

**Actions of the meeting held on  
Tuesday 18 May 2010, 09:30**

**Yorkshire Cancer Network**

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

**Present:**

Ms T Browne	Airedale NHS Foundation Trust
Dr M Crawford	
Mrs C Parkinson	
Dr S Cheeseman	Bradford Teaching Hospitals NHS Foundation Trust
Mrs B Hurst (Chair)	
Prof P O'Donovan	
Mr C Choy	Calderdale and Huddersfield NHS Foundation Trust
Ms S Dale	
Mrs P Marsden	
Ms Z Smithurst	
Mrs M Webb	Harrogate and District NHS Foundation Trust
Sister K Clawson	Leeds Teaching Hospitals NHS Trust
Mrs A Craven	
Mrs A Crossley	
Dr M Heatley	
Mr R Hutson	
Dr T Perren	
Mrs M Parker	User Partnership Group
Dr A Andrew	York Hospitals NHS Foundation Trust
Dr A Darby	
Mrs L Jackson	
Mrs M Holland	Yorkshire Cancer Network
Miss E Jehan	
Mr P Melling	

**Apologies**

Dr D Alison, Dr G Hall, Dr D Jackson, Mr D Nugent, Dr J Orton, Mr S Porter, Dr J Spencer, Ms L Watson, Miss R Wells

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

<b>3. Matters arising</b>			
<b>3.1 Nominations for Vice Chair</b>			
Log No	Action	Lead(s)	Deadline
3	<p>Beverly Hurst informed the Group that her last meeting as Chair will be the October meeting and Tim Broadhead will be taking over as Chair from the January 2011 meeting therefore a new Vice Chair needs to be agreed by October.</p> <p>The Group were reminded that there is an agreement that when the Chair is from the Centre the Vice Chair would be from the Unit and vice versa, so nominations for Vice Chair are required from the Unit.</p> <p>Following discussion Cheng Choy agreed to take on the role of Vice Chair from January 2011.</p> <p>To write to Cheng Choy to confirm role of Vice Chair.</p>	S Duffy	02/06/2010
<b>3.2 Consultant replacement in Leeds</b>			
Log No	Action	Lead(s)	Deadline
4	<p>Richard Hutson informed the Group that LTHT will not look to appoint a 6th Consultant following the departure of Geoff Lane until the financial year beginning April 2011 at the earliest.</p> <p>Beverly Hurst informed the Group that this has been raised at the recent Peer Review visits.</p> <p>To update the Group at the next meeting.</p>	B Hurst	01/10/2010
<b>3.3 UKFOCCS</b>			
Log No	Action	Lead(s)	Deadline
5	<p>Beverly Hurst advised the Group that Tim Broadhead was unable to attend the meeting but had sent an update; following discussion between Tim Broadhead and Carol Chu there is a view that those at high risk according to UKFOCCS criteria should still be offered screening with annual USS and CA125 until the results of the trial are known. Patients not falling within this group should not be offered screening but may wish to consider risk reducing surgery. Those within the trial still have until 2012 but there are questions with regard to what to do with those patients after the trial is completed and those patients who come through now the trial has closed. A consistent Network approach with agreement for funding was suggested.</p> <p>Richard Hutson advised the Group that Radiology have agreed to perform 6 monthly USS on those patients with a proven BRCA or HNPCC mutation.</p> <p>Peter O'Donovan reported that Rick Linforth is taking this forward in Bradford.</p> <p>Cheng Choy reported that Calderdale &amp; Huddersfield do not have a policy for these patients now the UKFOCCS trial has finished.</p> <p>Bill Hunter advised the Group that York are continuing as previous.</p> <p>Claire Parkinson and Marion Webb reported there are no policies for these patients in Airedale and Harrogate.</p> <p>The Group agreed to raise these issues with Carol Chu at the afternoon Educational Event.</p> <p>To update the Group at the next meeting.</p>	T Broadhead / B Hurst	01/10/2010

