

# YORKSHIRE CANCER NETWORK

## Gynaecology Group

Minutes of the meeting held on  
Friday 13<sup>th</sup> January 2006, 9.00am  
Room 1, YCRN Conference Suite, Cookridge Hospital

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Present:	Dr M Crawford Ms C Parkinson	Airedale NHS Trust
	Dr D Stark	Bradford Teaching Hospitals NHS Foundation Trust
	Dr B Crosse Mr C Choy Ms P Marsden	Calderdale & Huddersfield NHS Trust
	Ms M Webb	Harrogate and District NHS Foundation Trust
	Dr D Alison Mr T Broadhead Mr J Buxton Dr R Cooper Ms C Downes Ms W Gregory Ms C Hancock Mr G Hall Ms J Higgins Mr R Hutson Ms A Jenkins Mr G Lane Mr D Nugent Dr J Orton (Chair) Dr T Perren Dr J Spencer	Leeds Teaching Hospitals NHS Trust
	Dr A Andrew Ms L Jackson Mr W Hunter	York Hospitals NHS Trust
	Mr S Duffy Mr P Melling Mrs H Ryan Ms F Stephenson Mr B Tinkler	Yorkshire Cancer Network
	Ms M Holland	Yorkshire Cancer Network Service Improvement Team
	Ms J Hughes	Yorkshire Cancer Research Network

### 1. Apologies for Absence

Dr A Boon, Mr P Brunskill, Dr G Haslam, Mr G Hunter, Ms B Hurst, Ms R Wells and Dr N Wilkinson.

### 2. Minutes of the Last Meeting

Were agreed as being an accurate record.

### **3. Matters arising**

- **SOP**

Dr Orton highlighted that the SOP and referral forms are available on the YCN website to download. The document will be continually updated.

### **4. Peer Review – Report and Feedback**

Ms Stephenson clarified that the draft Peer Review report for the YCN was received on 7<sup>th</sup> November. Relevant sections of the draft report have been circulated for factual accuracy to those involved in the Network Peer Review visit. A final report will be published in April. The Network will be required to produce a remedial action plan for areas that require improvements and further developments.

Ms Stephenson highlighted that overall the gynaecology group received very positive feedback. The group was commended on achieving excellent implementation of the IOG across the Network and the nurses group was complemented for their innovation and hard work.

Further consideration is required on user involvement work, support to localities around the implementation of the IOG and the quality monitoring of services, linking to local delivery plans in terms of commissioning, links to the Network Board and a more proactive approach to workforce planning.

Mr Buxton added that Peer Reviewer highlighted that the group should have more to do with process planning for retirements/ new appointments in the units. Dr Orton reminded the group of the national template which was discussed at a previous meeting.

Mr Duffy explained the importance of guiding job descriptions/ specifications for unit and centre appointments. It was noted that there is a real opportunity for the group to guide the lead clinicians and the cancer team in Bradford on the specific requirements of a job description and specification for a Cancer Unit Lead at Bradford to build for the future.

**Action: Dr Orton to circulate national cancer lead template.**

**All to feedback to Chair, Lead Clinician, Cancer Team at Bradford**

**Job plan for consultants and workforce planning to be taken forward by sub-group.**

### **5. Update from Gynaecological Cancer Centre at St James's University Hospital and from the Cancer Units**

Mr Duffy highlighted that there is a good operational working group which meets fortnightly.

Mr Duffy announced that the surgical and non-surgical gynaecology service will be within the New Oncology Wing (NOW) once it is opened in December 2007. Mr Buxton highlighted that this will require some changes to surgeons job plans due to the allocation of theatre sessions.

Dr Spencer raised concerns regarding the location of surgical and non-surgical oncology in the NOW and the significant strain this would place on interventional radiological support.

### **6. Audit of Cancer Care within YCN**

Mr Duffy suggested carrying out an audit of cancer care across the Network to ensure a good service is sustained as well as looking to improve it. This was supported by the group.

**Action: Dr Orton to arrange an audit sub-group to take forward audit of clinical care.**

### **7. User Involvement & Patient Information**

Ms Downes, Network Gynaecology User Involvement and Patient Information Lead, highlighted that following Peer Review and discussions at the YCN User Partnership Group a process for user involvement integration is required.

A discussion followed and it was suggested that; the user or carer need not be a gynaecology cancer patient but should be female, to introduce a user to the service improvement group as a transitional step and to explore the option of going to the user group should there be views that the group seek agreement on.

**Action: Ms Downes to take the above issues forward.**

## **8. Cancer Waiting Times**

Mr Melling presented to the group Gynaecology Cancer Waiting Times Data for urgent referral to first seen, decision to treat to treatment and urgent referral to treatment for quarter 1 2005/6 and quarter 2 2005/06. A discussion followed.

## **9. Network Server Demonstration**

Mr Melling demonstrated to the group the Network Event Server. Local events will take place to launch the server and the Network will notify Network group members it goes live.

The group congratulated Mr Melling on this major achievement.

## **10. Any Other Business**

- **Service Improvement**

Ms Gregory highlighted that she has met recently with Ms Marlene Holland and Ms Lorraine Cooper, YCN Service Improvement Facilitators to discuss Network plans for service improvement. A meeting of the gynaecology unit Service Improvement Leads will be arranged shortly starting with a questionnaire to the leads asking for areas of ongoing work and work to be carried out.

Ms Gregory explained that a Network audit would be carried out to address the delay in Leeds MDT decisions, due to films/ slides not arriving or not being reviewed on time. The audit trail of unit to centre referrals, between Calderdale and Leeds, has been revisited which helped to highlight some issues within the pathway.

- **Format of next meeting – 19<sup>th</sup> May 2006**

It was agreed that a Network MDT Time-out would replace the next YCN Gynaecology Group meeting, the group was encouraged to invite radiology and pathology colleagues.

An educational session would take place in the afternoon to cover ovarian cancer, and current views on imaging, surgery and chemotherapy.

**Action: Dr Orton and Mr Hunter to issue a letter/ of invitation and an agenda for the Network MDT Time-out.**

**Dr Crosse and Mr Broadhead to produce a programme for the educational session.**

## **11. Date of Network Time-out**

**Friday 19<sup>th</sup> May 2006, 9.00am  
Room 1, YCRN Conference Suite, Cookridge Hospital**