

Actions of the meeting held on
Thursday 13 November 2008, 15:00

Yorkshire Cancer Network

Seminar Room 1, 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 N Verity	
Ms P Adam	Leeds Teaching Hospitals NHS Trust
Mrs S Burnell	
Ms S Cameron	
Ms S Morgan	
Mr T Ong (Chair)	
Dr D Stark	
Mrs I Cliffe	Undercliffe Health Care Centre
Mrs S Fisher	University of Leeds
Mr P Whitfield	York Hospitals NHS Foundation Trust
Mr P Melling	Yorkshire Cancer Network
Mrs A Millett	
Mrs H Ryan	
Mr B Tinkler	

Apologies

Ms M Beaumont, Dr C Coyle, Mr S Duffy, Dr D Gouldesbrough, Ms F Halstead, Ms J Hoole, Mr Z Makura, Mr D Mitchell, Dr M Sen, Ms C Sleigh

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
14	The action log from the last meeting was agreed as being an accurate record.	N/A	N/A
4. IOG Action Plan Implementation			
Log No	Action	Lead(s)	Deadline
15	<p>Mr Tinkler verbally updated the group of the latest discussions between Leeds and Mid-Yorkshire.</p> <p>At the last YCN Management Board meeting Bradford announced an anticipated three month delay on the transfer of Head & Neck surgery from Calderdale & Huddersfield which would not take place by December 2008. A business case is going through the internal process for a surgeon. The Board noted the service remains non IOG compliant. They were assured there is no clinical risk.</p> <p>To keep the group updated.</p>	B Tinkler	On-going

5. Patient Pathway Update			
Log No	Action	Lead(s)	Deadline
16	<p>Dr Elizabeth Loney has taken on the role of Service Improvement Lead for the YCN Head and Neck Group.</p> <p>The final version of the YCN Head and Neck Pathway has been agreed and a few minor amendments are required to the gap analysis.</p> <p>Work is now required on the rehabilitation and follow-up aspects of the pathway.</p> <p>It was agreed to rename the Pathway Development Group as Service Improvement Group.</p> <p>Future Service Improvement Group meetings would be held at 1.30pm (with lunch) prior to the YCN Head and Neck Group meetings at 2.30pm.</p> <p>To circulate the finalised pathway and gap analysis to the group.</p>	H Ryan	December 2008
6. Teenagers & Young Adults - Improving Outcomes Guidance and Pathways			
Log No	Action	Lead(s)	Deadline
17	<p>Dr Dan Stark, Medical Lead, Ms Sue Morgan, Professional Nursing Lead and Ms S Burnell, CNS from the Teenager and Young Adult Service (TYA) introduced the TYA service at Leeds and led a discussion on how the head and neck MDT's refer patients agreed 16-24 with head and neck cancer to the Yorkshire TYA MDT meeting taking into account the NICE IOG Children and Young People 2005.</p> <p>All comments to d.p.stark@leeds.ac.uk and sue.morgan@leedsth.nhs.uk</p>	All	31/12/2008
18	To ensure that the TYA MDT dovetails and supports the YCN Head and Neck pathway.	D Stark/ S Morgan	31/12/2008
19	Head and Neck Teams to continue to refer to local MDT and simultaneously to TYA MDT.	Head and Neck MDT Leads	On-going
20	TYA MDT SOP to be completed and circulated to Trust Lead Cancer Managers and Clinicians.	D Stark & S Morgan	31/01/2009
21	Referrals to TYA service (16-24 years) to commence from 2nd February 2009.	All	02/02/2009
7. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
22	<p>Mr Melling tabled and presented the latest data and reminded the group of the new cancer waiting times targets and service standards.</p> <p>To keep the group updated.</p>	P Melling	On-going
8. Audit			
Log No	Action	Lead(s)	Deadline
23	<p>•DAHNO</p> <p>The national and local reports on DAHNO have been issued by NCASP. The local reports have not been seen by all Trusts across the Network. An in-depth discussion followed on the accuracy of the data.</p> <p>To circulate the report to the group and check the accuracy of the data for discussion at the next meeting.</p>	P Melling	Next Meeting (09/02/2009)

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8. Audit			
Log No	Action	Lead(s)	Deadline
24	<p>•Network Audits</p> <p>Progress on Network Audits were highlighted by the group.</p> <p>To produce an audit summary report for completion and submission by the group.</p>	TK Ong	December 2008
9. YCRN update			
Log No	Action	Lead(s)	Deadline
25	<p>A YCRN Head and Neck portfolio and recruitment paper was circulated to the group with the agenda.</p> <p>To keep the group updated.</p>	F Halstead	On-going
10. Head and Neck Specialist Group Update			
Log No	Action	Lead(s)	Deadline
26	<p>Ms P Adam has taken over the role of chair of the group from Ms B Davis and is supported by Vice Chair Ms M Beaumont.</p> <p>The group have agreed a work programme and terms of reference.</p> <p>Two main areas of work taken forward by the group include the patient information pathway for head and neck and laryngectomy patients and the rehabilitation and supportive care pathway.</p> <p>The meetings have been split between business and education.</p>	N/A	N/A
11. Educational Event			
Log No	Action	Lead(s)	Deadline
27	<p>The Head and Neck Educational Event on 'Tobacco, Pre-Malignant and Early Head and Neck Cancer' is taking place on 21st November 2008 at Thackray Museum, Leeds.</p> <p>To contact Mr Ong with ideas for the next educational event in 2009.</p>	All	On-going
12. Any Other Business			
Log No	Action	Lead(s)	Deadline
28	<p>•Work Programme and Annual Report</p> <p>The YCN Head and Neck Group Annual Report 2007/08 and Work Programme 2008/11 was tabled for discussion.</p> <p>To circulate the annual report and work programme to the group for consultation. Deadline for comments DATE.</p>	All	N/A
29	<p>•YCN Development Programme</p> <p>Mrs Cost informed the group of the first YCN Developmental Programme workshop for Chairs and Vice Chairs on 22nd October 2008 at Weetwood Hall.</p> <p>To keep the group updated.</p>	TK Ong/ S Cost	On-going

Date of Next Meeting(s)

Friday 21st November 2008 12:30 pm
Thackray Medical Museum, Leeds [Educational Event]

Monday 9th February 2009 2:30 pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 11th June 2009 2:30 pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 7th October 2009 2:30 pm
Committee Room, Trust HQ, Ground Floor, St James's University Hospital