

**Actions of the meeting held on  
Thursday 14 January 2010, 09:30**

**Yorkshire Cancer Network**

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

**Present:**

Dr M Crawford	Airedale NHS Trust
Mrs C Parkinson	
Mr S Porter	
Mrs B Hurst (Chair)	Bradford Teaching Hospitals NHS Foundation Trust
Prof P O'Donovan	
Mr T Broadhead	Leeds Teaching Hospitals NHS Trust
Ms J Clarke	
Mrs A Craven	
Mrs W Gregory	
Dr G Hall	
Dr M Heatley	
Dr D Jackson	
Mr G Lane	
Mr D Nugent	
Dr J Orton	
Dr S Osborn	
Dr T Perren	
Mr G Hunter	Mid Yorkshire Hospitals NHS Trust
Miss R Wells	
Dr A Darby	York Hospitals NHS Foundation Trust
Mrs L Jackson	
Mrs M Holland	Yorkshire Cancer Network
Miss E Jehan	
Mr P Melling	
Mrs H Ryan	

**Apologies**

Dr D Alison, Mr J Buxton, Dr B Crosse, Mr B Hunter, Mr R Hutson, Dr L Kidd, Mrs M Parker, Mr S Saidi, Dr S Swift, Ms L Watson, Mrs M Webb, Dr N Wilkinson

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
59	Beverly Hurst welcomed the Group and introduced 2 new members; Stephen Porter, Consultant Gynaecologist at Airedale and Heidi Sircus who will be working with Lynne Jackson in York.  To add new members to the Group.	E Jehan	28.01.2010
<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
60	The Action Log from the last meeting was agreed as an accurate record.	N/A	N/A

<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
61	<p>► Log 32: Patient Information</p> <p>Beverly Hurst reported the Vulval Patient Information resource has not been located.</p> <p>There have been delays in finalising and printing the remaining Gynaecology Patient Information resources due to Cheryl Downes resigning as User Involvement and Patient Information Lead and subsequently leaving LTHT and Jane Garrud, Senior Medical Illustrator being on long term sick leave. Beverly Hurst reported she will be meeting with Jane Archer, YCN Patient Information &amp; Support Manager to discuss further.</p> <p>To locate Vulval resource.</p>	Nurses Group	28.01.2010
62	To meet with Jane Archer and feedback to the Group at the next meeting.	B Hurst	18.05.2010
63	<p>► Log 34-44: Guidelines for the Management of Gynaecological Cancer</p> <p>The Guidelines have now been finalised and are available on the YCN website: <a href="http://www.ycn.nhs.uk/html/publications/guidelines_gynaecology.php">http://www.ycn.nhs.uk/html/publications/guidelines_gynaecology.php</a></p>	N/A	N/A
<b>3.1 Permanent Record of Consultation</b>			
Log No	Action	Lead(s)	Deadline
64	<ul style="list-style-type: none"> <li>• Airedale: Claire Parkinson reported that Airedale are currently not offering this to all patients.</li> <li>• Bradford: Beverly Hurst reported that this is being offered to all Gynaecology patients.</li> <li>• Calderdale &amp; Huddersfield: The Trust are to begin implementing this shortly.</li> <li>• Leeds: David Jackson reported that Medical Oncology in Leeds is piloting a process of offering patients a copy of the GP letter; this option has been included on PPM. Questionnaire feedback so far is positive.</li> <li>• Mid Yorks: Robyn Wells reported that currently patients are given a hand held diary which a record of consultation is added to and the Trust are shortly to start giving patients a copy of the clinic letter.</li> <li>• York: Lynne Jackson reported that in clinics patients are given a carbonated copy of the patient clinic plan while the other copy is kept in the notes, this seems to be working well and the Nurses are remembering to give the form to the patients. Angela Darby reported that feedback from Lung patients in York is that a personalised letter is preferred as the GP letter contains too much information.</li> </ul> <p>To continue to work towards offering all patients a permanent record of consultation.</p>	All	Ongoing

<b>4. Peer Review</b>			
<b>4.1 Briefing for the YCN Peer Review Visit – 26th March 2010</b>			
Log No	Action	Lead(s)	Deadline
65	<p>Helen Ryan, YCN Peer Review Support Manager presented to the Group on the upcoming Peer Review visits. The Gynaecology NSSG visit will take place on 26th March 2010, invites have gone out to key members of the Group:</p> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Vice Chair</li> <li>• Service Improvement Lead</li> <li>• User Involvement and Patient Information Lead</li> <li>• Oncologist/ Surgeon</li> <li>• Research Lead</li> </ul> <p>Other representatives to be included in the visit will be:</p> <ul style="list-style-type: none"> <li>• Service User/ Carer</li> <li>• Cancer Manager</li> <li>• YCN Team member</li> <li>• Commissioner</li> </ul> <p>David Jackson volunteered to attend the visit in the place of Tim Perren, Research Lead who is not available.</p> <p>To formally invite David Jackson to the NSSG visit.</p>	H Ryan	28.01.2010
66	<p>Discussion took place around the key questions that will be asked of the NSSG.</p> <p>Helen Ryan reported that the Service Development measure may change, the NSSG was non compliant at Self Assessment as the Gynaecology Pathways had not been agreed by the Commissioning Group, as these have now been agreed this may change.</p> <p>To update the Group on any changes to the Service Development measure.</p>	H Ryan	Ongoing
67	<p>The Group were informed that Airedale and Leeds will be visited next year and the NSSG will be Self Assessed.</p>	N/A	N/A
68	<p>To circulate the Peer Review presentation to the Group.</p>	E Jehan	28.01.2010
<b>5. Audit</b>			
Log No	Action	Lead(s)	Deadline
69	<p>Beverly Hurst reminded the Group that the 2010 Audit on Endometrial Cancer was agreed at the last meeting (September 2009), following this the proforma was designed and distributed by the Nurses Group ready for data collection to start on 1st January 2010.</p> <p>It was agreed for the audit to run for 6 months not 3.</p> <p>Marlene Holland and Philip Melling offered their support in the collating of the data.</p> <p>Audit results to be presented at the October educational event.</p> <p>To bring collected data to May meeting for Philip Melling to look at.</p>	All	18.05.2010

<b>6. Nurses Update</b>			
Log No	Action	Lead(s)	Deadline
70	<p>Lynne Jackson updated the Group on the Nurses Group; Cheryl Downes has now left LTHT, concerns have been raised about the Gynaecology Patient Information resources and Beverly Hurst is planning to meet with Jane Archer in the near future to discuss this.</p> <p>The Nurses Group are still planning to trial PANDORA, a web based tool to map the CNS workload and are waiting for further information from June Toovey regarding when this will start.</p> <p>The YGONG Study Day is planned for June and will focus on Ovarian Cancer, hairdresser Trevor Sorbie has accepted an invitation to attend and discuss "My New Hair".</p> <p>The Group are planning to look at the Holistic Needs Assessment and whether to use their Trust forms or to develop one Holistic Assessment for all Gynaecology Nurses to use, the Leeds CNS Group have been looking at putting this on to PPM.</p> <p>Most of the Group have now been on the Advanced Communications Skills Training Course but there is still a waiting list of over 250.</p> <p>To continue to provide regular updates to the Group.</p>	Nurses Group	18.05.2010
<b>6.1 CNS Review</b>			
Log No	Action	Lead(s)	Deadline
71	<p>Alison Craven reported that she is currently undertaking a time and motion study on her self and will be meeting with Krystina Kozłowska to try and identify areas of work such as admin that could be taken on by other colleagues, she will also be looking at the York model when the CNS's are supported by a Band 3 worker.</p> <p>A business case has been put forward to replace the Chemo-radiotherapy Nurse.</p> <p>To continue to provide the Group with regular updates.</p>	A Craven	18.05.2010
<b>7. User Involvement &amp; Patient Information Lead</b>			
Log No	Action	Lead(s)	Deadline
72	<p>Members of the Group were asked to give some thought to taking on this role, Beverly Hurst will take on the role in the short term.</p> <p>Jane Orton requested further information on the role.</p> <p>To provide further information.</p>	B Hurst & J Archer	28.01.2010
<b>9. Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
73	<p>Philip Melling presented the National data on 5 year outcomes for cervical and ovarian cancer patients along with the Cancer Waiting Times data for Q1 and Q2.</p> <p>The DH and Cancer Action Team have agreed to re-categorise primary peritoneal carcinoma as Gynae and not Sarcoma. There are currently no timescales for this change. In the interim the YCN CWT data has been manually adjusted to reflect this and the numbers of reported cancers treated has increased accordingly.</p> <p>To continue to provide regular updates to the Group.</p>	P Melling	18.05.2010

<b>11. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
74	<p>John Spencer reported that the UK has never published stage specific survival for Gynaecological Cancer; Geoff Hall informed the Group that 8 years of stage specific diagnostic information with match diagnosis is available in Leeds for this to be taken forward.</p> <p>Philip Melling reported that the Network has put money forward to PPM for an Analyst Post which has not been successful in appointment, it was suggested to put a project grant application in to the Yorkshire Cancer Research to take this work forward.</p> <p>To discuss how to take this work forward and to feed back to the Group at the next meeting.</p>	G Hall & J Spencer	Ongoing
75	<p>► Cervical Cancer Audit</p> <p>Tim Broadhead discussed the National Cervical Cancer Audit on behalf of Bill Hunter; all Trusts have had to compile a report on each cervical cancer patient based on screening history and management. The sharing of results with the patient is compulsory (if the patient wants the results) and will be subject to audit from Colposcopy Quality Assurance. This is a contentious issue as reports may show errors in smear reporting and suggest things could have been done differently. Currently Audit results have not been shared with Patients in Yorkshire.</p> <p>Bill Hunter and Richard Hutson have been trying to establish the position of other Networks in order to produce and agree a standardised Network approach to sharing results.</p> <p>The Group agreed that this work should be taken forward by the Colposcopy Leads.</p> <p>To discuss further at the next meeting.</p>	All	18.05.2010
76	<p>► Ovarian Screening after UKFOCCS</p> <p>Geoff Lane reported that the UKFOCCS study is due to finish on 31st March 2010 and tabled suggestions for a strategy on how to move forward.</p> <p>Geoff Lane informed the Group that he has been looking at the results for women who have been screened and dealing with the abnormal results for ovarian and endometrial and as he is soon to leave LTHT, someone will need to pick up this work stream with Carol Chu, Tim Broadhead volunteered to take on this work stream.</p> <p>The Group agreed that this is a commissioning issue as currently UKFOCCS provide funding; Beverly Hurst requested that Trusts send her information on current practices for screening patients if not included on UKFOCCS, the number of patients they screen and any concerns they have for when trial finishes, Beverly Hurst will collate this information and Tim Broadhead and Carol Chu will look at how to move forward and whether this needs to be escalated to the Network Board or Commissioning Group.</p> <p>To liaise with Geoff Lane and Carol Chu.</p>	T Broadhead	28.01.2010
77	To contact Beverly Hurst with information on Trust current practices for screening patients if not included on UKFOCCS, the number of patients each Trust screens and any concerns Trust concerns for when trial finishes,	All	28.01.2010
78	To collate Trust information and discuss with Tim Broadhead.	B Hurst	28.01.2010
79	Beverly Hurst informed the Group that Geoff Lane will be leaving LTHT at the end of January and thanked him for his work on the Group and wished him well for the future.	N/A	N/A

<b>11. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
80	<p>Jane Orton raised a concern that a patient information leaflet titled "Radiotherapy to the female pelvis" was handed to her in clinic, this leaflet contained several spelling and grammatical mistakes as well as factual inaccuracies and named the Gynaecology Nurses Group as the author.</p> <p>Beverly Hurst informed the Group that this leaflet was not developed by the Nurses Group and following discussion with Jane Archer this has not been to the Network for development or through the YCN Editorial Panel, the leaflet is not being used in any other Trusts.</p> <p>The Group were informed that this leaflet is no longer in circulation at LTHT.</p>	N/A	N/A

**Date of Next Meeting(s)**

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]