

**Actions of the meeting held on
Friday 12 September 2008, 10:00**

Yorkshire Cancer Network

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

Present:

Mrs C Parkinson	Airedale NHS Trust
Mrs B Hurst (Chair)	Bradford Teaching Hospitals NHS Foundation Trust
Prof P O'Donovan	
Dr E Millward	Calderdale and Huddersfield NHS Foundation Trust
Mrs M Webb	Harrogate and District NHS Foundation Trust
Mr T Broadhead	Leeds Teaching Hospitals NHS Trust
Mr J Buxton	
Sister K Clawson	
Mrs C Downes	
Dr G Hall	
Mr R Hutson	
Dr D Jackson	
Mr D Nugent	
Dr S Saidi	
Ms S Waller	
Ms B Watson	Mid Yorkshire Hospitals NHS Trust
Mrs M Parker	User Partnership Group
Mr B Hunter	York Hospitals NHS Foundation Trust
Mrs L Jackson	
Mrs M Holland	Yorkshire Cancer Network
Mrs C Irving	
Mr P Melling	
Mr B Tinkler	

Apologies

Dr A Andrew, Mr P Brunskill, Dr R Cooper, Dr M Crawford, Ms A Darby, Mrs W Gregory, Mr C Kremer, Mrs P Marsden, Dr D Scott, Ms L Watson, Miss R Wells, Ms M Williamson

1. Welcome, Introduction and Apologies - Board meeting			
Log No	Action	Lead(s)	Deadline
14	<p>Beverly Hurst introduced and welcomed Madge Parker to the group as a User/Patient Representative.</p> <p>Beverly Hurst reminded the group that she is to appear before the YCN Board on the 3rd December 2008 to present the group's three year Work Plan and Strategy along with the four agreed site specific pathways for approval. As the next NSSG is scheduled after this date, the group were asked if they would like to nominate a small group to meet prior to the board meeting to clarify what goes forward at the presentation.</p> <p>Beverly Hurst to contact Clair Irving with a list of people interested in joining this small group. Clair Irving to organise a date, time and venue for the group to meet.</p>	B Hurst/C Irving	14/11/2008
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
15	The action log was agreed as a true representation of the last meeting.	N/A	N/A

3. Matters arising			
3.1 Cervix stage 1a cases - response from MDT Leeds			
Log No	Action	Lead(s)	Deadline
16	<p>Beverly Hurst reminded the group of the discussions from the last meeting, which resulted in non consensus of opinion as to whether or not units should be sending their pathology to be reviewed centrally. The group were asked for any further comments and a discussion followed.</p> <p>Members agreed that the decision to refer cases will be left up to the judgement of the pathologist, however each Local MDT/MDT Co-ordinator needs to ensure that every case of diagnosed cancer is logged onto PPM.</p> <p>Units to send all diagnosed cancers to the centre MDT for registration. Units to complete an MDT referral form marked 'for registration only' to Sarah Waller.</p>	All	Ongoing
17	Beverly Hurst to sign this off as complete.	B Hurst	20/01/2009
18	All units were encouraged to take part in the Cervical Cancer Audit programme. From 1st April 2007, all units should be contributing to this.	All & P Melling	Ongoing
3.2 Named unit representation (at least 2 from each unit)			
Log No	Action	Lead(s)	Deadline
19	<p>Beverly Hurst tabled the draft list of named MDT representatives from each unit as well as each unit's Service Improvement Leads and reminded the group that this information is required for peer review. The group agreed the presented list was correct and added the names of the Service Improvement Leads which were missing.</p> <p>Clair Irving to update the list and circulate to the group with the action log.</p>	C Irving	30/09/2008
3.3 Clinical incident discussion			
Log No	Action	Lead(s)	Deadline
20	<p>Beverly Hurst opened the discussion on the educational value of bringing forward specific clinical cases that have perhaps proved difficult to manage or those that with hindsight may have been handled differently for example.</p> <p>Members agreed that this could be incorporated into an educational afternoon in 2009.</p> <p>Members to agree how specific clinical cases are included in the educational event at the time of discussing the programme.</p>	All	20/01/2009
4. Feedback from centre MDT			
Log No	Action	Lead(s)	Deadline
21	<p>Richard Hutson recapped that back in May 2008, the running order of the centre MDT was changed to increase pathologist's availability to attend and reported that overall this had been very successful. The hot pathologist dealing with the outside cases does need to ensure they are there at start.</p> <p>A discussion took place on the issue of imaging. Ideally, images need to be made available to download onto PACS two days prior to the meeting, however it is recognised that this is logistically impossible for some local MDTs. The solution of electronic transfer was raised and members agreed that to speed up this process, each unit would link with their respective Radiologists.</p> <p>All units to report any progress at the next meeting.</p>	All	20/01/2009

