

Actions of the meeting held on  
Tuesday 01 July 2008, 13:30

Yorkshire Cancer Network

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

## Present:

|                |  |
|----------------|--|
| Dr J Hornsey   | Bradford and Airedale Teaching PCT               |
| Ms S Cost      | Bradford Teaching Hospitals NHS Foundation Trust |
| Dr E Loney     |  |
| Ms M Beaumont  | Calderdale and Huddersfield NHS Foundation Trust |
| Ms P Adam      | Leeds Teaching Hospitals NHS Trust               |
| Ms S Cameron   |  |
| Dr C Coyle     |  |
| Mrs M Mahony   |  |
| Ms J Hoole     | Mid Yorkshire Hospitals NHS Trust                |
| Mr P Whitfield | York Hospitals NHS Foundation Trust              |
| Mrs C Ferguson | Yorkshire Cancer Network                         |
| Mrs A Millett  |  |

## Apologies

Mrs S Fisher, Ms E Jeffers, Mr T Ong, Mrs J Racktoo, Mr D Sutton

| <b>1. Welcome and Apologies</b>               |  |         |            |
|---|--|---------|------------|
| Log No  | Action   | Lead(s) | Deadline   |
| 1   | A Millett welcomed all to the meeting.   | N/A     | N/A        |
| <b>2. Amendments to Head and Neck Pathway</b> |  |         |            |
| Log No  | Action   | Lead(s) | Deadline   |
| 2   | <p>The group discussed the draft YCN Head &amp; Neck Network Pathway (Draft 7 June 2008).</p> <p>Both the secondary care and primary care pathway stages were reviewed. Further details were added to the pathway where appropriate and also some amendments were made.</p> <p>A Millett to update the pathway and email out to the group for comments</p> | All     | 12/08/2008 |

| <b>3. Defining Quality Criteria</b>               |   |           |            |
|---|---|-----------|------------|
| Log No  | Action  | Lead(s)   | Deadline   |
| 3   | <p>The development of quality criteria was discussed and it was agreed that the following suggested areas should be considered by the Head &amp; Neck NSSG</p> <p>a) Patient experience of pre-referral to diagnostics as part of the YCN network questionnaire (being developed) (Or pre-referral to first contact with the Specialist Team)</p> <p>b) % patients discussed at IOG compliant MDT with a treatment plan decision</p> <p>c) Tumour specific e.g. number of admissions during chemotherapy treatment following radical surgery and reason for admission, length of stay etc (to be agreed)</p> <p>d) 100% of patients submitted to the Cancer Registry Data Set &amp; outcomes audited</p> <p>e) Patient experience of the pathway collected including follow up discussions as part of the YCN Network questionnaire (being developed)</p> <p>A Millett to update the pathway under the Quality Criteria section.</p> <p>Quality criteria to be discussed at the next Head &amp; Neck NSSG as part of the Network Pathway Development work.</p> <p>Progress with Quality Criteria to be discussed at the next Pathway Development Group meeting on 2nd September</p> | All       | 02/09/2008 |
| <b>4. Further Update on the Gap Analysis</b>      |   |           |            |
| Log No  | Action  | Lead(s)   | Deadline   |
| 4   | <p>The group discussed the 'Gap Analysis against the YCN Head &amp; Neck Pathway' dated June 2008 and amendments were made.</p> <p>A Millett to email the updated Gap Analysis to the group for comment</p>   | All       | 12/08/2008 |
| <b>5. Follow-Up Arrangements and Survivorship</b> |   |           |            |
| Log No  | Action  | Lead(s)   | Deadline   |
| 5   | <p>This agenda item was deferred to the next meeting in September 2008</p>  | A Millett | 02/09/2008 |
| <b>7. Any Other Business</b>                      |   |           |            |
| Log No  | Action  | Lead(s)   | Deadline   |
| 6   | <p>A Millett mentioned that the Head &amp; Neck NSSG Service Improvement Lead (SIL) role was still vacant and asked if anyone would like to volunteer for the position.</p> <p>The NSSG Service Improvement Lead Role description was briefly discussed. C Ferguson clarified that an active NSSG member could become both local MDT SIL and Network NSSG SIL.</p> <p>Anyone wishing to discuss the post please contact carol.ferguson@ycn.nhs.uk or angela.millett@ycn.nhs.uk</p> <p>To discuss again at the next meeting in September.</p>  | All       | 02/09/2008 |

**Date of Next Meeting(s)**

Tuesday 2nd September 2008 1:30 pm  
Seminar Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital