Holland to continue progressing the Audit and to feedback to the group in June/July</p>	F Stephenson/M Holland	Review 22/06/210
<b>6. Service Improvement</b>			
Log No	Action	Lead(s)	Deadline
10	<p>The group discussed the poor attendance of the previous Service Improvement meeting and the national funding around the costing of the Colorectal Pathway.</p> <p>A dedicated post at Bradford has been created looking into patients coming in on 2 Week Wait (2WW), all patients with Colon or Rectal cancer regardless of their route and also a snapshot of all referrals into the colorectal service.</p> <p>J Ausobsky to contact all MDTs to request snapshots of their 2 Week Wait Referrals, from point of receipt to achieving a diagnosis.</p>	J Ausobsky	22/06/2010
11	To collate results of the 2 Week Wait Referrals and Colorectal service for feedback at a conference in July.	C Ferguson	22/06/2010
<b>6.1 NAEDI Update</b>			
Log No	Action	Lead(s)	Deadline
12	<p>C Ferguson informed the group that a survey of Public Awareness of Signs and Symptoms of Cancer is being funded nationally.</p> <p>The group was notified that the results of the local survey work is currently being analysed and the results should be available at the end of April.</p> <p>To feedback and discuss the results at the next meeting.</p>	M Holland/F Stephenson	22/06/2010
<b>6.2 Pathway audit update</b>			
Log No	Action	Lead(s)	Deadline
13	To update the group at the next meeting in June.	J Ausobsky	Ongoing

<b>6. Service Improvement</b>			
<b>6.3 Follow up review</b>			
Log No	Action	Lead(s)	Deadline
<b>14</b>	<p>C Ferguson informed the group that there is an expectation that all NSSGs should review their follow-up processes.</p> <p>The group were told that J Griffith has joined a national group regarding follow-up which will be informed by gaining a better understanding of local practice.</p> <p>The group agreed that more interaction with J Griffith is required for the previously circulated questionnaire.</p> <p>All MDTs to return completed survey which was previously circulated on behalf of J Griffith.</p>	All MDTs	26/05/2010
<b>15</b>	J Griffith to present questionnaire results at the next meeting in June.	J Griffith	22/06/2010
<b>7. Nursing</b>			
<b>7.1 Update on patient information prescriptions</b>			
Log No	Action	Lead(s)	Deadline
<b>16</b>	<p>M Jennings discussed Patient Information Prescriptions. The group agreed that there were problems with paper notes however the introduction of PPM will help resolve these problems.</p> <p>P Melling informed the group that Bradford and Calderdale and Huddersfield both have full PPM Read Rights, however this is not yet rolled out across all teams. It was discussed that all localities will eventually be using PPM with the exception of York, however there are plans in place to link PPM with York's system so that information can flow across all localities.</p> <p>To keep the group updated on the use of PPM across localities.</p>	P Melling	Ongoing
<b>7.2 Patient Satisfaction Surveys - feedback</b>			
Log No	Action	Lead(s)	Deadline
<b>17</b>	<p>M Jennings informed the group that C Sloane will be giving feedback to the Nurses Colorectal group at the April meeting.</p> <p>The group were notified that the Survey can be used for Self Assessment as part of Peer Review.</p> <p>M Jennings to gather feedback for the June meeting.</p>	M Jennings	22/06/2010
<b>7.3 Anterior Resection Guidelines</b>			
Log No	Action	Lead(s)	Deadline
<b>18</b>	<p>M Jennings asked the group for comments on the Anterior Resection Guidelines.</p> <p>Feedback from group members to be sent to M Jennings/John Harrison.</p>	M Jennings/J Harrison	26/05/2010
<b>8. Discussion - re follow-up for patients who have had liver metastases</b>			
Log No	Action	Lead(s)	Deadline
<b>19</b>	<p>The group discussed the criteria/guidelines for the referral of patients with a 5 year post liver met resection. G Toogood will be presenting the new National Guidelines at the next meeting.</p> <p>G Toogood to present the Guidelines to the group at the next meeting.</p>	G Toogood	26/06/2010

