

Present:

Ms T Browne	Airedale NHS Trust
Mrs C Parkinson	
Mrs B Hurst (Chair)	Bradford Teaching Hospitals NHS Foundation Trust
Prof P O'Donovan	
Mr C Choy	Calderdale and Huddersfield NHS Foundation Trust
Dr B Crosse	
Mrs M Webb	Harrogate and District NHS Foundation Trust
Mr T Broadhead	Leeds Teaching Hospitals NHS Trust
Ms J Clarke	
Dr R Cooper	
Mrs A Craven	
Mrs A Crossley	
Mrs W Gregory	
Dr G Hall	
Mr R Hutson	
Dr D Jackson	
Mr D Nugent	
Dr T Perren	
Ms S Waller	
Mrs M Parker	User Partnership Group
Dr A Andrew	York Hospitals NHS Foundation Trust
Mrs T Goldsbrough	
Mr B Hunter	
Mrs L Jackson	
Mrs M Holland	Yorkshire Cancer Network
Miss E Jehan	
Mr P Melling	

Apologies

Dr I Brand, Mr J Buxton, Dr M Crawford, Mrs C Downes, Mr S Duffy, Mr G Hunter, Miss T Jackson, Mrs P Marsden, Dr J Spencer, Ms F Stephenson, Mr D Thomson, Mr B Tinkler, Ms B Watson, Miss R Wells

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
27	Beverly Hurst welcomed the Group to the meeting.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
28	The action log from the last meeting was agreed as an accurate record.	N/A	N/A

4. Feedback from centre MDT			
Log No	Action	Lead(s)	Deadline
29	<p>Wendy Gregory updated the Group on the Centre MDT.</p> <p>There has been a recent Centre MDT Time Out where problems were reported with the running of the MDT, Pathology presentations, attendance issues and the dictation of patient summaries.</p> <p>The running order of the MDT has changed so that cases are presented by Surgeon rather than in order of centre and this is currently open to feedback. One Pathologists works on outside cases per week and this rotates on a hot week basis, pathologists are then called when their cases are about to be presented. Feedback from the Radiologists highlighted the need for another computer which has now been addressed.</p> <p>PACs is currently up and running in all Trusts apart from York and Harrogate. Claire Parkinson reported that Airedale had been experiencing problems with PACS but this should now be resolved.</p> <p>An audit of who was dictating patient summaries has been undertaken, it was reported that the ideal scenario is that the person who is going to see patient next does the dictation regarding the discussion held.</p> <p>It was clarified that the Centre MDT official start time in 8.15am.</p>	W Gregory	14.01.2010
30	<p>Geoff Hall reported that video conferencing has not worked well in the past and the Group agreed that this needs to be in place, especially for Bradford and Airedale.</p> <p>Richard Hutson and Geoff Hall agreed to set a date in October, along with a technician, as a practise session.</p>	G Hall & R Huson	02.10.2009
5. Nurses Update			
Log No	Action	Lead(s)	Deadline
31	<p>Claire Parkinson updated the Group on the Nurses Group; the Study Day in June was successful and the next study day will be on ovarian cancer.</p> <p>Claire Parkinson and Marion Webb reported that they are still on the course at Bradford University, this has been extended due to time constraints and heavy workloads.</p> <p>The Patient Experience Survey on Follow Up that the Gynaecology Nurses piloted has now been completed Colin Sloane will be feeding back to the Group on the results. Beverly Hurst reported that Bradford have also done a patient experience survey.</p> <p>The Gynaecology Nurses will be trialling PANDORA, a web-browser based software which captures the relevant expertise and demonstrates the complexity of the CNS role.</p> <p>Gynaecology Nurses to feedback to the Group at the next meeting.</p>	B Hurst	14.01.2010
32	<p>Minor problems were reported with the Vulval Patient Information resources which has gone missing, Marion Webb reported that she may have a copy of the original resource which she will send to Jane Archer. The Trachelectomy resource has been through the YCN Editorial Panel.</p> <p>Tim Broadhead offered to do the final proof read of the resources before printing.</p> <p>Marion Webb to send the original Vulval resource to Jane Archer.</p>	M Webb	02.10.2009

Gynaecology Group : Actions of the meeting held on Friday 18th September 2009 9:45am

