

Present:

Mrs S Cost	Bradford Teaching Hospitals NHS Foundation Trust
Dr E Loney	
Mrs L McCaul	
Mrs C Salt	
Mr D Sutton	
Ms M Beaumont	Calderdale and Huddersfield NHS Foundation Trust
Ms M Fitzgerald	Leeds Teaching Hospitals NHS Trust
Mr M Liddington	
Mrs M Mahony	
Mr Z Makura	
Mr T Ong (Chair)	
Ms H Chadwick	Mid Yorkshire Hospitals NHS Trust
Mrs I Cliffe	NHS Bradford & Airedale
Mrs S Fisher	University of Leeds
Mrs M Dailey	User Partnership Group
Mr R Dailey	
Ms R Ratcliffe	York Hospitals NHS Foundation Trust
Mr P Whitfield	
Mrs C Irving	Yorkshire Cancer Network
Mr P Melling	
Mrs A Millett	

Apologies

Ms J Ashton, Dr J Chester, Dr K Dyker, Miss J Hoole, Mr D Mitchell

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
1	TK Ong welcomed everybody to the meeting and apologies were noted.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
2	The group agreed the action log from the last meeting to be a true record.	N/A	N/A
3. Matters arising			
3.1 Update on lack of SALT and dietetic provision to patient pathway			
Log No	Action	Lead(s)	Deadline
3	Angie Craig informed the group that they now have the replacement and new posts for SLT and that dietetics was being covered from within the wider service. She asked if there had been any issues. The LTHT Head and Neck colleagues reported none and that matters seem to have settled.	N/A	N/A

Head and Neck Group : Actions of the meeting held on Thursday 17th June 2010 2:30pm

3.2 Core NSSG representation			
Log No	Action	Lead(s)	Deadline
4	<p>TK Ong reiterated to the group the importance of representation from each Trust at all meetings and asked the group for comments.</p> <p>The group discussed issues and implications of attending the NSSG meetings.</p> <p>Angela Millett agreed to discuss with the YCN Lead Team.</p>	A Millett	21/10/2010
5	<p>TK Ong asked members if they would like to have named MDT Representatives from each Trust and speciality on the group.</p> <p>Clair Irving is to look at attendance from the last few meetings to see if there is representation from each speciality and Trust.</p>	C Irving	30/06/2010
6	<p>Clair Irving is to contact each Trust for the name of a representative and deputy.</p>	C Irving	21/10/2010
4. Clinical guidelines for sign off			
4.1 Head and Neck treatment guidelines			
Log No	Action	Lead(s)	Deadline
7	<p>To circulate the final version of these guidelines with a two week deadline (once action 7 has been agreed) for final comments from the group. To upload to the website once agreed in time for the peer review deadline.</p>	C Irving	14/07/2010
4.1 Head and Neck treatment guidelines			
4.1.1 Pharyngo-laryngectomies			
Log No	Action	Lead(s)	Deadline
8	<p>The group discussed whether all surgery for hypopharyngeal cancer is to be carried out in the Leeds Cancer Centre only or if this is to include Bradford. Also, the group discussed whether pharyngo laryngectomies requiring jejunal transfers is a procedure to be included in the current guidelines.</p> <p>Angela Millett agreed to update Sean Duffy on the discussion.</p>	S Duffy	07/07/2010
4.2 Gastrostomy Referral guidelines			
Log No	Action	Lead(s)	Deadline
9	<p>These guidelines are still in draft and are being updated. The group were informed that they will be ready in time for the peer review deadline.</p> <p>Karen Dyker to send the final draft to Clair Irving to circulate to the group for agreement.</p>	C Irving	14/07/2010
4.3 Alcohol Assessment and Detoxification Management Guidelines			
Log No	Action	Lead(s)	Deadline
10	<p>The group were informed that no further comments have been received and agreed that this is to be signed off.</p> <p>Clair Irving is to upload this onto the YCN web.</p>	C Irving	ASAP

Head and Neck Group : Actions of the meeting held on Thursday 17th June 2010 2:30pm

