

Actions of the meeting held on
Monday 09 February 2009, 14:30

Yorkshire Cancer Network

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

Present:

Dr E Loney	Bradford Teaching Hospitals NHS Foundation Trust
Mr D Sutton	
Ms M Beaumont	Calderdale and Huddersfield NHS Foundation Trust
Ms P Adam	Leeds Teaching Hospitals NHS Trust
Ms S Cameron	
Dr J Chester	
Ms A Coates	
Dr C Coyle	
Mrs M Mahony	
Mr Z Makura	
Mr T Ong (Chair)	
Dr M Sen	
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	
Mr P Whitfield	York Hospitals NHS Foundation Trust
Mrs A Millett	Yorkshire Cancer Network
Mr B Tinkler	
Ms F Halstead	Yorkshire Cancer Research Network

Apologies

Dr S Kite, Mr M Liddington, Mr D Martin-Hirsch, Mrs H Ryan, Mrs R Wallace

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
30	Was agreed as being an accurate record.	N/A	N/A

4. IOG Action Plan Implementation			
Log No	Action	Lead(s)	Deadline
31	<p>At the YCN Board meeting on 04/02/2009 Bradford confirmed that they were now IOG compliant and all appropriate cases from Calderdale and Huddersfield would be treated in Bradford.</p> <p>B Tinkler understood from confirmation given to the YCN Board and discussions with Management at Leeds and Mid Yorkshire that from December 2008 all complex surgical cases were to transfer from Mid Yorkshire to Leeds.</p> <p>It was highlighted that, as outlined in the action plan, the transfer was a staged approach and that currently Mid Yorkshire cases were not being transferred to Leeds.</p> <p>An in-depth group discussion followed and concerns were raised including the lack of communication between management and clinicians.</p> <p>To request E Jeffers, Directorate Manager of Head and Neck Services, Leeds to organise a meeting between the relevant people (clinical and management) from both Leeds and Mid Yorkshire to discuss and confirm operational arrangements and timescale for transfer of the complex surgical cases.</p>	B Tinkler	February 2009
5. Service Improvement Update			
Log No	Action	Lead(s)	Deadline
33	<p>The head and neck clinical pathway is now complete and gap analysis is almost finalised.</p> <p>A questionnaire will be circulated to scope the follow-up models of care for head and neck cancer patients across the Network.</p> <p>A supportive and rehabilitation pathway meeting will take place on 13th March 2009.</p> <p>The group are also developing a work programme.</p> <p>To forward suggestions for the Service Improvement Work Programme to E Loney (elizabeth.loney@bradfordhospitals.nhs.uk) or A Millett (angela.millett@ycn.nhs.uk).</p>	All	March 2009
6. Peer Review Information Update			
Log No	Action	Lead(s)	Deadline
34	<p>The YCN Cancer Peer Review Programme 2009-2010 was tabled for information.</p> <p>B Tinkler gave an overview of the revised method and procedures for carrying out the National Cancer Peer Review Programme.</p> <p>A handbook and evidence guides are available to download from CQUINS (http://www.cquins.nhs.uk/).</p> <p>Head and Neck Cancer Services will not be reviewed in this round of Peer Review.</p> <p>The YCN are running 2 Peer Review training workshops on 4th March in Leeds and 10th March in Bradford. An invitation has been circulated across the Network.</p> <p>To keep the group updated.</p>	B Tinkler	On-going

7. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
35	<p>The latest head and neck cancer waiting times data was tabled for information.</p> <p>The YCN has published two quick guides to support the implementation of the new Going Further on Cancer Waits standards which are being implemented from January 2009.</p> <p>The first guide is specifically for Primary Care and highlights the new standards and the revised responsibilities for GPs and PCTs in the collection of cancer waiting times.</p> <p>The second guide has been written for MDTs and highlights the new standards and the two major changes in the collection of cancer waiting times. The introduction of the Consultant Upgrade and the removal of waiting time adjustments.</p> <p>Both can be downloaded from the YCN website http://www.ycn.nhs.uk/html/news.htm</p> <p>The group expressed concern about the introduction of the removal of CWT adjustments and the impact on 31 and 62 day target due to the nature of the type of cancer patient being treated.</p> <p>To feed back issues and concerns with new cancer standards to BAHNO and other relevant professional bodies to feed into the Cancer Action Team.</p>	C Coyle	On-going
8. Audit			
Log No	Action	Lead(s)	Deadline
36	<p>TK Ong has not received any audit project summaries from the group.</p> <p>To circulate another call for head and neck audit projects.</p>	H Ryan	February 2009
37	To submit summary of pre-cancer audit project to TK Ong.	S Fisher	February 2009
38	<p>To each carry out an audit on 5 patients looking at the patient events occurring between diagnosis and treatment to support concerns and issues regarding the new CWT standards.</p> <p>To submit summary of audit to TK Ong.</p>	CNS's	On-going
9. YCRN update			
Log No	Action	Lead(s)	Deadline
39	<p>F Halstead summarised the YCRN Head and Neck Clinical Trial Portfolio Performance Report circulated to the group prior to the meeting.</p> <p>A discussion followed.</p> <p>Any comments on the format of the report to F Halstead (fiona.halstead@leedsth.nhs.uk)</p>	All	March 2008

Head and Neck Group : Actions of the meeting held on Monday 9th February 2009 2:30pm

10. Head and Neck Specialist Group Update			
Log No	Action	Lead(s)	Deadline
40	<p>The group last met on 16th December 2009. For the clinical part of the meeting, S Cost and L Taylor fed back on the pre-treatment assessment clinic at Bradford.</p> <p>A Time-Out day has been arranged for 13th March 2009 to work on producing both the patient information pathway and supportive and rehabilitative pathway.</p> <p>To keep the group updated.</p>	P Adam	Next meeting (11/06/2009)
11. Annual Report and Work Programme			
Log No	Action	Lead(s)	Deadline
41	<p>The YCN Head and Neck Group Annual Report 2007/08 and Work Programme 2008-11 was circulated to the group with the agenda for comment and agreement.</p> <p>To feedback any comments to H Ryan.</p>	All	February 2009
12. Any Other Business			
Log No	Action	Lead(s)	Deadline
42	<p>•Mid Yorkshire SALT and Dietitian</p> <p>J Hoole announced that Mid Yorkshire are bidding through Macmillan Cancer Support to fund posts for a designated Head and Neck SALT and dietitian.</p> <p>The group supported the posts.</p>	N/A	N/A

Date of Next Meeting(s)

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

Wednesday 7th October 2009 2:30pm
Committee Room 1, Trust HQ, Ground Floor, St James's University Hospital