5. Nurses Update			
Log No	Action	Lead(s)	Deadline
33	Jane Archer to send final version of all Gynaecology Patient Information resources to Tim Broadhead for final proof reading prior to the Gynaecology Nurses Time Out on October 12th.	J Archer	02.10.2009
6. YCN Guidelines for The Management of Gynaecological Cancer			
Log No	Action	Lead(s)	Deadline
34	Philip Melling tabled the revised Guidelines for the Management of Gynaecological Cancer. The Guidelines were presented at the recent Pathology meeting, where changes in the Pathology chapter were requested. Nafisa Wilkinson to make changes to Pathology Chapter.	N Wilkinson	30.09.2009
35	The Group discussed when to start using the new FIGO staging system; under national guidance this has to be implemented by 1st January 2010. The Group agreed that 1st October would give enough time for the relevant changes to be made on PPM. Geoff Hall to arrange for new FIGO to be added to PPM.	G Hall	01.10.2009
36	The Group discussed TNM group staging based on FIGO and agreed to remove this from the Guidelines for all tumour sites. Philip Melling to remove TNM group staging based on FIGO from the Guidelines.	P Melling	30.09.2009
37	Geoff Hall raised rationalising the morphology list for ovarian cancer due to inconsistencies in how patients are coded and the subsequent need to identify important distinctions in ovarian cancer. Geoff Hall to contact Nafisa Wilkinson and Alison Andrew with the list of morphologies that came out of the ovarian report to develop a smaller set of groupings.	G Hall	30.09.2009
38	The Group were informed that the Guidelines need to signed of by 30th September. Members of the Group to send any comments on the Guidelines to Philip Melling (philip.melling@ycn.nhs.uk) by 30th September, no comments received will be accepted as agreement.	All	30.09.2009
39	David Jackson updated the Group on the Chemotherapy chapter; the detail on regimen doses has been removed and the Guidelines now refer to what will be the Network agreed list of regimens, the Group agreed it would be more appropriate to include this as a link to the website rather than an appendix. Philip Melling to add an appendix with the link to the Network agreed list of regimens to the Guidelines.	P Melling	30.09.2009
40	Rachel Cooper updated the Group on the Radiotherapy chapter; Rob Turner is currently writing the radiotherapy protocols. The Group agreed to include these once finalised. Rachel Cooper to update the Group when the Radiotherapy protocols are finalised.	R Cooper	Ongoing

6. YCN Guidelines for The Management of Gynaecological Cancer			
Log No	Action	Lead(s)	Deadline
41	The Group agreed to remove the Colposcopy appendix as each Unit has their own guidelines. Philip Melling to remove the Colposcopy appendix.	P Melling	30.09.2009
42	The Group agreed to add an appendix to the Guidelines linking to the research/trials portfolio. P Melling to add the link to the research/trials portfolio to the Guidelines.	P Melling	30.09.2009
43	It was agreed that the any necessary changes to the Guidelines should be raised at the NSSG and made following the meeting. Members of the Group raise changes to the Guidelines at future meetings.	All	Ongoing
44	The Group thanked Philip Melling and the individual contributors for their work on the Guidelines. Members of the Group to send any comments on the Guidelines to Philip Melling (philip.melling@ycn.nhs.uk) by Wednesday 30th September.	All	30.09.2009
7. Peer Review			
Log No	Action	Lead(s)	Deadline
45	Marlene Holland discussed the Peer Review documents and the Group agreed they were happy to sign them off.	N/A	N/A
7.3 Constitution, Membership and ToR			
Log No	Action	Lead(s)	Deadline
46	Group members confirmed the names of the Trust low risk endometrial surgeons. Philip Melling to make changes to the Constitution.	P Melling	02.10.2009
8. Network Audit			
Log No	Action	Lead(s)	Deadline
47	Clair Parkinson, Marion Webb and Beverly Hurst presented the Airedale, Harrogate and Bradford Audits of Pre and Post Operative Staging of Patients with Endometrial Cancer. Cheng Choy presented the 2008 Calderdale & Huddersfield Audit of Non Fast Track Gynae Cancer Patients and Tim Broadhead presented the York Audit of Pathology and MRI in Endometrial Cancer The Group agreed to undertake an Audit of Endometrial Cancer Patients in 2010 specifically looking at pathology and morphology from hysteroscopy, pre operative MRI, discussion at local and centre MDT and the outcomes of this, place of surgery (unit or centre) and post operative pathology, with the aim being to answer questions around was appropriate surgery performed yes or no, if no was it under staged or over staged and was the place of surgery correct? A proforma was designed and agreed and the Group agreed to undertake the Audit from January 1st 2010. Trusts CNSs to take audit forward and present results at the October Educational Session. Trusts CNSs to take audit forward and present results at the October Educational Session.	Trust CNSs	October 2010

9. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
48	Philip Melling tabled the CWT data for Q1. Philip Melling to continue to provide regular CWT updates to the Group.	P Melling	14.01.2009
49	Geoff Hall raised the issue of primary peritoneal carcinoma as this is being coded as Sarcoma. Philip Melling agreed to contact NYCRIS and then write to the National Cancer Action Team regarding coding and categorisation. Philip Melling to contact NYCRIS and the National Cancer Action Team.	P Melling	02.10.2009
10. YCRN update			
Log No	Action	Lead(s)	Deadline
50	David Jackson updated the Group on the YCRN papers circulated prior to the meeting. The YCN are currently 4th (overall) for raw recruitment into trials. David Jackson to continue to provide regular YCRN updates to the Group.	D Jackson	14.01.2010
11. Any Other Business			
Log No	Action	Lead(s)	Deadline
51	<p>► Permanent Record of Consultation</p> <p>Beverly Hurst advised the Group that this is a Peer Review measure and some Trusts are struggling to provide this;</p> <ul style="list-style-type: none"> • Bradford: Beverly Hurst informed the Group that a copy of the GP letter is sent to the patient, the patient is asked if they want this and it is documented in their notes. • Airedale: Claire Parkinson informed the Group that Airedale have an ad hoc approach, where possible Claire write a summary of the consultation and the patient takes it away with them, but this only happens if Claire is at the clinic. • Harrogate: Marion Webb informed the Group that the patient receives a carbon copy of the consultation. • York: Lynne Jackson informed the Group that York have not started this yet, but plan to send the patient a copy of the GP letter. • Leeds: Alison Craven informed the Group that Leeds has a pro forma letter which is sent to the patient if requested. <p>All members of the Group to update at the next meeting.</p>	All	14.01.2010

11. Any Other Business			
Log No	Action	Lead(s)	Deadline
52	<p>► CNS Review</p> <p>Tim Perren updated the Group on the CNS Review; Leeds have a lack of CNS support recently there have been a series of internal meetings to put together a case for expansion of the service.</p> <p>The Group discussed the role of Key Worker for local patients who receive treatment in Leeds.</p> <p>Marion Webb (Harrogate) and Lynne Jackson reported that they remain Key Worker for patients receiving Chemotherapy in Leeds via PPM.</p> <p>G Hall advised the Group that Leeds have recently set up a process so that when a patient admission or death is recorded on PPM their Key Worker should receive an email, several of the Nurses present reported that they have not been receiving these emails. It was agreed that patient identifiable information would be removed from emails and replaced with their PPM identification number so this email can be sent to any email address.</p> <p>All members of the Group to remove patient identifiable information from emails and replace with their PPM identification number.</p>	B Hurst	02.10.2009
53	<p>► CNS Review</p> <p>Beverly Hurst suggested the Gynaecology Nurses Group discuss this further at the Time Out on 12th October.</p> <p>Beverly Hurst to add CNS Review to the Time Out agenda.</p>	B Hurst	02.10.2009
54	Nurses to feedback to the Group on the CNS review at the next meeting.	B Hurst	14.01.2010
55	<p>► Group Time Out</p> <p>Wendy Gregory informed the Group that she has approached Carol Ferguson, YCN Service Improvement Lead, for funding for a Gynaecology Time Out and this has been informally agreed on the basis that the Time Out aims to impact and improve the patient pathway.</p> <p>Tim Perren and Richard Hutson have agreed to meet with Wendy Gregory, Marlene Holland and Carol Ferguson to look at the agenda, Beverly Hurst also expressed an interest in being involved in this meeting.</p> <p>Wendy Gregory agreed to arrange a date and venue for the Time Out before Christmas, giving Group members time to rearrange clinics.</p> <p>Wendy Gregory to confirm the Time Out date and venue to the Group.</p>	W Gregory	02.10.2009
56	<p>Bill Hunter raised the issue of difficulties in the dissemination of radiology information.</p> <p>The Group were informed that the YCN Radiology Group have recently started meeting again, this Group is made up of Trust Lead Radiologists.</p> <p>Philip Melling advised the Group that the Breast Group have a workforce report which lists the specialist Radiologists, this is updated at each meeting and can be used as a method for dissemination. Philip Melling agreed to start the workforce report.</p> <p>Philip Melling to start the workforce report for Gynaecology.</p>	P Melling	02.10.2009

12. Date and format of 2010 meetings			
Log No	Action	Lead(s)	Deadline
57	<p>The Group were informed of the three meeting dates for 2010, concerns were raised that these meetings have all been arranged on Fridays which involves several members of the Group cancelling clinics.</p> <p>It was agreed to keep the October meeting on a Friday but change the January and May meetings to a Tuesday and a Thursday.</p> <p>Emma Jehan to change meeting dates and circulate with the action log.</p>	E Jehan	02.10.2009
58	<p>The Group discussed holding one main Educational Event as other NSSGs do, or to continue to hold an Educational session after each NSSG.</p> <p>The Group agreed to continue to hold an educational session after each NSSG on the following topics:</p> <ul style="list-style-type: none"> • January - Clinical Trials & Research - David Jackson, Geoff Hall and Jude Clarke agreed to lead on this session. • May - Education - Barbara Crosse and Tim Broadhead agreed to lead on this session. • October - Audit - the Gynaecology Nurses Group agreed to lead on this session. <p>E Jehan to contact relevant leads to circulate programmes.</p>	E Jehan	Ongoing

Date of Next Meeting(s)

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
Thackray Medical Museum, Leeds

Friday 1st October 2010 12:30pm
Thackray Medical Museum, Leeds [Educational Event]