<b>9. Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
<b>20</b>	<p>P Melling presented the latest CWT results and targets to the group. He noted that everyone is now achieving fast-track to be seen within 14 days.</p> <p>The group were informed that the policy has now been changed over what can be referred back to GPs for 2WW, mainly regarding the changes to rules for cancellations and DNAs.</p> <p>To keep the group updated on CWT targets.</p>	P Melling	22/06/2010
<b>10. Social &amp; geographical factors affecting stage at presentation &amp; access to treatment for colorectal cancer</b>			
Log No	Action	Lead(s)	Deadline
<b>21</b>	<p>M Crawford was unable to attend the meeting therefore no presentation was given.</p> <p>To circulate any relevant information.</p>	M Crawford/D Mallinson	22/06/2010
<b>11. Guidelines Review</b>			
Log No	Action	Lead(s)	Deadline
<b>22</b>	<p>It was explained that all guidelines should be written and agreed at the June meeting.</p> <p>The group decided that M Steward and G Radhakrishna would be the best candidates to construct the guidelines for Early Rectal Cancers.</p> <p>C Ferguson suggested that the workload should be divided up to be progressed between meetings.</p> <p>G Toogood to present the Liver Mets guidelines to the group at the next meeting.</p>	G Toogood	22/06/2010
<b>23</b>	To contact individuals and groups to allocate the Guidelines workload.	J Harrison/I Botterill	Ongoing
<b>24</b>	To contact M Stuart and G Radhakrishna to confirm the construction of the Early Rectal Cancer guidelines.	I Botterill	Review 22/06/2010
<b>11.1 Radiology</b>			
Log No	Action	Lead(s)	Deadline
<b>25</b>	<p>A Guthrie updated the group about the progress in the Radiology Guidelines review.</p> <p>To construct radiology guidelines inline with Peer Review</p>	A Guthrie	Review 22/06/2010
<b>11.2 Laparoscopic</b>			
Log No	Action	Lead(s)	Deadline
<b>26</b>	<p>The development of Stenting Guidelines was discussed and the group decided that C Kay would be best suited to producing these.</p> <p>P Melling informed the group that a list of Stenting Personnel is required.</p> <p>J Harrison to contact C Kay with regards to the production of the Stenting Guidelines.</p>	J Harrison	Review 22/06/2010

<b>11. Guidelines Review</b>			
<b>11.3 Establishment of a Working Group on Laproscopic Colorectal Surgery</b>			
Log No	Action	Lead(s)	Deadline
27	<p>J Davies discussed the assessment of Laparoscopic Colorectal Surgery used across the region. J Griffith created and distributed a questionnaire to help define what is meant by completed laparoscopically.</p> <p>J Harrison notified the group that a meeting for the new sub-group looking at Laparoscopic Colorectal will follow shortly.</p> <p>D Mallinson to circulate the questionnaire regarding laparoscopic surgery produced by J Griffith.</p>	D Mallinson	18/05/2010
28	The group is to give feedback from the questionnaire and new sub-group at the next meeting in May.	All	22/06/2010
<b>12. YCRN</b>			
Log No	Action	Lead(s)	Deadline
29	<p>F Halstead informed the group of outcomes from the YCRN Performance Report. Recruitment and Comparison of Networks were shown to the group and comments were taken.</p> <p>To keep members updated on the YCRN Clinical Trials Portfolio.</p>	F Halstead	22/06/2010
<b>12.1 Rectal Cancer Trials: Copernicus and Aristotle</b>			
Log No	Action	Lead(s)	Deadline
30	<p>It was agreed the topic will be discussed at the next meeting in June.</p> <p>To circulate any relevant papers to the group prior to D Sebag-Montefiore presenting at the next meeting in June.</p>	D Sebag-Montefiore/D Mallinson	10/06/2010
<b>13. AOB</b>			
Log No	Action	Lead(s)	Deadline
31	<p>The group discussed TNN7 and the expanding of sub-categories of the TNN staging.</p> <p>The group were notified that at present, all pathologists are working to TNN5. The Royal College of Pathologists recommends that TNN7 should not be accepted yet, due to the definition changes. It was also recommended that TNN5 should be used until a decision is made in June on which TNN to adopt.</p> <p>The group was advised that if an un-interpretible TNN stage is found, the pathologist should be contacted as the TNN edition may have been changed.</p>	D Kellet	N/A
32	<p>J Harrison addressed the group regarding the educational event which was due to take place in February, but was cancelled due to the poor number of registrations.</p> <p>There was support for the possibility of another educational event and the group discussed reasons as to why the event had a poor registration figure.</p> <p>A Guthrie notified the group that the Colorectal group should hold 1 event per year according to the Work Programme.</p> <p>To look into holding an educational event later in the year.</p>	N/A	Review 22/06/2010

<b>13. AOB</b>			
<b>13.1 Jon Harrison - last NSSG meeting as Chair. Handover to Ian Botterill</b>			
Log No	Action	Lead(s)	Deadline
<b>33</b>	J Harrison informed the group that I Botterill has now been appointed as Chair for the group. The Group thanked J Harrison for his hard work and commitment whilst Chair of the group.  The group were also notified that J Davies would now take over as Vice Chair of the group.  I Botterill to chair the next meeting in June.	I Botterill	N/A

**Date of Next Meeting(s)**

Tuesday 22nd June 2010 10:00am

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

Tuesday 19th October 2010 10:00am

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