

Actions of the meeting held on
Tuesday 20 January 2009, 09:30

Yorkshire Cancer Network

Thackray Medical Museum, Leeds

Present:

Mrs B Hurst (Chair)	Bradford Teaching Hospitals NHS Foundation Trust
Prof P O'Donovan	
Mr C Choy	Calderdale and Huddersfield NHS Foundation Trust
Dr L Kidd	Harrogate and District NHS Foundation Trust
Mrs M Webb	
Dr D Alison	Leeds Teaching Hospitals NHS Trust
Mr T Broadhead	
Ms J Clarke	
Mrs A Craven	
Mrs A Crossley	
Mrs C Downes	
Mrs W Gregory	
Dr G Hall	
Dr D Jackson	
Ms L McArdle	
Ms S Morgan	
Dr T Perren	
Dr D Stark	
Ms S Waller	
Dr N Wilkinson	
Ms B Watson	Mid Yorkshire Hospitals NHS Trust
Miss R Wells	
Mr B Hunter	York Hospitals NHS Foundation Trust
Mrs L Jackson	
Mrs M Holland	Yorkshire Cancer Network
Mrs C Irving	
Mr P Melling	
Ms F Stephenson	

Apologies

Dr A Andrew, Sister K Clawson, Dr A Darby, Mr G Hunter, Mrs P Marsden, Mrs C Parkinson, Mr B Tinkler, Ms L Watson, Ms M Williamson

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
35	The action log from the last meeting was agreed to be an accurate record.	N/A	N/A

4. Feedback from centre MDT			
Log No	Action	Lead(s)	Deadline
36	<p>Wendy Gregory reported that following the change in running order of the Leeds MDT, an audit is currently underway to determine the success of the changes made. The audit results will be reviewed at the next Time Out on the 11th February 2009.</p> <p>Wendy Gregory agreed to circulate the action points from the last Leeds MDT Time Out to the group.</p>	W Gregory	20/02/2009
37	Wendy Gregory to update the group with the results at the next meeting.	W Gregory	08/05/2009
5. Nurses Update			
Log No	Action	Lead(s)	Deadline
38	<p>Cheryl Downes informed the group that at the last nurses' meeting the group discussed the implementation of the Supportive & Palliative Care Guidance. Marion Webb and Claire Parkinson are currently on the Gynae-oncology CNS course and there is a view to rolling this out to ward staff in the future. The information pathways are currently in development. The nurses' annual study day has been scheduled for the 5th June 2009. Information and registration details are available on the YCN website.</p> <p>To update the group on any developments at the next meeting.</p>	C Downes	08/05/2009
6. Unit PMB services - network wide audit			
Log No	Action	Lead(s)	Deadline
39	<p>Beverly Hurst asked the group for an update on current audit work. Group members confirmed that there isn't any audit work currently underway.</p> <p>Members agreed that all PMB referrals should be upgraded and a group discussion followed on the actual upgrade date used. It was agreed that this should be either the first date seen or the actual upgrade date not the referral received date. Calderdale and Huddersfield reported that they are due to start a pilot in the near future.</p> <p>To update the group with any further information if necessary at the next meeting.</p>	B Hurst	08/05/2009
7. Work Plan - updates			
7.1 YCN Guidelines for The Management of Gynaecological Cancer			
Log No	Action	Lead(s)	Deadline
40	<p>Tim Broadhead informed the group that the guidelines are currently being updated to incorporate the Royal College Guidelines. All guidelines were agreed to be ready for sign off by the May 2009 meeting.</p> <p>The following leads have been identified for each section of the guidelines:-</p> <p>Surgery - Tim Broadhead</p> <p>Non Surgical Oncology - Jane Orton & Rachel Cooper</p> <p>Pathology - Nafisa Wilkinson</p> <p>Radiology - John Spencer</p> <p>Follow up - Claire Parkinson</p> <p>Individual leads to write their section and submit to Clair Irving by Tuesday 31st March 2009.</p>	Individual Leads	31/03/2009

7. Work Plan - updates			
7.1 YCN Guidelines for The Management of Gynaecological Cancer			
Log No	Action	Lead(s)	Deadline
41	Clair Irving to compile all the chapters and circulate for comments in advance of the next meeting, ready for sign off.	C Irving	08/05/2009
7.2 Follow up			
Log No	Action	Lead(s)	Deadline
42	Beverly Hurst updated the group on behalf of Claire Parkinson who had given her apologies for the meeting. The group were informed that the evidence shows that most endometrial cancers will relapse within two years and the question being asked is should we follow up after two years and be flexible according to stage? Claire Parkinson is to continue with this work and to update the group at the next meeting.	C Parkinson	08/05/2009
43	Members with any questions relating to follow up are to contact claire.parkinson@anhst.nhs.uk.	All	08/05/2009
7.3 SOP			
Log No	Action	Lead(s)	Deadline
44	Tim Perren informed the group that this document was recently updated in January 2008 and having looked through the document, it is still representative of current practice with only minor amendments needed. Alison Craven will liaise with Tim Perren on some changes to the CNS information. Tim Perren to email the final version of this document to clair.irving@ycn.nhs.uk in time for sign off at the May 2009 meeting.	T Perren	08/05/2009
45	Clair Irving to check the current SOP on the YCN website is the January 2008 version.	C Irving	08/05/2009
7.4 Peer Review			
Log No	Action	Lead(s)	Deadline
46	Fiona Stephenson tabled a paper to show an overview of the new peer review process within the YCN and explained what this means for both the Network and localities, explaining that the focus for this group will be self assessment, internal validation and targeted visits. Locally, responsibilities historically carried out by zonal teams will now be carried out by individual trusts. Fiona Stephenson reminded the group to look at reviewing the key areas of work to ensure the measures are met and that the Network will be available to support the process. The Network Gynaecology NSSG visit will be the 26th March 2010. Two half day peer review training sessions have been scheduled to run on the 4th March from 12.30-16.30 in Leeds and on the 10th March 09.00-13.00 in Bradford. Anyone wishing to attend one of the workshops are to contact Emma Jehan at networkofficer@ycn.nhs.uk before Monday 9th February 2009.	All	09/02/2009
47	Clair Irving to attach the programme details with the action log.	C Irving	03/02/2009
48	Clair Irving to send the peer review process paper with the action log.	C Irving	03/02/2009

7. Work Plan - updates			
7.4 Peer Review			
Log No	Action	Lead(s)	Deadline
49	Members asked if the language used in the work plan could be re worded to make it easier to read. Marlene Holland and Beverly Hurst to re-write this document and circulate to the group for comment.	M Holland & B Hurst	31/03/2009
50	Clair Irving to organise a meeting with Beverly Hurst, Fiona Stephenson and Marlene Holland to look at the peer review measures.	C Irving	30/01/2009
51	Phillip Melling and Jane Orton to identify two Network wide audits to comply with peer review and for presentation at the September audit afternoon.	P Melling & J Orton	28/02/2009
8. Children and Young Adults IOG and draft pathway			
Log No	Action	Lead(s)	Deadline
52	Dan Stark and Sue Morgan requested that all gynaecological cancer MDTs refer young people aged 16-24 with cancer to the Yorkshire TYA Multidisciplinary Team Meeting in time for the TYA team to be involved in decisions about pattern and place of care before the management plan is negotiated with the patient. A group discussion followed and it was agreed that a TYA referral process be established and made widely available. Sarah Waller to update the SOP to reflect the discussion.	S Waller	08/05/2009
10. YCRN update			
Log No	Action	Lead(s)	Deadline
53	David Jackson updated the group with the YCRN update. To update the group at the next meeting.	D Jackson	08/05/2009
11. Meeting formats for 2009			
Log No	Action	Lead(s)	Deadline
54	The group discussed the format of the meetings for 2009 and agreed that following the May meeting, an afternoon of research presentations would follow with one speaker from each trust and possibly two or three from the centre. Members agreed to go back to their trusts and encourage speakers to come forwards. Anyone wishing to speak at the May 2009 meeting is to contact Tim Perren who is co-ordinating the research afternoon.	All	13/03/2009
55	Tim Perren to advise the Network of the scheduled programme before Friday 20th March 2009.	T Perren	20/03/2009
56	Members discussed having a prize for the best speaker at the May research afternoon. Clair Irving to investigate how money could be raised for this.	C Irving	31/03/2009

11. Meeting formats for 2009			
Log No	Action	Lead(s)	Deadline
57	Members agreed that the September 2009 meeting would include a business meeting followed by an afternoon audit. Members agreed that they would prefer to hold the business meetings/events at a venue which does not include a delegate fee. Clair Irving to book full day venues for the May and September meetings within the Trusts of the Network if possible.	C Irving	30/01/2009
12. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
58	Phillip Melling presented the cancer waiting times to the group. To update the group at the next meeting.	P Melling	08/05/2009

Date of Next Meeting(s)

Friday 8th May 2009 9:45am

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

Friday 18th September 2009 9:45am

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