

**Present:**

Mr C Bem	Bradford Teaching Hospitals NHS Foundation Trust
Dr E Loney	
Mr J McCaul	
Mrs L McCaul	
Mrs C Salt	
Mr D Sutton	
Mrs D Bradshaw	Leeds Teaching Hospitals NHS Trust
Ms S Cameron	
Ms A Coupe	
Dr K Dyker	
Ms M Fitzgerald	
Mr Z Makura	
Mr T Ong	
Dr C Oza	
Ms A Reed	
Dr M Sen	
Dr D Tolan	
Mrs I Cliffe	NHS Bradford & Airedale
Mrs M Dailey	User Partnership Group
Mr R Dailey	
Mrs B Machin	York Teaching Hospital NHS Foundation Trust
Mr P Whitfield	
Mrs C Irving	Yorkshire Cancer Network
Mrs A Millett	

**Apologies**

Ms H Chadwick, Ms E Chambers, Dr J Chester, Mrs S Cost, Dr C Coyle, Mrs C Fernyhough, Mrs S Fisher, Mr M Gahan, Miss J Hoole, Mr P Melling, Mr D Mitchell, Mr P Nixon, Ms R Ratcliffe, Mrs R Wallace

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
28	Paul Whitfield welcomed everyone to the meeting and apologies were noted.	N/A	N/A

  

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
29	The action log from the last meeting was agreed as being a true account.	N/A	N/A

<b>3. Audit presentations</b>			
<b>3.1 RIG audit</b>			
Log No	Action	Lead(s)	Deadline
30	Damien Tolan presented 'Complications from RIG insertions 2008-2011' followed by questions from the Group.  Clair Irving to send the presentation to the Group with the action log.	C Irving	ASAP
<b>3.2 PEG audit</b>			
Log No	Action	Lead(s)	Deadline
31	Chirag Oza presented on 'PEG Audit 2010-2011' and a Group discussion followed, comparing the robustness of a PEG as opposed to a RIG.  Clair Irving to attach the presentation to the action log for information.	C Irving	N/A
<b>4. Matters arising</b>			
<b>4.1 Update on progress regarding clarifying the pathway for upper third oesophageal cancer</b>			
Log No	Action	Lead(s)	Deadline
32	Zvoru Makura informed the Group that he is still awaiting clarity from Jeremy Hayden on specifically which parts of the current pathway are of concern to the YCN Upper GI NSSG.  Paul Whitfield is to write to Jeremy Hayden to clarify the Upper GI NSSG concern.	P Whitfield	07/02/2011
<b>4.2 To discuss the documentation describing clear indications for the use of Hyperbaric Oxygen (HBO) in Head &amp; Neck patients</b>			
Log No	Action	Lead(s)	Deadline
33	Jim McCaul tabled a paper at the meeting to describe the clear indications for the use of Hyperbaric Oxygen in Head and Neck Patients and described the recommendations which were as follows:-  1. Recruitment to clinical trials is made a Network priority  2. Preventative and therapeutic HBO for ORN must be available.  3. Clinical audit is to be completed for HBO in ORN prevention and management.  Members discussed utilizing this document as evidence to supply to PCTs when referring patients.  Clair Irving to circulate the document for comments by the Group. Please send any comments directly to james.mccaul@bthft.nhs.uk.	C Irving/All	ASAP

<b>4. Matters arising</b>			
<b>4.3 Update on any progress to include HPV status in the management of patients with oropharyngeal cancer</b>			
Log No	Action	Lead(s)	Deadline
34	<p>At the last meeting, the general consensus was that HPV status should be known for patients diagnosed with oropharyngeal carcinoma and that reference to his should be made in the Head and Neck guidelines.</p> <p>Members were informed that Sarah Cost is working with David Sutton in order to produce a section to include in the guidelines. Once this has been produced together with feedback from David Goulesbrough, the case will then be put forward for testing, to ascertain HPV status, to the YCN Board for further consideration.</p> <p>In addition, the YCN Pathology Group will determine if any other laboratories other than Leeds can provide a testing service across the Network.</p> <p>Sarah Cost is to lead on this work and to update the Group on progress at the next meeting.</p>	S Cost	07/02/2011
<b>5. GROUP FUNCTION AND FITNESS FOR PURPOSE</b>			
<b>5.1 Work Programme, Annual Report &amp; Constitution -Final sign off</b>			
Log No	Action	Lead(s)	Deadline
35	<p>The three peer review documents were agreed. A couple of minor amendments to the documents were noted.</p> <p>The Leeds Dieticians/SALT were concerned about the level of the resource available in the local support team (see log no. 54 for further details).</p> <p>Clair Irving to make the amendments and to upload onto the YCN web.</p>	C Irving	ASAP
<b>6. SERVICE DEVELOPMENTS</b>			
<b>6.1 To update the Group on the outcomes of the Pharyngolaryngectomy pathway meeting</b>			
Log No	Action	Lead(s)	Deadline
36	<p>Zvoru Makura updated that Group on the outcomes of the pharyngolaryngectomy meeting that was held prior to the NSSG. It was reported that the members of the Group have come to a consensus on the way forward.</p> <p>There was a call for improved communication between sites and it was agreed that the pathway would be audited and contingency measures agreed where necessary.</p> <p>Sarah Cameron is to draft a Dietetic addition to the pathway and send to angela.millett@ycn.nhs.uk.</p>	S Cameron	ASAP
37	Angela Millett to share the most up to date pathway with the User Representatives for their input.	A Millett	ASAP
38	Angela Millett to make the final changes to the pathway for circulation and final comments from the Group.	A Millett	ASAP

<b>6. SERVICE DEVELOPMENTS</b>			
<b>6.2 Restorative Dentist Meeting UPDATE</b>			
Log No	Action	Lead(s)	Deadline
39	<p>Lorna McCaul informed the Group that funding has now been approved for a Leeds Therapist.</p> <p>Members discussed the locally collected indicator 'Percentage of cases of head and neck cancer confirmed as having any pre-operative/ pre-treatment dental assessment' from the Clinical Lines of Enquiry in relation to the BAHNO standard [100% patients should be assessed by a suitably qualified dental practitioner before and after their main treatment].</p> <p>Members discussed the need to specify who should see all patients for a dental assessment.</p> <p>Patients are currently risk stratified on an individual basis. All patients who are assessed as requiring a Restorative Dentist appointment are seen.</p> <p>Angela Millett is to clarify the particular indicator and feedback to Lorna McCaul.</p>	A Millett	ASAP
40	<p>Lorna McCaul informed the Group that she has been collecting data via the Bradford Cancer Tracking Office since May to provide some simple information regarding the percentage of new patients seen by Restorative Dentist within a given time frame.</p> <p>To share this information with the Group.</p>	L McCaul	07/02/2011
<b>6.3 Macmillan Head and Neck project update</b>			
Log No	Action	Lead(s)	Deadline
41	<p>► Mid Yorks</p> <p>Mid Yorks Project is 490k over 3 years to look at survivorship and Head and Neck Cancer Patients, looking at the risk stratification model for follow of new patients in the future. Patients will either be followed up by the consultant as they are now, the nurse and AHP team or self management. The outcomes of each follow up pathway will be audited using The Washington quality of life, the HAD score and Distress thermometers as well as an audit tool for clinical assessment/examination (yet to be designed). The money will enhance the team, Nurse Specialist, Benefits Advice Team, Physiotherapist and Psychologist. Patients will have/be offered more rigorous pre-treatment and post treatment assessments to identify their needs and measure the outcomes of any interventions. This will inform the future practice and resources required.</p> <p>The nurse specialist is Lisa Ross and she starts on Monday 26th October 2011. She is in post to take over Julie Hoole's clinical case load to allow her to manage the project.</p> <p>The project is not in isolation as they are working with the YCN Survivorship programme/team and Macmillan</p> <p>► Bradford</p> <p>The Bradford team have a similar project although much bigger and 1.2 million funding from Macmillan. Currently recruiting staff to the project.</p> <p>To update the Group on progress.</p>	J Hoole & C Salt	07/02/2011

<b>7. GOVERNANCE and AUDIT</b>			
<b>7.1 To discuss the draft Gastrostomy guidelines</b>			
Log No	Action	Lead(s)	Deadline
42	<p>Karen Dyker tabled the draft version of the Gastrostomy guidelines, highlighting that they are not didactic given that services range across the Network.</p> <p>Members are to email <a href="mailto:clair.irving@ycn.nhs.uk">clair.irving@ycn.nhs.uk</a> with any comments/suggestions before the next meeting.</p>	All	07/02/2011
<b>7.2 To discuss the draft Alcohol and Detox guidelines</b>			
Log No	Action	Lead(s)	Deadline
43	<p>Members discussed the tabled Alcohol and Detox guidelines.</p> <p>Any comments are to be sent to <a href="mailto:rosie.ratcliffe@york.nhs.uk">rosie.ratcliffe@york.nhs.uk</a> and/or <a href="mailto:caroline.salt@bradfordhospitals.nhs.uk">caroline.salt@bradfordhospitals.nhs.uk</a>.</p>	All	ASAP
<b>7.3 To discuss DAHNO data submission</b>			
Log No	Action	Lead(s)	Deadline
44	<p>Members were reminded that the deadline for submissions is 30th November 2011.</p> <p>All to note.</p>	All	N/A
45	<p>Karen Dyker is to enquire whether the data can be used and amended online.</p>	K Dyker	07/02/2011
<b>7.4 CWT</b>			
Log No	Action	Lead(s)	Deadline
46	<p>Members discussed the latest CWT in particular the 62 day breeches, possibly due to the often high number of diagnostic investigations required.</p> <p>Bradford and Leeds both stated that they are now working to a 50 week surgical year in order to maximise theatre capacity.</p> <p>It was noted that all MDTs investigate their 62 day breeches in order to understand the exact causes.</p>	All MDT's	Ongoing
<b>7.5 NSSG agreed datasets</b>			
Log No	Action	Lead(s)	Deadline
47	<p>Members agreed the tabled dataset.</p> <p>To amend the review date.</p>	P Melling	ASAP
<b>7.6 Post-operative radiotherapy audit</b>			
Log No	Action	Lead(s)	Deadline
48	<p>Mehmet Sen informed the Group that he is still awaiting data to be submitted.</p> <p>Trusts to submit data if not already done so. Please remember any data being submitted should only be sent from a @nhs.net email account to <a href="mailto:philip.melling@nhs.net">philip.melling@nhs.net</a> address.</p>	All	ASAP
49	<p>Paul Whitfield is to write to David Mitchell on behalf of the NSSG to ask him to participate in Mehmet Sen's Post-operative Radiotherapy audit in order for it to be a full Network audit.</p>	P Whitfield	ASAP

<b>8. WORKFORCE DEVELOPMENT AND EDUCATION</b>			
<b>8.1 To plan an annual educational event</b>			
Log No	Action	Lead(s)	Deadline
50	Members agreed to look at organising an educational event around March 2012.  Clair Irving to liaise with Sarah Cost to progress this.	C Irving	ASAP
<b>8.2 YCRN report</b>			
Log No	Action	Lead(s)	Deadline
51	Members discussed the latest YCRN report.	N/A	N/A
<b>9. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
52	<p>► Oncology Support in Leeds</p> <p>Members were informed that a Locum is expected to step in to replace John Chester. Catherine Coyle will also be stepping down in April 2012, making the service unsustainable across the YCN.</p> <p>There is a Leeds management meeting on the 5th October 2011 to discuss clinical oncology across the Network.</p> <p>► Pathology Support in Leeds</p> <p>Members agreed that a letter would be drafted by the NSSG in order to address succession planning to ensure potential gaps in the support team are managed pro-actively.</p> <p>Paul Whitfield is to draft a letter to the Head and Neck Pathology Head, copying in Angie Craig, Geoff Hall and Pat Harden.</p>	P Whitfield	07/02/2011
53	<p>► CNS support in Leeds</p> <p>Members were informed that Leeds are now down to 1.4 full time equivalent CNS support. Peer review measures state that this should be at least 3, possibly 3.5 taking into account the expansion.</p> <p>Paul Whitfield is to write to LTHT on behalf of the Network to enquire what the plan is to resolve this issue.</p>	P Whitfield	ASAP
<b>9.1 SALT services in Leeds</b>			
Log No	Action	Lead(s)	Deadline
54	<p>► SALT &amp; Dietetic support in Leeds</p> <p>The Group were informed that LTHT had a meeting scheduled in September to look at a sustainable plan to resolve the SALT and Dietetic support following discussion at the YCN Board.</p> <p>Paul Whitfield is to write to Sean Duffy to enquire what the current situation is and to report back to the Group at the next meeting.</p>	P Whitfield	07/02/2011

**Date of Next Meeting(s)**

Tuesday 7th February 2012 2:30pm

Seminar Room 1, Education Training and Development Centre, St James's University Hospital,  
Beckett Street, Leeds, LS9 7TF

Thursday 14th June 2012 2:30pm

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

Tuesday 11th September 2012 2:30pm

Seminar Room 1, Education Training and Development Centre, St James's University Hospital,  
Beckett Street, Leeds, LS9 7TF