

**Actions of the meeting held on  
Wednesday 27 February 2008, 13:30**

**Yorkshire Cancer Network**

**Fewston Seminar Room, 1st Floor Fewston Wing, Harrogate District Hospital**

**Present:**

Ms S Cost	Bradford Teaching Hospitals NHS Foundation Trust
Dr E Loney	
Mr D Sutton	
Ms T Feber	Harrogate and District NHS Foundation Trust
Ms S Cameron	Leeds Teaching Hospitals NHS Trust
Dr C Coyle	
Mr S Davies	
Dr K Dyker	
Mr Z Makura	
Mr T Ong (Chair)	
Mr J Woodhead	
Mr & Mrs R Dailey	User Partnership Group
Mr A Nicolaides	York Hospitals NHS Foundation Trust
Mr S Duffy	Yorkshire Cancer Network
Mr P Melling	
Mrs A Millett	
Mr N Mungur	
Mr B Tinkler	

**Apologies**

Ms M Beaumont, Ms I Cliffe, Mrs H Cruickshank, Ms B Davis, Ms S Fisher, Ms J Hoole, Dr S Kite, Mr D Mitchell, Dr N Spencer, Ms F Stephenson, Ms K Stromberg, Mr P Whitfield

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
<b>30</b>	The minutes of the meeting that took place on Thursday 18th October were agreed as an accurate record.	N/A	N/A
<b>3.1. Educational Event evaluation summary</b>			
Log No	Action	Lead(s)	Deadline
<b>31</b>	It was noted that the educational event that took place on Friday 30th November was a great success and well evaluated.  The theme for the event in 2009 will be on early disease.	N/A	N/A

<b>4. Improving Outcomes Guidance Action Plan</b>			
Log No	Action	Lead(s)	Deadline
<b>32</b>	<p>Following discussions at the meeting that took place on Thursday 18th October the letter regarding the update on the submitted action plan to meet the NICE IOG for Head and Neck Cancer was circulated to the group and Lead Mangers by email on 22nd October 2008 for comments. This letter was then taken to the YCN Management Board meeting for formal agreement. The finalised letter was submitted to the Cancer Action Team on 14th December 2008. A written agreement to the action plan was received from the CAT on 22nd February and circulated to the group for information.</p> <p>Mr Tinkler reiterated that it is the groups responsibility to make recommendations to the YCN Management Board and the Boards responsibility to accept them or not. The YCN Board (which includes commissioner representation) accepted the proposed definitions.</p> <p>Members emphasised the importance they are clear on the definitions for primary and secondary care. Following an in depth discussion it was agreed that members should discuss and agree where each procedure fits. This audit will help identify any capacity issues.</p> <p>All agreed that any clinical changes arising from the IOG should only be implemented when adequate resources are made available so as the high standard of patient care is not compromised</p> <p>Members once again expressed their concerns regarding the pathology funding that was awarded to appoint a further pathologist at LTHT however not used for this purpose. The network representatives reported that there is now a new YCN Management Board structure which includes commissioner representatives and therefore any funding provided will have to be accountable.</p> <p>To provide Trusts with a list of procedures so members can categorise procedures.</p>	P Melling	12/02/2008
<b>5. Audit</b>			
Log No	Action	Lead(s)	Deadline
<b>33</b>	<p>Mr Tinkler proposed that each Trust undertake an audit of the patients identified on the CWT database (Q1 - Q3) and look at their notes to see whether they would be primary or secondary care as previously defined.</p> <p>The CAT have been explicit about their expectations to take the agreement forward. Mr Tinkler proposed that a audit is undertaken to determine where primary and secondary procedures are currently being carried out and agree a date when primary procedures only will be carried out at York, Bradford and Leeds.</p> <p>Mr Tinkler to write to MDT Leads and Lead Managers for Cancer Services at each Trust within the Network to ask if they will undertake this audit by Monday 31st March 2008.</p>	MDT Leads/Lead Managers	31/03/2008
<b>5.1. DAHNO</b>			
Log No	Action	Lead(s)	Deadline
<b>34</b>	<p>DAHNO has now converted to a web based system that should be more 'user friendly'.</p> <p>The national annual report should be published in 2008.</p> <p>To keep the group updated on DAHNO.</p>	P Melling	09/06/2008

<b>6. Peer Review Action Plan - NSSG &amp; Localities Actions</b>			
Log No	Action	Lead(s)	Deadline
35	To monitor progress of the Action Plan within organisations and complete the six monthly report to the Network.	MDT/Management Leads	30/10/2008
<b>7. User Involvement</b>			
Log No	Action	Lead(s)	Deadline
36	<p>Mr and Mrs Dailey, Service User Representatives were welcomed to the group.</p> <p>As Ms Feber is leaving her post a new User Involvement and Patient Information Lead will have to be identified for the group.</p> <p>Nominations for the role of User Involvement and Patient Information Lead to be sent To Ms Carroll by 31st March 2008.</p>	All	31/03/2008
<b>8. Service Improvement</b>			
Log No	Action	Lead(s)	Deadline
37	<p>The Service improvement meeting took place on 18th December 2007.</p> <p>Ms Millett summarised the YCN Head and Neck 'Timed' pathway. It was suggested that the supportive care pathway should be incorporated. Members emphasised the importance they put a rider on the document saying this pathway is an ideal pathway to help commission services but is not a gold standard that must be implemented. Members shared their comments on the pathway and Ms Millett will feed these back at the Service Improvement meeting taking place on 15th April 2008.</p> <p>Ms Millett questioned if each unit should undertake a gap analysis of the last 10 patients before or after it is presented to the YCN Management Board. It was felt this should take place before and that the Service Improvement Leads should take this forward.</p> <p>It was noted that there is an absence of ENT and commissioner representation on the Service Improvement Group.</p> <p>The next Service improvement meeting is taking place on 15th April 2008.</p> <p>To send comments on the YCN Head and Neck 'Timed' pathway to Ms Millett <a href="mailto:angela.millett@ycn.nhs.uk">angela.millett@ycn.nhs.uk</a> by 31st March 2008.</p>	All	31/03/2008
<b>8.1. Network Level Head &amp; Neck Pathway</b>			
Log No	Action	Lead(s)	Deadline
38	To ask the Service Improvement Leads if they will undertake a gap analysis of the last 10 patients.	A Millett	Review 09/06/2008
<b>9. Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
39	To keep members updated on the CWT data.	P Melling	Ongoing

<b>11. YCN/Macmillan Patient Information Website Project</b>			
Log No	Action	Lead(s)	Deadline
<b>40</b>	<p>Mr Nazeem Mungur, Macmillan Web Content Manger for the Yorkshire Cancer Network informed members of the YCN/Macmillan Patient Information Website Project. His email address is nazeem.mungur@ycn.nhs.uk</p> <p>To circulate the YCN/Macmillan Patient Information Website Project presentation with the Action Log.</p>	N Mungur/L Carroll	12/03/2008
<b>12. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
<b>41</b>	<p>Audit and Research</p> <p>Dr Coyle gave an update on current trials on behalf of the YCRN.</p> <p>The next research meeting will take place post the NSSG on Monday 9th June 2008.</p> <p>To ensure audit and research remains a standing agenda item.</p>	L Carroll	Ongoing
<b>42</b>	<p>Enteral Feeding Group</p> <p>To circulate the finalised guidelines when completed.</p>		

**Date of Next Meeting(s)**

Monday 9th June 2008 1:30 pm  
 The Board Room, 3rd Floor, Trust Head Quarters, Harrogate District Hospital

Thursday 30th October 2008 1:30 pm  
 The Board Room, 3rd Floor, Trust Head Quarters, Harrogate District Hospital