<b>4. Peer Review</b>			
<b>4.1 Feedback from Local and Network Visits</b>			
Log No	Action	Lead(s)	Deadline
6	<p>► Harrogate</p> <p>Marion Webb reported that Medical and Clinical Oncology representation at the local MDT was raised and has been documented at a Network level. There was a request made for the Key Worker policy to be formally documented in the Guidelines.</p> <p>► Calderdale &amp; Huddersfield</p> <p>Pat Marsden advised the Group that Calderdale &amp; Huddersfield didn't receive a visit but the Trust Internal Review highlighted the lack of representation from a Clinical Oncologist at the local MDT and the lack of a local psychology service.</p> <p>► Bradford</p> <p>Peter O'Donovan reported that concerns were raised over the lack of representation from a Clinical Oncologist at the local MDT.</p>	N/A	N/A
7	<p>Beverly Hurst thanked members of the Group for their involvement in the Network Peer Review of the Gynaecology Group.</p> <p>The draft Peer Review visit report has been circulated and highlighted that the Group is well matured and shows evidence of a developed service. Areas of good practice included strong service user involvement, a strong CNS group and the surgical out reach model.</p> <p>There were no immediate risks identified. Serious concerns raised included stage 1 ovarian cancer surgery being undertaken locally which is out-with IOG and the lack of Clinical Oncology representation at the local MDTs. Concerns raised included delays of up to 50 days with patients from Mid Yorkshire being referred to the Centre and formal cross-cover for the local CNS's.</p> <p>To circulate the report once finalised.</p>	H Ryan	Ongoing
8	<p>Beverly Hurst reported that the Network have asked the NSSG for a formal response regarding clinical oncology representation at the local Gynae Diagnostic MDT's.</p> <p>As Chair and Vice Chair, she and Tim Broadhead have drafted a response to the Network which the Group supported and agreed.</p> <p>To respond to the Network request on behalf of the NSSG.</p>	B Hurst	02/06/2010
<b>4.2 Peer Review 2010/2011</b>			
Log No	Action	Lead(s)	Deadline
9	<p>The Group were informed that only Airedale and Leeds will receive visits in the 2010/11 Peer Review cycle.</p> <p>The NSSG will undergo Self Assessment, this will involve writing an Group Annual Report for 2009/10 and updating the Group Constitution and Terms of Reference, Work Programme and Guidelines.</p> <p>To update the key documents.</p>	M Holland / B Hurst	30/06/2010

<b>5. Annual Report 09-10</b>			
Log No	Action	Lead(s)	Deadline
<b>10</b>	<p>Beverly Hurst informed the Group that the Annual Report will be for 2009-2010. This will be drafted and circulated to the Group for comments prior to upload at the end of August.</p> <p>To circulate the draft Annual Report to the Group for comments by the end of July.</p>	M Holland / B Hurst	30/06/2010
<b>6. Terms of Reference - review &amp; update</b>			
Log No	Action	Lead(s)	Deadline
<b>11</b>	<p>The Group were informed that the Group Constitution and Terms of Reference will be updated and circulated for comments prior to upload at the end of August.</p> <p>It was agreed that a vision for the Gynaecology service across the Network needs be clarified and included in the ToR.</p> <p>To circulate the updated ToR to the Group for comments by the end of July.</p>	M Holland / B Hurst	30/06/2010
<b>7. Work Programme - review &amp; update</b>			
Log No	Action	Lead(s)	Deadline
<b>12</b>	<p>The Group were informed that the Group 3 year Work Programme will be updated and circulated for comments prior to upload at the end of August.</p> <p>To circulate the updated Work Programme to the Group for comments by the end of July.</p>	M Holland / B Hurst	30/06/2010
<b>8. Audit</b>			
<b>8.1 Endometrial Cancer Audit 2010</b>			
Log No	Action	Lead(s)	Deadline
<b>13</b>	<p>The Group reviewed the progress to date of the Network Endometrial Cancer Audit which is due to finish in June.</p> <p>All localities have begun to provide Philip Melling with the data to being collation.</p> <p>The Audit results will be presented at the October Educational Event.</p> <p>The Group thanked Philip Melling for his assistance in collating the data.</p> <p>To present the Audit results at the October Educational Event</p>	All	01/10/2010

<b>8.2 2011 Audit</b>			
Log No	Action	Lead(s)	Deadline
14	<p>The Group discussed topics for the 2011 Audit and agreement was reached that the Audit should look at the management of pelvic masses.</p> <p>The Group were informed that a Doctor in York had started an audit reviewing the management of all pelvic masses discussed by the MDT in 2009. The audit will review the appropriateness of the initial MDT management decision against the current clinical guidelines.</p> <p>The Group agreed to adopt this approach for their Network wide audit project for 2010/11. This audit will help provide evidence for the serious concern raised at Peer Review about the YCN clinical guidelines for the management of ovarian cancers.</p> <p>To write a full audit proposal and circulate to the Group</p>	P Melling	02/06/2010
15	To circulate the proposal for comments prior to agreement at the October meeting.	P Melling	30/06/2010
<b>9. Nurses Update</b>			
Log No	Action	Lead(s)	Deadline
16	<p>Alison Craven informed the Group that the Nurses Group are working well. Alison Harwood, Lead Cancer Nurse at Calderdale &amp; Huddersfield has joined the Group to provide a link between the Group and the Lead Nurses Group.</p> <p>Claire Parkinson and Marion Webb are continuing with their clinical case management module at Masters level.</p> <p>Alison Craven is on the Psychology Assessment &amp; Intervention Training Programme for CNS being run by the Psychology Group which comes to an end in June. The Programme covers Holistic Assessment skills, psychological intervention skills including problem solving and adaptive coping strategies, anxiety and mood management and risk management. It is hoped that this course will be run again for all CNSs supporting patients at level 2 psychology.</p> <p>The Group have several ideas for projects to take forward over the next year and will be agreeing this at their next meeting.</p> <p>Claire Parkinson is taking forward a piece of work on a data card on recurrence for patients to carry with them.</p> <p>Pat Marsden is looking at linking with CNSs in other Networks.</p> <p>The Study Day on 11th June is fully booked, and the Group have begun think about the 2011 Study Day as this will be the 10th.</p> <p>Several members of the Group are attending a Cancer &amp; Sexuality Workshop on 19th May; this has proved very popular and it is hoped the workshop will be run again.</p> <p>To update the Group at the next meeting.</p>	Nurses Group	01/10/2010
<b>9.1 CNS Review</b>			
Log No	Action	Lead(s)	Deadline
17	<p>The Group were informed that Robyn Wells has been appointed as CNS in Leeds and will be starting in mid July.</p> <p>Keely Clawson has been appointed as CNS for Mid Yorkshire and will be starting in mid July.</p>	N/A	N/A

<b>10. Patient Information</b>			
Log No	Action	Lead(s)	Deadline
<b>18</b>	<p>The Group have a Time Out planned for 21st May to write 2 further patient information resources on Exenteration and Vulval. It is like that the Exenteration resource will only be developed electronically due to the small number required each year.</p> <p>The 5 developed Patient Information leaflets:</p> <ul style="list-style-type: none"> <li>• Surgery for Cervical Cancer</li> <li>• Surgery for Endometrial Cancer</li> <li>• Surgery for Ovarian Cancer</li> <li>• The Leeds Cancer Centre</li> <li>• Ward 92</li> </ul> <p>Have now been printed and were delivered to Keely Clawson on May 17th, each CNS will receive their allocation shortly.</p> <p>A Trachelectomy leaflet is also in development.</p> <p>To circulate the final electronic versions of the leaflets to the Group.</p>	E Jehan	02/06/2010
<b>11. Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
<b>19</b>	<p>Philip Melling presented the most recent Cancer Waiting Times data.</p> <p>It was noted that the majority of Trusts are not meeting the standard for 62 days in Q4, it was suggested that this may be an impact of the lack of a 6th surgeon.</p> <p>To update the Group at the next meeting.</p>	P Melling	01/10/2010
<b>20</b>	<p>Discussion took place regarding clarification around whether LLETZ biopsies counts as a first treatment as the procedure can be diagnostic.</p> <p>The National Guidelines advise that a LLETZ biopsy only counts as a first treatment if the intent is to remove the entire cancer.</p> <p>The Group agreed to record LLETZ biopsies based on intention.</p>	N/A	N/A
<b>12. YCRN</b>			
Log No	Action	Lead(s)	Deadline
<b>21</b>	<p>The YCRN paper was tabled.</p> <p>To update the Group at the next meeting.</p>	D Jackson	01/10/2010

<b>13. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
22	<p>► Guidelines for the Management of Gynaecological Cancers</p> <p>Philip Melling informed the Group that at the Network Peer Review visit the Guidelines were raised as a serious concern as they are out with IOG; stage 1 ovarian cancer surgery is undertaken locally.</p> <p>The Group agreed that they had discussed this when the Guidelines were reviewed and Richard Hutson agreed to look at this section of the Guidelines again.</p> <p>It was agreed that if required the Group can formally write to the Peer Review Team.</p> <p>To review the section on Ovarian surgery in the Guidelines.</p>	R Hutson	30/06/2010
23	<p>► Education</p> <p>Tim Broadhead and Barbara Crosse have led on the Group Educational Event for several years and have requested not to lead on this area anymore.</p> <p>The role involves developing a programme and finding speakers for the afternoon educational event (usually following the May meeting).</p> <p>► Post meeting note: Mike Crawford and Richard Hutson have agreed to lead on the Educational Event.</p> <p>To liaise with Mike Crawford and Richard Hutson when planning the 2011 Educational Event.</p>	E Jehan / T Broadhead	Ongoing
24	<p>► October Educational Event</p> <p>Beverly Hurst advised the Group that the October Educational Event will be on Audit and requested that members of the Group contact her if there are any local Audits that could be presented.</p> <p>To contact Beverly Hurst.</p>	All	Ongoing
25	<p>► 2011 Meeting Dates</p> <p>Beverly Hurst advised the Group that the meeting dates for 2011 have not yet been set but they will be January - May - October, following the rolling pattern of Thursday - Tuesday - Friday.</p> <p>To circulate meeting dates to the Group once set.</p>	E Jehan	Ongoing

### Date of Next Meeting(s)

Friday 22nd October 2010 9:30am  
Conference Room, Field House, Bradford Royal Infirmary

Friday 22nd October 2010 1:00pm  
Conference Room, Field House, Bradford Royal Infirmary [Educational Event]

Friday 21st October 2011 10:00am  
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital