

**Actions of the meeting held on
Tuesday 18 October 2011, 10:30**

Yorkshire Cancer Network

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

Present:

Mr R Khan	Airedale NHS Foundation Trust
Dr G Bromley	Bradford Teaching Hospitals NHS Foundation Trust
Mr J Griffith	
Mr S Anwar	Calderdale and Huddersfield NHS Foundation Trust
Dr A Buxton	Harrogate and District NHS Foundation Trust
Ms M Jennings	
Mr D Leinhardt	
Mr I Botterill (Chair)	Leeds Teaching Hospitals NHS Trust
Dr P Hatfield	
Mr A Young	
Mr C Macklin	Mid Yorkshire Hospitals NHS Trust
Mr M Rogers	
Ms D Burwell	York Teaching Hospital NHS Foundation Trust
Mr S Stojkovic	
Ms H Wilson	
Mr N Woodcock	
Mrs C Ferguson	Yorkshire Cancer Network
Mrs M Holland	
Mr P Melling	
Mrs L White	
Ms E Chambers	Yorkshire Cancer Research Network

Apologies

Dr C Bradley, Mr J Davies, Dr J Dent, Dr A Guthrie, Mrs F Halstead, Dr C Kay

1. Welcome & apologies			
Log No	Action	Lead(s)	Deadline
20	Introductions were made round the table.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
21	The Action Log of the last meeting was agreed as an accurate record.	N/A	N/A

3. Matters arising			
Log No	Action	Lead(s)	Deadline
22	<p>Pathology Costing's</p> <p>I Botterill has asked the LTHT Cancer Manager to clarify the breakdown of costing's for pathology review.</p> <p>A Buxton informed the group that LTHT are currently working on the estimated numbers involved.</p> <p>To keep members updated on this work.</p>	A Buxton	Ongoing
3.1 Educational Event			
Log No	Action	Lead(s)	Deadline
23	<p>I Botterill tabled a draft programme for the Educational Event taking place on Friday 10th February 2012.</p> <p>As this is a combined Network and Association of Coloproctology Chapter Event (ACP) it was noted that the ACP may provide a £1000 funding towards the costs if necessary.</p> <p>It is anticipated that the sponsorship and delegate fee will cover the cost of the event.</p> <p>Concerns were raised that the programme was very LTHT and too surgically focused. I Botterill agreed to revisit the programme.</p> <p>To send any ideas on the draft programme to I Botterill via L White by 1/11/2011.</p>	All	1/11/2011
3.2 Sequence of cardiac and colorectal cancer surgery in patients who need both			
Log No	Action	Lead(s)	Deadline
24	<p>I Botterill and Dr J Berridge (Cons Cardiac Anaesthetist, LGI) have drafted Anaesthetic advice re cardiac disease and bowel cancer surgery for inclusion in the Colorectal Clinical Guidelines.</p> <p>J Griffith agreed to share the guidance with the Medical Management Committee to confirm that they are in support of this as a minimum standard.</p>	J Griffith	01/11/2011
25	Comments on the guidance to be sent to L White by 1/11/2011.	All	01/11/2011
4. Guidelines			
4.1 Polyp follow up - differences between BSG and latest NICE guidelines			
Log No	Action	Lead(s)	Deadline
26	<p>J Griffith reported that by early 2012 there would be a position statement from the ACP on the Management of Malignant polyps.</p> <p>The group agreed to await this statement.</p>	All	Review March meeting
4.2 Referral Guidelines for Early Rectal Cancer			
Log No	Action	Lead(s)	Deadline
27	<p>Mr M Steward & Mr J Robinson have kindly updated the referral Guidelines for Early Rectal Cancer.</p> <p>To circulate the updated guidelines for final comments and agreement by 01/11/2011.</p>	L White	01/11/2011

4. Guidelines			
4.2 Referral Guidelines for Early Rectal Cancer			
Log No	Action	Lead(s)	Deadline
28	It was agreed that people involved in the TREC trial could help in the production of standardised follow-up guidelines. J Griffith agreed to discuss this further with S Bach.	J Griffith	01/11/2011
4.3 Management of liver Mets			
Log No	Action	Lead(s)	Deadline
29	G Toogood has agreed to write guidelines on the Management of liver mets. To await the updated guidelines.	L White	14/03/2012
5. Service Improvement			
Log No	Action	Lead(s)	Deadline
30	J Griffith gave an overview of the work being undertaken by the Pathway Development group. The group has agreed minimum service criteria for the management of FT referrals (Diagnosis) and will be circulating a draft guideline. Further discussion on Survivorship will take place at a future meeting. To circulate the draft guideline and Pathway Development Actions with the Action Log.	L White	01/11/2011
6. Audit			
6.1 CR07 (WP 5.4)			
Log No	Action	Lead(s)	Deadline
31	It was reported that E Morris is now analysing the data collected for the CR07 trial. The group agreed that they would like the data presenting at the next meeting. I Botterill to contact A Guthrie to see if the data can be presented at the next meeting.	I Botterill	14/03/2011
6.2 NBoCap Audit			
Log No	Action	Lead(s)	Deadline
32	Unfortunately P Finan was unable to attend the meeting to discuss NBoCAP. P Melling reminded members that the deadline for submission of data was December 2011. He advised Trusts not to leave it too close to the deadline to begin upload.	N/A	N/A

