

**Actions of the meeting held on
Friday 19 January 2007, 09:00**

Yorkshire Cancer Network

YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Present:

Ms C Parkinson	Airedale NHS Trust
Mrs B Hurst	Bradford Teaching Hospitals NHS Foundation Trust
Prof P O'Donovan	
Mr C Choy	Calderdale and Huddersfield NHS Foundation Trust
Dr B Crosse	
Ms P Marsden	
Ms M Webb	Harrogate and District NHS Foundation Trust
Dr D Alison	Leeds Teaching Hospitals NHS Trust
Mr T Broadhead	
Mr J Buxton	
Dr R Cooper	
Ms C Downes	
Ms W Gregory	
Dr G Hall	
Mr R Hutson	
Mr D Nugent	
Dr J Orton	
Mr S Saidi	
Dr J Spencer	
Ms S Waller	
Dr A Andrew	York Hospitals NHS Trust
Mr B Hunter (Chair)	
Ms L Jackson	
Mrs M Holland	Yorkshire Cancer Network
Mr P Melling	
Ms F Stephenson	
Ms N Thornton	Yorkshire Cancer Research Network

1. Apologies

Mr P Brunskill, Dr M Crawford, Mr S Duffy, Mr G Hunter, Mr G Lane, Dr T Perren, Mr B Tinkler, Ms R Wells, Dr N Wilkinson

3. Matters arising			
Log No	Action	Lead(s)	Deadline
1	PPM Mr. Duffy, Mr. Waugh and Dr. Hall are currently looking at the roll-out of PPM across the Units within the YCN. To discuss with Cancer Information Teams at each Trust the process for populating PPM with local data.	P Melling	February 2007
2	SOP To review the Leeds Cancer Centre Gynaecological Oncology MDT Standard Operating Procedure, ensuring that it includes a statement that all patients should be registered centrally on PPM (even though not all will require a central MDT discussion).	T Perren	April 2007

3. Matters arising			
Log No	Action	Lead(s)	Deadline
3	Audit To carry out Network audit projects on the role of staging MR in endometrial cancer and/ or relapse of stage 3C ovarian cancer.	J Spencer	September 2007
4	Audit To arrange audit sub-group meeting to plan audit session in September.	P Melling & J Orton	April 2007
5	Audit To arrange an afternoon Network audit meeting following the September NSSG meeting.	C Sheard	March 2007
6	MDT Time-Out To organise a Network MDT Time-Out in place of the Network business meeting on 18th May 2007. Agenda to include the transfer of images and use of PACS, Cancer Waiting Times, breaches and lessons learned and the percentage of cases deferred due to radiology/pathology not available.	B Hunter & C Sheard	May 2007
7	Educational Event To organise an afternoon Network educational event following the MDT Time-out on 18th May 2007.	T Broadhead & B Crosse	March 2007
4. Work Programme			
Log No	Action	Lead(s)	Deadline
8	The group agreed and supported the 2 year work programme with an annual review and report on progress. To upload work programme onto YCN website.	C Sheard	February 2007
5. Update on Gynaecological Cancer Centre at St James's University Hospital			
Log No	Action	Lead(s)	Deadline
9	Concern was expressed by the group regarding the CNS review and replacement of the recently vacated post in Leeds. To write a Network letter to Trust Chief Executive and Cancer Lead copied to Jayne Upperton and Kath Oddy highlighting the concerns of the group.	B Hunter	February 2007

6. NSSG Development Programme			
Log No	Action	Lead(s)	Deadline
10	<p>A Network conference was held on 3rd October 2006 to explore governance, performance monitoring and the role of network groups.</p> <p>An invitation for expressions of interest to participate in the early work on the further development of network groups was circulated to network group chairs. Mr. Hunter nominated the YCN Gynaecology Group.</p> <p>A meeting with the Chair, Vice Chair, Service Improvement Lead, User Involvement and Patient Information Lead and Nursing Representative will be arranged to meet with the Network Team to discuss the project and agree the level of additional support the Network team can offer to support the group's development needs.</p>	C Sheard	January 2007
7. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
11	To circulate the draft timed pathways to all Units for discussion.	M Holland	February 2007
8. Any Other Business			
Log No	Action	Lead(s)	Deadline
12	<p>YCN User Involvement & Patient Information Lead</p> <p>Cheryl Downes has had to resign as YCN User Involvement & Patient Information Lead for the Gynaecology Group.</p> <p>To circulate nomination form to group members.</p>	C Sheard	February 2007
13	<p>Follow-up Guidelines</p> <p>To arrange a sub-group/ steering group meeting to discuss follow-up policies and write the YCN Gynaecology Follow-Up Guidelines following the Andy Nordin National Service Improvement Work.</p>	C Sheard	February 2007

Date of Next Meeting(s)

Friday 18th May 2007 9:00 am
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Friday 14th September 2007 9:00 am
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital