

Actions of the meeting held on  
Thursday 13 November 2008, 14:00

Yorkshire Cancer Network

Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

**Present:**

Ms S Cost	Bradford Teaching Hospitals NHS Foundation Trust
Dr E Loney	
Mr D Sutton	
Ms N Verity	
Ms P Adam	Leeds Teaching Hospitals NHS Trust
Ms S Cameron	
Mr Z Makura	
Mr T Ong	
Mrs I Cliffe	Undercliffe Health Care Centre
Mrs S Fisher	University of Leeds
Mr P Whitfield	York Hospitals NHS Foundation Trust
Mrs C Ferguson	Yorkshire Cancer Network
Mrs A Millett	

**Apologies**

Ms M Beaumont, Ms M Fitzgerald, Ms J Hoole, Mrs M Mahony, Mrs J Racktoo, Dr M Sen

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
15	The action log from the last meeting was agreed as being an accurate record.	N/A	N/A
<b>4. Service Improvement Lead</b>			
Log No	Action	Lead(s)	Deadline
16	A Millett announced that Dr Elizabeth Loney has taken on the role of Service Improvement Lead for the YCN Head and Neck Group.  The group thanked Dr Loney for taking on the role.	N/A	N/A
<b>5. Finalised Head and Neck Pathway and Gap Analysis</b>			
Log No	Action	Lead(s)	Deadline
17	•Head and Neck Pathway  Draft 10 of the YCN Head and Neck Pathway had been circulated to the group prior to the meeting.  Following discussion the group signed off the pathway.  To email final version of the pathway to the group.	H Ryan	December 2008
18	It was agreed to audit the number % of patients seen by dentist, CNS, SLT and dietitian prior to starting treatment. Bradford to pilot this audit from January 2009.  To feedback progress on audit at next meeting.	E Loney/ S Cost	Next Meeting (09/02/2009)

<b>5. Finalised Head and Neck Pathway and Gap Analysis</b>			
Log No	Action	Lead(s)	Deadline
19	<p>•Gap Analysis</p> <p>The gap analysis against the YCN Head and Neck Pathway was discussed by the group and a few minor amendments suggested.</p> <p>It was agreed to divide the pre-treatment assessment into specialities.</p> <p>To amend the gap analysis in light of discussion.</p>	A Millett	December 2008
20	To email each Trust to determine which pre-treatment assessment speciality is under resourced and feedback at the next meeting.	A Millett	Next Meeting (09/02/2009)
<b>6. Follow-Up Arrangements and Survivorship</b>			
Log No	Action	Lead(s)	Deadline
21	<p>A presentation given at the Network Development Programme on Follow-up and Survivorship: Living with and Beyond Cancer was circulated with the agenda for information.</p> <p>S Fisher tabled a report for performance review February 2009 from the NCRI Head and Neck Clinical Studies Group Survivorship Sub-group.</p> <p>To produce a questionnaire to scope follow-up models of care for cancer patients across the Network and circulate to the group.</p>	A Millett	Next Meeting (09/02/2009)
<b>7. Development of Head and Neck Supportive and Rehabilitative Pathway</b>			
Log No	Action	Lead(s)	Deadline
22	<p>The Head and Neck Specialist Group are working on the development of a head and neck supportive and rehabilitative pathway.</p> <p>To feedback progress at the next meeting</p>	P Adam	Next Meeting (09/02/2009)
<b>8. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
23	<p>It was agreed to rename the group YCN Head and Neck Service Improvement Group.</p> <p>To update the details of the group on the YCN database.</p>	H Ryan	December 2008
24	S Fisher tabled a paper on 'Support for Patients with Head and Neck Cancer through the Acute Phase of Therapy to First Review'.	N/A	N/A

### Date of Next Meeting(s)

Monday 9th February 2009 1:30 pm  
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Thursday 11th June 2009 1:30 pm  
Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Wednesday 7th October 2009 1:30 pm  
Committee Room, Trust HQ, Ground Floor, St James's University Hospital