6. Audit			
6.3 Liver mets audit - results			
Log No	Action	Lead(s)	Deadline
33	<p>A Young gave a presentation on the results from the liver mets audit.</p> <p>A group discussion followed.</p> <p>Members agreed that it would be beneficial if the hepatic surgeons could produce guidance on the referral of patients. I Botterill agreed to contact A Guthrie and colleagues to clarify what the PET scanning standardised requirements are.</p> <p>It was suggested that they monitor any repetition of scans and the reasons why repeats occur.</p> <p>To circulate the presentation with the Action Log.</p>	L White	01/11/2011
34	I Botterill agreed to contact A Guthrie and colleagues to clarify what the PET scanning requirements are.	I Botterill	01/11/2011
7. NSSG Agreed Minimum Dataset			
Log No	Action	Lead(s)	Deadline
35	The group agreed that the Colorectal NSSG agreed minimum dataset will continue to be the Cancer Waiting Times Data, The Cancer Registry Dataset and the NBoCAP audit.	N/A	N/A
8. Campaigns to promote earlier diagnosis of cancer			
Log No	Action	Lead(s)	Deadline
36	<p>T Fielding and F Stephenson gave an overview of the work being undertaken as part of the National Bowel Cancer symptom awareness campaign that will run for 8 weeks from the end of January 2012.</p> <p>He highlighted that secondary care needed to plan for at least a 50% increase in 2 week wait referrals during the campaign period, expecting numbers to peak in March 2012 and then to reduce considerably during April and May.</p> <p>It was emphasised that there is no additional funding to pay for this increase in demand and this should be worked into next year's contract planning process.</p> <p>To circulate the summary of actions from the meeting taking place on 24th October, hosted by the DH, with representatives from the SHA clusters, Cancer Networks and other stakeholders.</p>	T Fielding and F Stephenson	01/11/2011
9. Peer Review			
Log No	Action	Lead(s)	Deadline
37	L White to circulate the Work Programme, Annual Report and .Constitution, ToR and Membership with the Action Log for formal agreement by the group.	L White	01/11/2011
38	<p>The Clinical Lines of Enquiry will be addressed within the Peer Review Self Assessment form.</p> <p>To send I Botterill the Self Assessment form for completion.</p>	L White and N Horseman	01/12/2011

11. Nurses Update			
Log No	Action	Lead(s)	Deadline
39	<p>The nurses reported that the Generic Distress Thermometer (Psychological Assessment Tool) has been finalised and is now available on the YCN website.</p> <p>The group have just reviewed and updated the Patient Information Prescription which will be made available on the YCN website within the next couple of weeks.</p> <p>Concerns were raised regarding poor attendance at the Nurses meetings. It has been noted that only a small number of the same nurses attend the meetings and get involved in the work streams.</p> <p>The nurses group are actively trying to recruit service users.</p> <p>I Botterill and the group emphasised the importance and their support that the nurses should endeavour to attend the nurses meetings.</p> <p>I Botterill to write to the Lead Nurses to ask that they encourage at least one nurses representative from each Trust to attend the meetings.</p>	I Botterill	01/11/2011
12. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
40	<p>P Melling gave an overview of the CWT data including survival data.</p> <p>To Circulate the presentation with the Action Log.</p>	L White	01/11/2011
13. YCRN			
Log No	Action	Lead(s)	Deadline
41	<p>E Chambers gave an overview of the Colorectal Clinical trials portfolio Performance Report.</p> <p>It was noted that the regional figures are biased as the figures don't take into consideration the recruitment onto more challenging studies.</p> <p>To keep members updated on the recruitment into trials.</p>	YCRN	Ongoing
14. AOB			
Log No	Action	Lead(s)	Deadline
42	<p>I Botterill ensured members had received the paper from the Journal of Clinical oncology on Magnetic Resonance Imaging–Detected Tumour Response for Locally Advanced Rectal Cancer Predicts Survival Outcomes: MERCURY Experience.</p> <p>The National Trials meeting is taking place on 12th March 2012.</p> <p>R Khan agreed to share the STT Colonoscopy - telephone proforma used at Airedale.</p> <p>R Khan to send proforma to L White for circulation to the group.</p>	R Khan	01/11/2011

Date of Next Meeting(s)

Friday 10th February 2012 9:00am

Pavilions of Harrogate, Great Yorkshire Showground, Harrogate [EVENT]

Wednesday 14th March 2012 10:30am

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

Monday 9th July 2012 10:30am

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

Tuesday 16th October 2012 10:30am

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