

Actions of the meeting held on
Tuesday 02 September 2008, 13:30

Yorkshire Cancer Network

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

Present:

Mrs J Racktoo	Airedale NHS Trust
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 M Fitzgerald	Leeds Teaching Hospitals NHS Trust
Dr M Sen	
Mrs S Fisher	University of Leeds
Mrs C Ferguson	Yorkshire Cancer Network
Mrs A Millett	

Apologies

Ms S Cameron, Dr C Coyle, Ms J Duerden, Ms J Hoole, Mr T Ong, Mr D Sutton

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
7	A. Millett welcomed all to the meeting. The action log from the last meeting was agreed as an accurate record.	N/A	N/A
2. Amendments to Head and Neck Pathway			
Log No	Action	Lead(s)	Deadline
8	Draft 9 of the YCN Head & Neck Network Pathway had been circulated to the group prior to the meeting. This had included feedback from the Head & Neck NSSG and the Head & Neck Pathway Development Group. The group discussed each stage of the pathway in detail and final amendments were made. A. Millett to amend the pathway accordingly and email out to the group as the final copy	All	30/09/2008
3. Quality Criteria Progress			
Log No	Action	Lead(s)	Deadline
9	The draft Quality Criteria for the YCN Head & Neck Network pathway were discussed by the group. The tumour specific criteria (3) were agreed as: Full staging to be available for MDT Number/% of patients seen by a CNS, SLT, Dietitian and Dentist prior to start of treatment Treatment to be undertaken by core members of the H&N MDT A. Millett to update the pathway	All	30/09/2008

Head and Neck Pathway Development : Actions of the meeting held on Tuesday 2nd September 2008 1:30 pm

4. Further Update on the Gap Analysis			
Log No	Action	Lead(s)	Deadline
10	The analysis to identify any resource gaps across the Network, with regard to the Network pathway was discussed by the group. Amendments were made to the analysis. A Millett to update the gap analysis and circulate for comment.	All	30/09/2008
5. Follow-Up Arrangements and Survivorship			
Log No	Action	Lead(s)	Deadline
11	The agenda item 'follow up arrangements and survivorship' was deferred to the next meeting. To discuss at the next Head & Neck Pathway Development Group Meeting	N/A	13/11/2008
6. Development of Head and Neck Supportive and Rehabilitative Pathway			
Log No	Action	Lead(s)	Deadline
12	The agenda item 'Development of the Head & Neck Supportive & Rehabilitative Pathway' was deferred to the next meeting. To discuss at the next Head & Neck Pathway Development Group Meeting	N/A	13/11/2008
7. Any Other Business			
Log No	Action	Lead(s)	Deadline
13	A Millett mentioned that the NSSG Head & Neck Service Improvement Lead (SIL) role was still vacant and asked if anyone would like to volunteer for the position. Anyone wishing to discuss the post please contact carol.ferguson@ycn.nhs.uk or angela.millett@ycn.nhs.uk Since this meeting Dr Elizabeth Loney has volunteered to become the Head & Neck Service Improvement Lead.	All	30/11/2008
8. Date and time of next meeting			
Log No	Action	Lead(s)	Deadline
14	The group considered whether it would be more convenient to hold Pathway Development Meetings (for one hour) directly before the YCN Head & Neck NSSG meetings. As most members who attend the Pathway Development Meetings also attend the Head & Neck NSSG This would reduce the number of extra journeys to meetings. The next meeting is arranged for 2pm on the 13th November 2008.	H. Ryan	N/A

Date of Next Meeting(s)

Thursday 13th November 2008 2:00 pm
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital