

**Actions of the meeting held on
Friday 16 May 2008, 09:00**

Yorkshire Cancer Network

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

Present:

Mrs B Hurst (Chair)	Bradford Teaching Hospitals NHS Foundation Trust
Prof P O'Donovan	
Mr C Choy	Calderdale and Huddersfield NHS Foundation Trust
Mrs P Marsden	
Dr D Scott	Harrogate and District NHS Foundation Trust
Mrs M Webb	
Dr D Alison	Leeds Teaching Hospitals NHS Trust
Mr T Broadhead	
Dr R Cooper	
Mrs A Craven	
Mrs C Downes	
Mrs W Gregory	
Dr G Hall	
Mr R Hutson	
Dr D Jackson	
Mr G Lane	
Dr J Orton	
Dr T Perren	
Mr S Saidi	
Ms S Waller	
Dr N Wilkinson	
Mr C Kremer	Mid Yorkshire Hospitals NHS Trust
Ms B Watson	
Miss R Wells	
Dr A Andrew	York Hospitals NHS Foundation Trust
Mr B Hunter	
Mrs L Jackson	
Ms L Watson	
Mrs C Irving	Yorkshire Cancer Network
Mr P Melling	
Mr B Tinkler	

Apologies

Dr B Crosse, Mrs A Crossley, Mrs M Holland, Dr D Stark, Ms F Stephenson

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
1	Members agreed that the last action log was an accurate and true account of the last meeting.		N/A

3. Matters arising			
3.10 Cervix stage 1a cases - response from MDT Leeds			
Log No	Action	Lead(s)	Deadline
2	<p>Members discussed the pathology of early cervical cancer and whether or not all units should be sending in their pathology to be reviewed centrally. Since all units currently work very differently, there's still no consensus of opinion as a unified approach would affect management. It was suggested that the decision to refer cases would be left up to the judgement of the pathologist.</p> <p>As this is an item for discussion in the pathology presentation in the audit afternoon, this will be picked up again then.</p> <p>To discuss further at the next meeting.</p>	All	12/09/2008
3.20 Named unit representation (2 each unit)			
Log No	Action	Lead(s)	Deadline
3	<p>Bill Hunter informed the group that the YCN require two named representatives from each locality, one of whom will be expected to attend gynaecology NSSG meetings and to feed back information from the meetings to their localities.</p> <p>Bill Hunter to formally write to the gynaecology MDT leads from each locality to request the two named representatives.</p>	B Hunter	23/05/2008
3.30 Clinical incident discussion (Mews scoring/CWT)			
Log No	Action	Lead(s)	Deadline
4	<p>A discussion took place around the value of sharing specific clinical cases. The group agreed to continue discussing breaches of the CWT targets.</p> <p>Members to discuss CWT breaches as and when the data becomes available.</p>	All	Ongoing

4. Feedback from centre MDT time out			
Log No	Action	Lead(s)	Deadline
5	<p>Wendy Gregory informed members that the centre MDT time out was a productive exercise.</p> <p>It was decided that one Pathologist will present all outside cases (Hot Week Pathologist). Straight forward 'others' can be added to this list. Attendance from 10.30 by other pathologists to discuss complex cases, LTHT work & Unit patients who have become LTHT patients. Patients will be discussed per surgeon with the corresponding pathologist present.</p> <p>Any MDT radiology review request should be supplied with a written explanation of the reason for the review. Cases that are not difficult or complex will be reported for the MDT but the images will not be displayed. If the surgeon who has requested the review is not present at the meeting the case will not be discussed.</p> <p>Surgeons will be present for the whole of the MDT except when theatre session dictate, however the surgeon will attend at the end of the theatre list. Surgeons will present their own cases, face the rest of the room and use microphones when possible. Clarity of the question posed will support appropriate discussion and reduce general discussion It was also suggested that when a consultant is absent, a CNS should attend in their place. Real time data entry to PPM will be supported by the Chair.</p> <p>Wendy Gregory also reported that nationally, Mike Richards is looking into the viability of MDTs and the possibility of introducing a tariff.</p> <p>Wendy Gregory to review the success of the new centre MDT rules in September and feed back to the group.</p>	W Gregory	12/09/2008
5. Terms of Reference/Work Programme			
Log No	Action	Lead(s)	Deadline
6	<p>Bill Hunter tabled the new ToR and Work Programme for the group.</p> <p>The group agreed both versions to be signed off as final. Clair Murray to post these on the YCN website.</p>	C Murray	30/05/2008
6. Nurses Update			
Log No	Action	Lead(s)	Deadline
7	<p>Beverly Hurst informed the group that all CNS now have access to a support group for patient referral and all are now able to access PPM. Claire Parkinson and Marion Webb, (Airedale and Harrogate CNS respectively) are currently looking at the possibility of running a nurse lead course preparing them to run their own nurse led clinics at Bradford university.</p> <p>A nurses study day has been organised for the 6th June which is now at full attendance.</p> <p>Members of the group were invited to speak at the nurse's time out which is held once a year. The next one is 13th October 2008.</p> <p>Members of the group to contact Beverly Hurst should they wish to speak at a nurse's time out.</p>	All	Ongoing

7. Service Improvement Development Work			
7.1 Pathway update			
Log No	Action	Lead(s)	Deadline
8	<p>Bill Hunter tabled the 4 draft pathways (cervical, endometrial, vulval and ovarian) to the group who agreed to all pathways being signed off as final versions. It was agreed that each MDT unit would be approached to sign off each pathway in addition to presenting these to the board.</p> <p>Various ways of developing quality audit measures to discuss variations was discussed and it was agreed that 3-5 key quality measures need to be identified to begin with which are easy to capture by the clinical team.</p> <p>Marlene Holland to co-ordinate presenting the pathways to each MDT unit for sign off.</p>	M Holland	30/06/2008
9	To update the group on pathway development at the next meeting.	B Hunter	12/09/2008
7.2 Unit PMB services			
Log No	Action	Lead(s)	Deadline
10	<p>Chris Kremner presented on an audit of PMB services in the Mid Yorkshire Trust.</p> <p>Bill Hunter presented on an audit of PMB services in York.</p> <p>Wendy Gregory presented on an audit of PMB services in Leeds.</p> <p>Marion Webb presented on an audit of PMB services in Harrogate.</p> <p>The group discussed the possibility of a network wide audit of PMB referrals, looking at how many are cancers.</p> <p>To explore the possibility of a network wide audit at the next meeting.</p>	All	12/09/2008
8. Follow up - update			
Log No	Action	Lead(s)	Deadline
11	<p>Bill Hunter updated the group on the follow up work on behalf of Fiona Stephenson as follows;</p> <p>Andy Nordin (Kent network) has implemented a hybrid patient initiated follow up and routine schedule for endometrial cancer which is reported to be working well, however there may be a degree of variation depending on the quality of the end of treatment interview with the provision of patient information. They have not been able to implement a system across the network in all units whereby the CNS and consultant are able to meet up to put together a patient diary.</p> <p>An audit of endometrial cancer recurrences in the first two years was discussed. The group also discussed carrying out a pilot study of endometrial cancer follow up in one unit however this has not been progressed any further as yet.</p> <p>Cheng Choy to speak to Bill Hunter to discuss taking forward a pilot study.</p>	C Choy	12/09/2008
9. Vice Chair			
Log No	Action	Lead(s)	Deadline
12	<p>Tim Broadhead agreed to become the next Vice Chair.</p> <p>Sean Duffy to formally welcome Tim Broadhead as Vice Chair.</p>	S Duffy	30/06/2008

10. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
13	Phillip Melling presented the cancer waiting times to the group and informed members of the new 31 day targets coming into effect from December 2008.		N/A

Date of Next Meeting(s)

Friday 12th September 2008 10:00am
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 20th January 2009 9:30am
Thackray Medical Museum, Leeds

Tuesday 20th January 2009 12:00pm
Thackray Medical Museum, Leeds [Educational Event]

Friday 8th May 2009 9:45am
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Friday 8th May 2009 12:30pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital
[Educational Event]

Friday 18th September 2009 9:45am
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 14th January 2010 9:30am
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 14th January 2010 12:30pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital
[Educational Event]

Tuesday 18th May 2010 9:30am
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 18th May 2010 12:30pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital
[Educational Event]

Friday 1st October 2010 9:30am
Board Room, Ground Floor, Trust HQ, St James's University Hospital

Friday 1st October 2010 12:30pm
Board Room, Ground Floor, Trust HQ, St James's University Hospital [Educational Event]