4.4 Radiology guidelines			
Log No	Action	Lead(s)	Deadline
11	Some members of the group expressed concern that some MRI sequences differed between Trusts. The group asked if the guidance could be generalised to include more than one suggested MRI sequence. To contact Nick Spencer and update the guidelines appropriately and circulate final copy.	C Irving	14/07/2010
4.5 Pathology Guidelines			
Log No	Action	Lead(s)	Deadline
12	The group were informed that these guidelines have been signed off by the YCN Pathology group and were agreed by members. Clair Irving to upload onto the YCN web.	C Irving	ASAP
5. Work programme, Annual Report & Constitution for sign off			
Log No	Action	Lead(s)	Deadline
13	■ Work Programme This was signed off by the group. Clair Irving to upload to the YCN web.	C Irving	ASAP
14	■ Annual Report The group signed the report with one small addition. Clair Irving is to upload this onto the YCN web.	C Irving	31/08/2010
15	■ Constitution Clair Irving is to circulate the updated constitution to the group with a two week deadline for comments. To be signed off if no further comments are received.	C Irving	ASAP
6. Network Audit and register			
6.1 DAHNO - Presentation of the 2009 annual report			
Log No	Action	Lead(s)	Deadline
16	Phillip Melling presented the results on behalf of all MDTs and it was suggested that some of the recommendations are to be included in the work programme. Members were urged to be prepared for the next data submission which is the end of November and to start data collection to quality assure it. Clair Irving is to circulate the report with the action log.	C Irving	01/07/2010
6.2 Surgery to adjuvant RT			
Log No	Action	Lead(s)	Deadline
17	Phillip Melling informed the group that this information cannot be retrieved from CWT data and the group agreed to work from Mehmet Sen's proposal. To provide an update on progress at the next meeting and present findings at a future meeting.	M Sen	21/10/2010

7. Service Improvement Update			
Log No	Action	Lead(s)	Deadline
18	<p>Elizabeth Loney provided the group with an update from the earlier Service Improvement group.</p> <p>Sheila Fisher, Research Fellow presented on the Patient Specific Questionnaire and Ann Healey, Staff Nurse, on the development of a Nurse led Dressing and Oncology Follow up clinic.</p> <p>The group were informed that the CNS, SALT and Dietetic Supportive and Rehabilitation pathways have now been signed off.</p> <p>To keep the group updated.</p>	E Loney	21/10/2010
8. Head & Neck Specialist Nurses Group Update			
Log No	Action	Lead(s)	Deadline
19	<p>Michelle Beaumont informed the group that the Nurse group have been discussing how best to implement the Patient Information pathway.</p> <p>Angela Millett agreed to find out how other groups have implemented this and to report back to Michelle Beaumont at the next Head and Neck Specialist meeting.</p> <p>Michelle Beaumont also updated the NSSG that the YCN/HYCCN Macmillan AHP Lead attended the last meeting and is going to work with them on further rehabilitation pathway work.</p>	N/A	N/A
10. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
20	The group discussed the latest CWT.	N/A	N/A
11. YCRN update			
Log No	Action	Lead(s)	Deadline
21	Members discussed the YCRN update.	N/A	N/A
12. Any Other Business			
Log No	Action	Lead(s)	Deadline
22	<p>► Key Worker</p> <p>Members discussed the possibility of Chemotherapy Nurses becoming Key Workers which is to be discussed further at the next Head and Neck Specialists meeting.</p>	N/A	N/A
23	<p>► Restorative Dentistry</p> <p>Lorna McCaul informed the group that the Restorative Dentist meet on a regular basis and enquired if this can be made into a formal sub-group.</p> <p>Angela Millett to approach Sean Duffy with this idea and to provide feedback to Lorna McCaul.</p>	A Millett	21/10/2010

Head and Neck Group : Actions of the meeting held on Thursday 17th June 2010 2:30pm

Log No	Action	Lead(s)	Deadline
24	<p>► Next meeting</p> <p>Some members said that they may be unable to attend the next meeting as it falls within half term in some schools.</p> <p>Clair Irving is to look at changing the date of this.</p>	C Irving	ASAP
25	<p>► Educational Event</p> <p>Members agreed to adopt the National Study Day 'Ahead of the Game' which will be held on the 23rd September 2010 as the NSSG event.</p> <p>Clair Irving to cancel the provisional booking at the Thackray Medical Museum.</p>	C Irving	ASAP

Date of Next Meeting(s)

Wednesday 13th October 2010 1:00pm
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital