

Present:

Ms I Cliffe	Bradford Teaching Hospitals NHS Foundation Trust
Mr S Worrall	
Ms S Cameron	Leeds Teaching Hospitals NHS Trust
Dr C Coyle	
Ms T Feber	
Professor K MacLennan	
Mr T Ong (Chair)	
Ms K Stromberg	
Ms J Hoole	Mid Yorkshire Hospitals NHS Trust
Mr D Mitchell	
Ms E Jeffers	York Hospitals NHS Foundation Trust
Mrs R Wallace	
Mr P Whitfield	
Mr P Melling	Yorkshire Cancer Network
Mrs A Millett	
Ms F Stephenson	
Mr B Tinkler	

1. Apologies

Ms M Beaumont, Ms B Davis, Mr S Duffy, Mr M Liddington, Dr E Loney, Mr Z Makura, Mr S Sood

3. Matters arising

Log No	Action	Lead(s)	Deadline
1	<p>User Involvement</p> <p>Following discussions at the last meeting Mr. Ong circulated a consultation letter to the group for their views on User Involvement. Few responses had been received.</p> <p>To produce a document outlining the advantages and disadvantages of User Involvement on the group for discussion and agreement at the next meeting.</p>	T Feber	Next meeting (18/10/2007)

4. Improving Outcomes Guidance Action Plan

Log No	Action	Lead(s)	Deadline
2	<p>Following recent YCN Head and Neck Group meetings and email discussions the definitions of 'primary' and 'secondary' surgery have been agreed by the surgeons of the group.</p> <p>'Primary Surgery' is accepted to mean the first definitive (usually with curative intent) surgical intervention and 'secondary surgery' is accepted to mean all other surgical interventions.</p> <p>To resubmit the Head and Neck Action Plan to the Department of Health.</p>	B Tinkler	May 2007

Head and Neck Group : Actions of the meeting held on Tuesday 8th May 2007 1:30 pm

5. Peer Review Update			
Log No	Action	Lead(s)	Deadline
3	<p>The Network Peer Review Visit of Head and Neck Cancer Services will take place on Tuesday 26th June 2007, 1.30 - 3.00pm at Weetwood Hall, Leeds.</p> <p>Core members of the YCN Head and Neck Group have been invited to participate in the visit including the Chair, Vice Chair, Service Improvement Lead, User Involvement and Patient Information Lead, Chair of YCN Head and Neck Specialist Group. In addition a representative from each specialist MDT, a pathology representative, an imaging representative. and an AHP have been invited.</p> <p>To inform Ms Ryan of a representative from Speech and Language Therapy to attend the Network Peer Review visit.</p>	SALT's	11/05/2007
4	To arrange a Peer Review Briefing meeting to prepare for the Network visit and to give those involved an opportunity to discuss progress, structure of the programme, the format and questions and good practice examples.	H Ryan	May 2007
5.1. Network Agreed Referral Proformas (1A-258)			
Log No	Action	Lead(s)	Deadline
5	<p>The group discussed the Network agreed proforma for routine referral (1A-256). It was agreed that existing referral processes from primary care to localities are effective and that a Network proforma for routine referral was unnecessary and would not improve the current system.</p> <p>To amend the evidence in light of discussion and circulate to Cancer Lead Managers and Head and Neck Designated MDT Lead Clinicians for agreement.</p>	F Stephenson/ H Ryan	11/05/2007
5.2. Network Clinical Guidelines (1C-105i, 1C-128 - 132)			
Log No	Action	Lead(s)	Deadline
6	<p>The revised final draft YCN Head and Neck Clinical Guidelines were recirculated for final comments prior to the meeting.</p> <p>It was agreed that guidelines need to reflect the current management pathway for patients with Head and Neck Cancer presenting to the Maxillofacial Surgery Service at Scarborough and Bridlington.</p> <p>The group ratified the guidelines with the suggested amendments.</p> <p>To amend the guidelines in light of discussion.</p>	TK Ong/ F Stephenson	11/05/2007
7	To format the guidelines, add to YCN website and circulate to the group.	H Ryan	May 2007
5.3. Review of Service Improvement Reports (1C-117)			
Log No	Action	Lead(s)	Deadline
8	<p>All 3 Service Improvement Reports have been received from Bradford, Leeds and York Head and Neck MDT's.</p> <p>The Leeds and York reports were discussed in detail and a summary given by Bradford.</p> <p>Further work is required by Bradford to reflect current service improvement, which will be actioned prior to Peer Review.</p>	A Millett/ D Sutton	May 2007

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6. DAHNO			
Log No	Action	Lead(s)	Deadline
9	<p>The second DAHNO Annual Report, October 2005 - November 2006 was circulated to the group with the agenda for information.</p> <p>A YCN DAHNO position statement produced by Mr. Melling was tabled and discussed.</p> <p>To circulate position statement electronically to the group and to Cancer Information Leads for information.</p>	H Ryan	May 2007
10	<p>Network Head and Neck Audit</p> <p>To arrange a small sub-group meeting including Mr. Melling, Mr. Ong, Dr Coyle, Mr. Whitfield, Mr. Worrall and Mr. Mitchell to devise a set of questions for a Network Head and Neck Audit.</p>	H Ryan/ P Melling	May 2007
11	<p>Network Head and Neck Audit</p> <p>To update YCN Cancer Information Leads to inform their work programme.</p>	P Melling	May 2007
7. AHP Update			
Log No	Action	Lead(s)	Deadline
12	<p>Ms Cameron fed back from the last YCN Head and Neck Specialist Group meeting which took place on 1st May 2007. The group is currently reviewing its terms of reference and work plan and working with Ms J Toovey, YCN Nurse Director on developing a supportive care and patient information pathway across the Network.</p> <p>Ms M Beaumont has started her post as Head and Neck CNS at Calderdale and Huddersfield.</p> <p>To update membership of the group.</p>	H Ryan	May 2007
8. Any Other Business			
Log No	Action	Lead(s)	Deadline
13	<p>Histopathology</p> <p>There was concern that Leeds have received funding for another head and neck histopathologist however an appointment has not yet been made.</p> <p>To address the issue with Mr. D Russell, Head of Specialised Commissioning.</p>	B Tinkler	May 2007

Date of Next Meeting(s)

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