4. Feedback from centre MDT			
Log No	Action	Lead(s)	Deadline
22	<p>Geoff Hall informed the group that he would speak to central MDT radiology representatives.</p> <p>To report any progress at the next meeting.</p>	G Hall	21/01/2009
5. Nurses Update			
Log No	Action	Lead(s)	Deadline
23	<p>Cheryl Downes informed the group that the nurses meetings have been streamlined to three half days including a full day's time out. The group have continued to run annual study days with great success. Next years has already been booked for the 5th June 2009 which will be a full day on cervical cancer.</p> <p>Marion Webb and Claire Parkinson continue to work alongside Bradford university to develop a gynaecology oncology course for CNS with the view to broadening this to include nurses with a special interest.</p> <p>To keep the group updated.</p>	C Downes	20/01/2009
7. Pathway update			
Log No	Action	Lead(s)	Deadline
24	<p>Marlene Holland tabled the four reformatted YCN gynaecology timed pathways. Further information has been included on the requirements from the Cancer Reform Strategy in terms of survivorship, follow up and subsequent treatments.</p> <p>An appendix was also tabled and the group were asked to comment on the content of this.</p> <p>A discussion followed. Members agreed that not all cancers necessarily follow the pathways, many being much more complex. Beverly Hurst clarified that the pathways are a guide and that the appendix can be amended to reflect this.</p> <p>Marlene Holland to incorporate any agreed changes to the appendix and circulate to the group for final comments.</p>	M Holland	07/10/2008
25	<p>Members to send in any final comments on the pathway before the end of October 2008.</p>	All	31/10/2008
8. Unit PMB services - network wide audit			
Log No	Action	Lead(s)	Deadline
26	<p>Following a short discussion, the group agreed to work towards upgrading all symptomatic PMB referrals as a network policy. It was agreed that further work is required to understand capacity requirements to enable this to happen.</p> <p>To discuss this further at the next meeting.</p>	All	20/01/2009

9. Follow up - update			
Log No	Action	Lead(s)	Deadline
27	<p>Claire Parkinson delivered a short presentation on the follow up work she carried out for her masters degree and a discussion followed on the importance of preparing patient's expectations in terms of symptoms of recurrence.</p> <p>The group agreed that a follow up sub group would be formed to take this work forward (see action 31).</p> <p>To update the group on any progress at the next meeting.</p>	C Parkinson	20/01/2009
10. Meeting format			
Log No	Action	Lead(s)	Deadline
28	<p>Beverly Hurst asked the group how they would like to meet in the future in terms of meeting format, venue and times.</p> <p>Members agreed that a rolling programme of weekdays would be the best way forward and that a full day event would be scheduled, possibly at an external venue. The following dates were agreed:-</p> <p>Tuesday 20th January 2009 - NSSG & afternoon research. Possibly including local studies beyond YCRN.</p> <p>Thursday 21st May 2009 - All day event to include NSSG (possibly external venue).</p> <p>Friday 25th September 2009 - NSSG & afternoon presentations from junior colleagues.</p> <p>Beverly Hurst to confirm preferred venues and times of these meetings and to inform Clair Irving who is to book the venues.</p>	B Hurst/C Irving	01/01/2009
11. Peer Review			
Log No	Action	Lead(s)	Deadline
29	<p>Beverly Hurst reminded the group of the new peer review process. January to May 2009 will involve a self assessment process against the new gynaecology measures. Following this, an external review and verification will take place. Some will be visited by the Peer Review team. Three pieces of evidence will be required to cover all the measures which are an operational policy, a work programme and an annual report.</p> <p>Barry Tinkler advised the group that the full programme is yet to be agreed and the gynaecological measures are expected to be the full peer review alongside self assessment. Peer review for the YCN will be June 2009.</p> <p>Beverly Hurst to organise creating a working group and to inform Clair Irving of progress made.</p>	B Hurst	31/10/2008
30	<p>Clair Irving to send the latest peer review document with the action log for information.</p>	C Irving	26/01/2009

12. Work Plan			
Log No	Action	Lead(s)	Deadline
31	<p>Beverly Hurst tabled the work plan and encouraged the group to share comments on their ideas on how to set priorities and timescales to take the work plan forward.</p> <p>The group agreed to focus on four work streams for now and to take this forward in sub groups as follows, encouraging further named group members where appropriate:-</p> <ul style="list-style-type: none"> ▶ YCN Guidelines for the Management of gynaecological cancer review - Tim Broadhead agreed to lead the group. David Jackson and Beverly Hurst agreed to be part of this group at the meeting. ▶ Follow up - Claire Parkinson agreed to lead the group and to speak to Cheng Choy and Pat Marsden regarding joining the group as they weren't present at the meeting. ▶ SOP - Tim Perren agreed to lead this group and to speak to Sarah Waller amongst others regarding joining this group. ▶ Peer Review - Beverly Hurst to set up a working group to take this forward. <p>All sub groups to encourage further membership to include representation from each speciality, to develop the work and update the group on progress at the next meeting.</p>	All	20/01/2009
13. YCN Guidelines for The Management of Gynaecological Cancer			
Log No	Action	Lead(s)	Deadline
32	<p>Members agreed that these guidelines require reviewing. The group agreed that a follow up sub group would be formed to take this work forward (see action 31).</p> <p>To update the group at the next meeting.</p>	B Hurst	20/01/2009
14. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
33	<p>Phillip Melling presented the cancer waiting times to the group.</p> <p>To update the group at the next meeting.</p>	P Melling	20/01/2009
15. YCRN update			
Log No	Action	Lead(s)	Deadline
34	<p>David Jackson presented an update on the latest YCRN work.</p> <p>To keep the group updated.</p>	D Jackson	20/01/2009

Date of Next Meeting(s)

Tuesday 20th January 2009 9:00 am
Board Room, Ground Floor, Trust HQ, St James's University Hospital

Thursday 21st May 2009 9:00 am
TBC

Friday 25th September 2009 9:00 am
Board Room, Ground Floor, Trust HQ, St James's University Hospital