

Present:

Dr D Goulesbrough	Bradford Teaching Hospitals NHS Foundation Trust
Dr E Loney	
Mr D Sutton	
Mr S Worrall	
Ms S Fisher	Leeds Teaching Hospitals NHS Trust
Mr Z Makura	
Mr T Ong (Chair)	
Dr M Sen	
Ms J Hoole	Mid Yorkshire Hospitals NHS Trust
Ms B Davis	York Hospitals NHS Trust
Mrs R Wallace	
Mr P Whitfield	
Mrs A Millett	Yorkshire Cancer Network
Mrs H Ryan	
Ms F Stephenson	
Mr B Tinkler	

1. Apologies

Ms S Cameron, Ms I Cliffe, Ms S Cost, Mr S Duffy, Mr P Melling, Mr D Mitchell, Mr S Sood, Ms K Stromberg

3.1. Network Audit			
Log No	Action	Lead(s)	Deadline
1	DAHNO The next National Head and Neck Cancer Audit (DAHNO) Workshop will take place on 30th March 2007 in Wakefield. The workshop will cover 2nd annual data report, data quality, system developments and on-line reporting. To update group at the next meeting.	P Melling	Next meeting (08/05/2007)
2	Hypopharynx To write to Mr. Liddington for a summary of the Network Hypopharynx audit.	H Ryan	March 2007
4. Peer Review Update			
Log No	Action	Lead(s)	Deadline
3	Timetable and Process The Network will be reviewed against the head and neck, revised colorectal and intrathecal chemotherapy measures on 26th June 2007. The Network pre-visit will take place on 13th March 2007. The Network review will involve core members of the group including the Chair, Vice Chair, Service Improvement Lead, User Involvement and Patient Information Lead, Nursing Representative and User Representatives. Other members of the group are welcome to attend. To circulate draft Peer Review programme to members of the group for information.	F Stephenson	March 2007

4. Peer Review Update			
Log No	Action	Lead(s)	Deadline
4	To arrange a briefing meeting prior to the Network Peer Review visit for identified core members of the group.	H Ryan	March 2007
4.1. Agreed named members of NSSG (1A-201)			
Log No	Action	Lead(s)	Deadline
5	Nominations for Service Improvement Lead and User Involvement and Patient Information Lead were received for Ms Hoole and Ms Feber respectively. The group unanimously supported the nominations. To update YCN Head and Neck Group membership roles and documentation.	H Ryan	March 2007
4.2. Terms of Reference (1A-202)			
Log No	Action	Lead(s)	Deadline
6	The group agreed the revised YCN Head and Neck Terms of Reference. To upload revised terms of reference onto YCN website and CQuINS.	H Ryan	March 2007
4.3. Action Plan & Distribution of Services & Clinics (1A-251 - 1A-255)			
Log No	Action	Lead(s)	Deadline
7	The Network are in the process of producing documentation that describes the configuration of services in the Network taken from the Head and Neck Action Plan (also refer to log no. 18). Documentation to be circulated for agreement by the group at the next meeting.	F Stephenson	Next meeting (08/05/2007)
4.4. Referral Guidelines & Proformas (1A-256; 1A-261 & 1A-267/268)			
Log No	Action	Lead(s)	Deadline
8	To produce referral guidelines for inclusion in the Network Head and Neck Clinical Guidelines.	TK Ong & F Stephenson	April 2007
4.5. Configuration of MDT's (1A-262 - 264)			
Log No	Action	Lead(s)	Deadline
9	The Network are in the process of producing documentation that describes the configuration of services in the Network taken from the Head and Neck Action Plan. Documentation to be circulated for agreement by the group at the next meeting.	F Stephenson	Next meeting (08/05/2007)
4.6. Role & Distribution of Local Support Teams (1A-265 - 266)			
Log No	Action	Lead(s)	Deadline
10	The Network are in the process of producing documentation that describes the configuration of services in the Network taken from the Head and Neck Action Plan. Documentation to be circulated for agreement by the group at the next meeting.	F Stephenson	Next meeting (08/05/2007)

4.7. Work Programme & Annual Report (1C-103 & 1C-104)			
Log No	Action	Lead(s)	Deadline
11	The group discussed and agreed the draft YCN Head and Neck Annual Report 2006-07 and Work Programme 2006-09. To amend the documents in light of discussion and upload onto YCN website and CQuINS.	H Ryan	March 2007
4.8. Network Clinical Guidelines (1C-105i, 1C-128 - 132)			
Log No	Action	Lead(s)	Deadline
12	The revised first draft of the YCN Head and Neck Clinical Guidelines is complete. Mr. Ong thanked those members of the group who contributed to the clinical guidelines. The hypopharynx section still requires updating. To circulate the first draft to group members for comment and feedback.	H Ryan	March 2007
4.9. Clinical Trials & Studies (1C-115)			
Log No	Action	Lead(s)	Deadline
13	A single list of head and neck clinical trials/ studies have been agreed and signed off by the Network. To upload evidence onto CQuINS.	H Ryan	February 2007
4.10. Review of Service Improvement Reports (1C-117)			
Log No	Action	Lead(s)	Deadline
14	To review, compare and discuss MDT Service Improvement reports, following completion of head and neck cancer mapping process, at the next meeting.	MDT Leads	Next meeting (08/05/2007)
5. Improving Outcomes Guidance Action Plan			
Log No	Action	Lead(s)	Deadline
15	To circulate Head and Neck IOG Action Plan to MDT Leads for clarification on the definitions of 'primary' and 'secondary' surgery and on the procedures carried out by each MDT and each Hospital Trust as identified in table 1 and table 2 of Annex A (for the purposes of Peer Review).	H Ryan	27/02/2007
16	To send comments on definitions of primary and secondary surgery to H Ryan and confirmation of procedures carried out at each hospital in the Specialist MDT.	MDT Leads	13/03/2007
17	To resubmit Head and Neck Action Plan to Department of Health once definitions for primary and secondary surgery have been agreed.	B Tinkler	March 2007
7. AHP Update			
Log No	Action	Lead(s)	Deadline
18	Ms Davis fed back from the last YCN Head and Neck Specialist Group meeting which took place on 6th February 2007. Ms Davis highlighted the insufficient dietetic support service at the centre and in the local support teams. To highlight issue at Peer Review visit.	B Davis	June 2007

8. Establishment of Thyroid & Endocrine Group			
Log No	Action	Lead(s)	Deadline
19	Mr. Tinkler fed back to the group from the first YCN Thyroid and Endocrine Group which took place on 7th February 2007. To circulate the action log from the meeting to the group for information.	H Ryan	March 2007
9. Any Other Business			
Log No	Action	Lead(s)	Deadline
20	User Involvement The group discussed mechanisms for involving Service User/ Carer views in the in the work of the YCN Head and Neck Group. It was agreed to address the issue more widely at a future meeting. To produce and circulate user involvement proposal to group members for feedback and discussion/agreement at the next meeting.	M Child (YCN User Involvement Facilitator)	April 2007
21	To canvass opinion from group for User Involvement.	TK Ong	March 2007

Date of Next Meeting(s)

Tuesday 8th May 2007 1:30 pm
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Thursday 18th October 2007 1:30 pm
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital