

Actions of the meeting held on
Monday 09 June 2008, 13:30

Yorkshire Cancer Network

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

Present:

Ms S Cost	Bradford Teaching Hospitals NHS Foundation Trust
Dr E Loney	
Mr D Sutton	
Ms L Taylor	
Ms M Beaumont	Calderdale and Huddersfield NHS Foundation Trust
Ms S Cameron	Leeds Teaching Hospitals NHS Trust
Dr C Coyle	
Sister M Fitzgerald	
Ms E Jeffers	
Professor K MacLennan	
Mrs M Mahoney	
Mr Z Makura	
Mr T Ong (Chair)	
Dr M Sen	
Ms K Stromberg	
Ms J Hoole	Mid Yorkshire Hospitals NHS Trust
Mr D Mitchell	
Mrs S Fisher	University of Leeds
Mrs M Dailey	User Partnership Group
Mr R Dailey	
Ms B Davis	York Hospitals NHS Foundation Trust
Mr P Whitfield	
Mr S Duffy	Yorkshire Cancer Network
Mrs A Millett	
Mr B Tinkler	

Apologies

Mr P Melling, Mrs H Ryan, Mr S Sood

2. Action Log from the last meeting

Log No	Action	Lead(s)	Deadline
1	The action log from the last meeting was agreed as an accurate record.		

3. Matters arising			
Log No	Action	Lead(s)	Deadline
2	<p>Audit</p> <p>Mr Tinkler reported that all Trust have submitted their data showing that primary and secondary surgery is being carried out. From this data it appears that Mid Yorkshire Hospitals NHS Trust may be under reporting on CWT.</p> <p>Mr Tinkler has asked colleagues at Mid Yorkshire to check their figures and noted that he has received a letter from Ms Julia Squires, Chief Executive for Mid Yorkshire NHS Foundation Trust asking to meet with him and the Mr Webster, Chair of the Network Board to discuss this further.</p> <p>It was noted that the joint MDT (Leeds and Mid Yorkshire) is where clarity should be obtained on the patients identified and resources required to deliver care against the IOG.</p>	Leeds/ Mid Yorkshire MDT Leads	Review 30/10/2008
3	<p>Audit</p> <p>To meet and discuss this further.</p>	B Tinkler, R Webster and Ms Squire	Review 30/10/2008
4. IOG Action Plan Implementation			
Log No	Action	Lead(s)	Deadline
4	<p>Bradford and Airedale PCT have resolved the issue regarding the cost of the service received by Bradford. The additional requirements of supportive and palliative care are to be taken forward and resolved.</p> <p>Mr Sutton explained that the locally negotiated tariff is inadequate as it covers the cost of the surgical episode only. Further discussions to resolve this are taking place.</p> <p>The transfer of Head and Neck work from Calderdale and Huddersfield to Bradford is in progress.</p> <p>York MDT is keen to move to video link.</p> <p>Leeds/ Mid Yorkshire discussions regarding capacity are taking place.</p> <p>To keep the group updated on the IOG Action Plan Implementation.</p>	MDT Leads	Review 30/10/2008
5. Patient Pathway			
Log No	Action	Lead(s)	Deadline
5	<p>Ms Millett summarised the revised version of the YCN Head and Neck Network pathway (Draft 6) May 2008. The developments made to the pathway came from discussions at the last Service Improvement Meeting on 15th April 2008 and from comments received following the previous NSSG meeting. Patient and carer views on the pathway have also been obtained during a recent meeting with Mr and Mrs Dailey.</p> <p>The next Head and Neck Service Improvement meeting will take place on Tuesday 1st July 2008 where both the Network Pathway and Gap Analysis will be further discussed.</p> <p>Any additional comments on the draft pathway to Ms Millett (angela.millett@ycn.nhs.uk) by Wednesday 18th June 2008.</p>	All	18/06/2008

5.1. Gap Analysis			
Log No	Action	Lead(s)	Deadline
6	Ms Millett ensured members had received the latest version of the gap analysis.	N/A	N/A
6. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
7	Members discussed that latest CWT data for Head and Neck cancer. To keep members updated on the CWT data.	P Melling	Ongoing
7. Group Membership & Roles			
Log No	Action	Lead(s)	Deadline
8	<p>A group discussion regarding attendance/ representation at the NSSG took place. It was noted that one of the Quality Measures for Peer Review state that each MDT should send a team member as a representative to at least two thirds of the NSSG meetings.</p> <p>Lead Team representatives emphasised that the attendance at NSSG meeting should not be counted as study leave and agreed to reiterate this at the meetings they are holding with the Lead Team at each Trust.</p> <p>It was suggested that colleagues send Mrs Ryan a list of representatives on the MDTs so that they can be sent a email reminder of the Action Log.</p> <p>The group felt it was important to identify a core membership, however keep membership inclusive. It was suggested that they could agree who should attend the NSSG at the MDT meetings.</p> <p>Mrs Ryan has agreed to look at minimum requirements for attendance.</p> <p>Mrs Ryan to contact the MDT Leads to request a list of the MDT representatives so she can ensure they are sent the website link of the Action Log.</p>	MDT Lead/ H Ryan	30/06/2008
9	Mrs Ryan to do a gap analysis of attendance and send to Mr Ong.	H Ryan	30/10/2008
10	<p>No nominations had been received for User Involvement and Patient Information Lead or Service Involvement Lead. Ms Cost agreed to be the point of contact for the Service User representatives in the interim.</p> <p>It was proposed that the MDT Service Improvement Leads could take on the Network responsibility on a rotational basis. Members highlighted their concerns with taking on additional responsibility due to capacity issues.</p>	Mr Ong	Review 30/10/2008
8. Educational Event			
Log No	Action	Lead(s)	Deadline
11	<p>The YCN Head and Neck Educational Event will take place on the afternoon of Friday 21st November 2008 at the Thackray Medical Museum, Leeds.</p> <p>Mr Ong to draft the programme and send to Mrs Ryan for circulation to the group.</p>	Mr Ong	31/07/2008

9. Any Other Business			
Log No	Action	Lead(s)	Deadline
12	<p>Audit</p> <p>A HTA funded study called PET Neck is about to be launched. The intension is to enter patients from each of the MDTs. As patients will require a PET CT scan it was noted that any excess treatment costs should be picked up by the PCTs. Bradford PCT have declined funding in some cases and therefore this issue is being taken to the trials team.</p>	N/A	N/A
10. Date and time of next meeting			
Log No	Action	Lead(s)	Deadline
13	<p>As the date for the next meeting was scheduled to take place in the school holidays members asked if this could be changed.</p> <p>Thursday 6th November was provisionally chosen.</p> <p>To confirm rescheduled meeting date and venue (Leeds) to the group.</p>	H Ryan	

Date of Next Meeting(s)

Thursday 6th November 2008 1:30 pm
 St. Michael's Hospice, Harrogate