

**Actions of the meeting held on  
Monday 08 February 2010, 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
Mrs C Salt	
Ms M Beaumont	Calderdale and Huddersfield NHS Foundation Trust
Ms J Ashton	Leeds Teaching Hospitals NHS Trust
Ms A Coates	
Dr C Coyle	
Mrs A Craig	
Dr K Dyker	
Mrs M Mahony	
Mr Z Makura	
Mr P Nixon	
Mr T Ong (Chair)	
Dr M Sen	
Ms H Chadwick	Mid Yorkshire Hospitals NHS Trust
Miss J Hoole	
Mr D Mitchell	
Mrs M Dailey	User Partnership Group
Mr R Dailey	
Mr P Whitfield	York Hospitals NHS Foundation Trust
Mr S Duffy	Yorkshire Cancer Network
Mrs C Irving	
Mr P Melling	
Mrs A Millett	

**Apologies**

Mrs S Cost, Mrs S Fisher, Ms F Halstead, Mr M Liddington, Mr D Sutton

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
<b>29</b>	TK Ong welcomed all members to the meeting and everyone introduced themselves.  Helen Chadwick and Marie Mahoney were introduced as the new Service Improvement Leads at Mid Yorks and Leeds respectively.  Clair Irving to amend records accordingly.	C Irving	22/02/2010
<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
<b>30</b>	The action log from the last meeting was agreed to be a true record.  It was noted that Paul Whitfield's name was spelt incorrectly under the feedback from specialist MDT's section.  Clair Irving to amend this accordingly.	C Irving	17/06/2010

<b>3. Matters arising</b>			
<b>3.1 Clinical pathway - update</b>			
Log No	Action	Lead(s)	Deadline
31	Members were informed that progress has been made on the GAP analysis.  Angela Millett to re-circulate the updated GAP analysis for any further comments.	A Millett	17/02/2010
32	Members to send any further gaps in service which require highlighting to <a href="mailto:angela.millett@ycn.nhs.uk">angela.millett@ycn.nhs.uk</a> as soon as possible.	All	ASAP
33	Angela Millett advised the group that some restorative dentistry aspects have been added and that it is now available on the YCN web. The pathway will be presented to the YCN Commissioning group on the 10th March 2010. Catherine Coyle and TK Ong wondered whether a Clinician would be required to attend the meeting on the 10th March 2010. Sean Duffy said that they would welcome clinical input as it is a very complex pathway, however it would not be essential if clinical commitments would not allow.  Angela Millett to email TK Ong and Catherine Coyle with the Commissioning group meeting details on the 10th March 2010.	A Millett	17/02/2010
<b>3.2 Patient Information Pathway Update</b>			
Log No	Action	Lead(s)	Deadline
34	Michelle Beaumont advised the group that the Patient Information pathway for cancers of the head and neck including laryngectomy has been finalised.  Members agreed to formally sign off this pathway.  Clair Irving to upload the pathway onto the web.	C Irving	26/02/2010
<b>3.3 Update on lack of SALT and dietetic provision to patient pathway</b>			
Log No	Action	Lead(s)	Deadline
35	Sean Duffy and Angie Craig advised the group that a locum post (Leeds) has gone to advert which is expected to be filled by June. Three additional posts have been funded by Macmillan in order to provide a robust service.  The group discussed the possibility of having an AHP contingency plan to minimise the incidence of lack of provision. It was suggested that a more collaborative approach could be adopted across the Network.  The group were informed that a two year bid had been submitted to the Yorkshire and Humber Innovation Fund for a Local Support Team to support patients six months post treatment. The group considered to use this as a service model to adopt across the whole Network by incorporating this into the SOP to be submitted to the Commissioning group.  Paul Whitfield also requested an update in the provision of cover for dietetic support in Bexley Wing, Leeds. Julie Ashton provided an update including the cover arranged for the two posts due to maternity leave and vacancy.  Angie Craig to update at the next meeting.	A Craig	17/05/2010

<b>4. Service Improvement Update</b>			
Log No	Action	Lead(s)	Deadline
<b>36</b>	<p>Elizabeth Loney updated the group on the previous Service Improvement meeting on the following:-</p> <ul style="list-style-type: none"> <li>• Service Improvement Leads agreed for Mid Yorks and Leeds</li> <li>• Update on the Bradford pre-assessment audit and agreement from Bradford that they will now pilot a checklist</li> <li>• Update on the Supportive and Rehabilitation pathways</li> </ul> <p>Angela Millett informed the group that the YCN and HYCCN have employed a Network AHP Lead post for three years who will be supporting and developing rehabilitation in cancer care across the two Networks. This post will commence in April 2010.</p> <p>Elizabeth Loney to update at the next meeting.</p>	E Loney	17/06/2010
<b>5. Head &amp; Neck Specialist Nurses Group Update</b>			
Log No	Action	Lead(s)	Deadline
<b>37</b>	<p>Michelle Beaumont informed the group that they had been working on the Patient Information pathway as mentioned in section 3.2. The group had also done a lot of work on progressing the Supportive Care and Rehabilitation pathways and are considering how to incorporate them into the Head and Neck Clinical pathway.</p> <p>To keep the group updated.</p>	M Beaumont	17/06/2010
<b>6. Feedback from specialist MDTs</b>			
<b>6.1 Pathway issues</b>			
Log No	Action	Lead(s)	Deadline
<b>38</b>	<p>► TYA Pathway</p> <p>Referrals have been underway since February this year and the TYA service is planning an audit to confirm that this is happening and to look at the effectiveness of the pathway.</p> <p>Karen Dyker queried whether the mention of the TYA service in the Clinical pathway was clear enough and offered to amend accordingly.</p> <p>Karen Dyker to email Angela Millett with any amendments.</p>	K Dyker	26/02/2010
<b>39</b>	<p>► Head and Neck Bone Sarcoma</p> <p>Members had a discussion on where the head and neck bone sarcoma patients should be treated/managed. It was acknowledged that the head and neck surgery for bone sarcoma is the same complex procedure and reconstruction as that for squamous cell carcinoma and two of the units in West Yorkshire carry out a large volume of such procedures. There is a core group looking into this issue in Bexley Wing at present. No doubt they will update the NSSG in due course.</p> <p>Members were informed that Leeds have put in a proton bid. The DoH are funding at least one in the UK to commence 2015.</p>	N/A	N/A

