

**Actions of the meeting held on
Friday 08 May 2009, 09:45**

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
Mr C Choy	Calderdale and Huddersfield NHS Foundation Trust
Dr B Crosse	
Mrs P Marsden	
Miss T Jackson	Harrogate and District NHS Foundation Trust
Mrs M Webb	
Mr J Buxton	Leeds Teaching Hospitals NHS Trust
Mrs C Downes	
Dr J Orton	
Dr T Perren	
Ms S Waller	
Ms B Watson	Mid Yorkshire Hospitals NHS Trust
Miss R Wells	
Mrs M Parker	User Partnership Group
Dr A Andrew	York Hospitals NHS Foundation Trust
Dr A Darby	
Mr B Hunter	
Mrs L Jackson	
Ms L Watson	
Mrs M Holland	Yorkshire Cancer Network
Mr P Melling	

Apologies

Dr D Alison, Mr T Broadhead, Sister K Clawson, Dr R Cooper, Dr M Crawford, Mr S Duffy, Mrs W Gregory, Dr G Hall, Mr G Hunter, Mr R Hutson, Mrs C Irving, Dr D Jackson, Miss E Jehan, Mr G Lane, Mr D Nugent, Prof P O'Donovan, Mr S Saidi, Ms F Stephenson, Mr B Tinkler, Ms M Williamson

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
1	The action log from the meeting was agreed as an accurate record with the addition of apologies from Dr Crawford. E Jehan to add Dr Crawford's apologies to the action log of the 20th January 2009 meeting.	E Jehan	15/05/2009
3. Feedback from centre MDT			
Log No	Action	Lead(s)	Deadline
2	W Gregory is currently undertaking process audits of the central MDT looking at the order of patient discussion and the presence or absence of core members when discussing their cases. Common themes are emerging from the early analysis. The key question that needs answering is "Are the correct people in the room to discuss the patient at the appropriate time?". E Jehan invite W Gregory to present the findings at a future NSSG meeting.	E Jehan/W Gregory	29/05/2009

4. Nurses Update			
Log No	Action	Lead(s)	Deadline
3	<p>C Downes gave the update on behalf of the Nurses Group.</p> <p>Work is progressing with Jane Archer on finalising the information pathways for all types of gynaecological cancers.</p> <p>The nurses study day on the 5th June is now fully subscribed.</p> <p>The nurses are piloting the YCN Patient Experience Survey C: Follow Up. An initial 20 questionnaire for each Unit have been circulated and the nurses have begun to distribute them to patients.</p> <p>Initial comments can be fed back to Colin Sloane at the Network. General consensus from the Group was that the questionnaires are much too long and complicated.</p> <p>Some concerns were raised about the conflict between the YCN survey and individual Trust surveys being run to comply with peer review measures.</p> <p>All to provide feedback to Colin Sloane about the patient satisfaction survey questionnaires; colin.sloane@ycn.nhs.uk</p>	All	30/06/2009
4	<p>A report was given about a recent study day held by Target Ovarian, a new charity for ovarian cancer patients. A mixed response from delegates was highlighted.</p> <p>B Hurst to clarify with Target Ovarian about the affiliation of the nurses group.</p>	B Hurst	30/06/2009
5	<p>A question was raised about CNS services available for private patients across the Network. The discussion identified possible variation in practice.</p> <p>B Hurst to clarify the position of CNS support for private patients across the Network with June Toovey, Nurse Director at the YCN.</p>	B Hurst	30/06/2009
5. Work Plan - updates			
Log No	Action	Lead(s)	Deadline
6	<p>The Group discussed the updated Work Plan for 2008-2011.</p> <p>The work plan is one of the three key documents for the NSSG as part of peer review.</p> <p>M Holland invited the Group to submit final comments on the Work Plan to marlene.holland@ycn.nhs.uk.</p>	All	29/05/2009
5.1 YCN Guidelines for The Management of Gynaecological Cancer			
Log No	Action	Lead(s)	Deadline
7	<p>► Pathology Guidelines</p> <p>The pathology guidelines have been finalised. The pathologists have adopted the Royal College updated guidelines.</p> <p>The main change is for early cervix and endometrial where treatment is being managed in the Unit setting. There is now no requirement to send samples for central pathology review for these cases except when a further opinion is required.</p> <p>To update the final guidelines documentation for the YCN website and peer review.</p>	P Melling/N Wilkinson	29/05/2009

5. Work Plan - updates			
5.1 YCN Guidelines for The Management of Gynaecological Cancer			
Log No	Action	Lead(s)	Deadline
8	<p>► Radiology Guidelines</p> <p>The radiology guidelines are being finalised by Dr Spencer and his colleagues.</p> <p>The radiology guidelines to be completed and circulated by the end of May 2009.</p>	J Spencer/E Jehan	29/05/2009
9	<p>► Chemotherapy Guidelines</p> <p>Dr Jackson is co-ordinating the sign-off of the updated chemotherapy guidelines. These will be based on the agreed regimen lists which have been circulated recently amongst the oncologists.</p> <p>Dr Jackson to finalise the chemotherapy guidelines by the end of May 2009.</p>	D Jackson/E Jehan	29/05/2009
10	<p>► Radiotherapy Guidelines</p> <p>Dr Cooper has been updating the radiotherapy guidelines and is co-ordinating with Dr Orton.</p> <p>Dr Cooper and Dr Orton to finalise the radiotherapy guidelines by the end of May 2009.</p>	R Cooper/E Jehan	29/05/2009
11	<p>► Surgical Guidelines</p> <p>Mr Broadhead is leading the update of the surgical guidelines. The group discussed these in great detail. The main topic of discussion focussed on the question of performing lymph node surgery for early stage 1A and 1B endometrial cancers.</p> <p>There was considerable disagreement about how to manage these patients.</p> <p>E Jehan arrange an urgent meeting of the gynaecological surgeons in the Network. To include all 6 centre surgeons and all the operating surgeons in the Units. The meeting will attempt to gain consensus on this topic for inclusion in the guidelines documentation.</p>	E Jehan	29/05/2009
5.2 Follow up - update			
Log No	Action	Lead(s)	Deadline
12	<p>C Parkinson updated the Group on current follow-up protocols within the Network and gave a few examples of different protocols from the Pan Birmingham and Kent & Medway Cancer Networks.</p> <p>E Jehan to circulate the examples from the Pan Birmingham and Kent & Medway Cancer Networks.</p>	E Jehan	29/05/2009
13	<p>To arrange a meeting of a small sub-group to write the YCN follow-up policy for the guidelines. The group to include Clair Parkinson, John Buxton, Beverly Hurst, Cheng Choy, Barbara Crosse, Jane Orton and Marlene Holland.</p>	E Jehan	29/05/2009

5. Work Plan - updates			
5.3 SOP			
Log No	Action	Lead(s)	Deadline
14	<p>The document has been updated by S Waller. One or two final amendments to include details about the separate Sarcoma MDT and checking of Unit MDT contact details.</p> <p>It was noted that the SOP is a vital document for the forthcoming Peer Review and will be needed by both the Centre and Unit MDTs for their peer review evidence.</p> <p>To finalise the document and get that version of the SOP for uploading to the YCN website.</p>	S Waller/E Jehan	29/05/2009
6. Peer Review - update from Trusts			
Log No	Action	Lead(s)	Deadline
15	<p>All Trusts gave an update on Peer Review preparations. All were progressing well and there were no problems reported.</p> <p>B Hurst reminded the group of the 31st August deadline for the self-assessments.</p> <p>All to continue preparation for peer review.</p>	All	Review 18/09/2009
16	The Network team to support MDTs with peer review.	Network Team	Review 18/09/2009
7. Network Audit			
Log No	Action	Lead(s)	Deadline
17	<p>The Group agreed to look at the accuracy of pre-operative diagnosis of endometrial cancer with that of post-operative histology.</p> <p>A number of Trusts have already begun or even completed looking at their data.</p> <p>The proposal is to look at cases from 2007 and 2008. To examine both radiological and pathological evidence.</p> <p>Compare stage at pre-op and then post-op.</p> <p>The Group agreed to undertake this audit as part of the work programme for peer review. The results will be presented by each MDT at the next NSSG meeting in September 2009.</p> <p>P Melling and J Orton to write up the proposal into an audit protocol.</p>	P Melling/J Orton	29/05/2009

8. Educational Event - September 2009			
8.1 Educational Events - future format			
Log No	Action	Lead(s)	Deadline
18	<p>A discussion about future meeting formats was held. The Group were informed that the Network could only support one educational event each year.</p> <p>The group agreed the following format for the business meetings and education events for 2010; the meetings will be held on a Wednesday afternoon beginning after lunch following the morning MDT.</p> <p>The January 2010 meeting will comprise of a 2 hour NSSG meeting followed by a research session.</p> <p>The May 2010 meeting will comprise of a 2 hour NSSG meeting followed by an audit session.</p> <p>The January and May educational sessions will be organised by the Group.</p> <p>In September 2010 the Group will hold a full day educational event supported by the Network. The day will begin with a short NSSG business meeting.</p> <p>To co-ordinate arrangements with Beverly Hurst, Marlene Holland and the Network office.</p>	E Jehan	29/05/2009
9. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
19	<p>P Melling gave the group an update on the data supplied with the papers for the meeting.</p> <p>The new standards which became live on the 1st January 2009 have yet to publish any reports. There will be data available for the next NSSG.</p> <p>P Melling to continue to provide regular cancer waiting times updates to the group at future meetings.</p>	P Melling	Review 18/09/2009
10. YCRN Update			
Log No	Action	Lead(s)	Deadline
20	<p>The YCRN update paper was circulated.</p> <p>A discussion about the trial portfolio and recruitment followed.</p> <p>E Jehan to circulate the YCRN update paper.</p>	E Jehan	29/05/2009
21	T Perren to circulate the CHORUS trial summary with the action log.	T Perren/E Jehan	29/05/2009
12. Any Other Business			
Log No	Action	Lead(s)	Deadline
22	<p>► FIGO Staging</p> <p>Dr Andrew updated the group on the recent change to FIGO staging classification.</p> <p>The paper was published in the International Journal of Gynaecology and Obstetrics and can be viewed at: http://dx.doi.org/10.1016/j.ijgo.2009.02.012</p> <p>E Jehan to circulate the FIGO paper with the action log.</p>	E Jehan	29/05/2009

12. Any Other Business			
Log No	Action	Lead(s)	Deadline
23	T Perren to speak with G Hall about how and when to make the change on PPM.	T Perren	29/05/2009
24	P Melling to raise the issue at the next meeting of the YCN Pathology Group.	P Melling	29/05/2009
25	<p>► Central MDT decision feedback</p> <p>B Hunter raised the issue of communicating the central MDT decision back to Units and the patients GP.</p> <p>S Waller explained that the MDT discussion record was faxed back to Units for filing in case notes and circulating to relevant parties locally.</p> <p>To continue this current process of communicating the MDT decision and evaluate future electronic PPM solutions.</p>	S Waller	Review 18/09/2009
26	<p>► Airedale video conferencing</p> <p>A recent attempt to video conference to the central MDT from Airedale encountered several technical difficulties.</p> <p>The view of the Group was that physical attendance at the MDT was the preferred solution, especially for core MDT members.</p> <p>To attempt to resolve the technical difficulties with video conferencing.</p>	Dr Crawford	Review 18/09/2009

Date of Next Meeting(s)

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