<b>7. Peer Review</b>			
<b>7.1 Update</b>			
Log No	Action	Lead(s)	Deadline
<b>40</b>	<p>Peer Review Zonal Team notified Trust Chief Executives, copied to the Cancer Lead Team and Locality Group Chair, of the 2010/11 YCN Peer Review Programme (letters were emailed in December 2009).</p> <p>The Head and Neck and Thyroid MDT's across the YCN and YCN Head and Neck and Thyroid NSSG's are required to complete self assessment and internal validation only in this round. There will be no external visits.</p> <p>Key dates:</p> <p>Self assessment to commence: April 2010 and completion by 31 Aug 2010 – dependent on the release of the revised measures from the national team at the end of February 2010. Internal Validation deadline: 30 Sept 2010 External Verification deadline: 30 Nov 2010.</p> <p>YCN encourages the NSSG's and MDT's to prepare and develop an agreed work programme, annual report and robust constitution (or operational policy for the MDT).</p> <p>Key requirements are the production of the production of clinical guidelines and an annual agreed audit. The NSSG, as part of it's role should ensure processes are in place to ensure that the development of these are underway.</p> <p>To keep the group updated accordingly.</p>	H Ryan	17/06/2010
<b>7.2 Clinical guideline update</b>			
Log No	Action	Lead(s)	Deadline
<b>41</b>	Clair Irving to set up a task and finish group to work on the three key documents for Peer Review - Work Programme, Constitution and Annual Report.	C Irving	28/02/2010
<b>42</b>	<p>The group noted that Radiology and Pathology guidelines for head and neck cancers also need updating.</p> <p>TK Ong will check with Nick Spencer if he is in the process of updating the Radiology version and similarly, the author's of the Pathology version</p>	TK Ong	30/04/2010
<b>43</b>	<p>TK Ong would like to thank David Sutton for his continuing work in updating the current version of the clinical guidelines. It is a significant commitment and piece of work. David Sutton had circulated a draft version to the MDT leads. The further dissemination of this draft and subsequent feedback had been patchy. It is important the full membership of all the MDTs are circulated and given the opportunity to provide constructive feedback.</p> <p>Members discussed how best to update the guidelines and agreed to look to a more simplistic approach, tracking changes and circulating to a wider audience for comment.</p> <p>TK Ong to forward the most up to date version to Clair Irving for wider circulation.</p>	TK Ong/C Irving	28/02/2010
<b>44</b>	All to forward any comments using track changes to TK Ong before 1st April 2010.	All	01/04/2010
<b>45</b>	Clair Irving to organise a task and finish group meeting to be held after Easter to discuss signing this document off.	C Irving	01/04/2010

**Head and Neck Group : Actions of the meeting held on Monday 8th February 2010 2:30pm**

<b>8. Network Audit</b>			
Log No	Action	Lead(s)	Deadline
46	The group agreed to adopt surgery to radiotherapy timescales data. This will become the second regional Network audit. The group also considered whether the audit would be able to be linked to survival rates.  Phillip Melling to look at the data and to feed back at the next meeting.	P Melling	17/06/2010
47	TK Ong informed the group that he would like to keep a register of audits undertaken by the Head and Neck NSSG.  Members to email any ideas for future audits to TK Ong.	All	17/06/2010
48	Mehmet Sen to forward all previous audits undertaken.	M Sen	28/02/2010
49	Clair Irving to liaise with TK Ong about developing the register.	C Irving	17/06/2010
<b>8.1 DAHNO</b>			
Log No	Action	Lead(s)	Deadline
50	Phillip Melling advised the group that a report was published at the end of November which is expected to be available in March 2010.  Philip Melling to present a summary of the report at the next meeting.	P Melling	17/06/2010
<b>9. YCRN update</b>			
Log No	Action	Lead(s)	Deadline
51	Members discussed the tabled report in Fiona Halstead's absence.  To update the group at the next meeting.	F Halstead	17/06/2010
<b>10. Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
52	Phillip Melling presented the latest figures, including Q3 data published that morning.  Phillip Melling agreed to separate the results down further for the group so they can utilise the data more effectively.	P Melling	17/06/2010
<b>11. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
53	► Patient Information Lead  Michelle Beaumont informed the group that she would be stepping down and that Isla Cliffe has agreed to take on this role in her place.	N/A	N/A

**Date of Next Meeting(s)**

Thursday 17th June 2010 2:30pm  
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 21st October 2010 2:30pm  
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital