

**Actions of the meeting held on  
Monday 09 February 2009, 13:30**

**Yorkshire Cancer Network**

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

**Present:**

|                |  |
|----------------|--|
| Dr E Loney     | Bradford Teaching Hospitals NHS Foundation Trust |
| Ms M Beaumont  | Calderdale and Huddersfield NHS Foundation Trust |
| Ms P Adam      | Leeds Teaching Hospitals NHS Trust               |
| Ms S Cameron   |  |
| Dr J Chester   |  |
| Ms A Coates    |  |
| Dr C Coyle     |  |
| Mrs M Mahony   |  |
| Mr T Ong       |  |
| Dr M Sen       |  |
| Mrs S Fisher   | University of Leeds                              |
| Mr P Whitfield | York Hospitals NHS Foundation Trust              |
| Mrs A Millett  | Yorkshire Cancer Network                         |

**Apologies**

Ms S Cost, Ms J Hoole, Mrs J Racktoo, Mr D Sutton

| <b>2. Action Log from the last meeting</b>                 |   |           |            |
|--|---|-----------|------------|
| Log No   | Action  | Lead(s)   | Deadline   |
| 25   | Was agreed as being an accurate record.   | N/A       | N/A        |
| <b>4. Finalised Head and Neck Pathway and Gap Analysis</b> |   |           |            |
| Log No   | Action  | Lead(s)   | Deadline   |
| 26   | The pathway was discussed. It was agreed that a slight alteration was required on page 2 of the appendix regarding psychologist input and page 3 regarding dietetic resource.<br><br>The group agreed that this would now be the final pathway.<br><br>To make the necessary amendments to the pathway and circulate with the action log. | A Millett | March 2009 |
| 27   | Discussed the gap analysis and amendments are required regarding the availability of on-site cytologists for neck lump clinics and input from psychologists.<br><br>To make the necessary amendments and circulate with the action log.   | A Millett | March 2009 |
| <b>5. YCN Models of Follow-up Questionnaire</b>            |   |           |            |
| Log No   | Action  | Lead(s)   | Deadline   |
| 28   | Questionnaire was discussed by the group amendments were made.<br><br>To make necessary amendments and circulate with the action log for completion.  | A Millett | March 2009 |
| 29   | To complete questionnaire and return to A Millett for analysis.   | All       | 22/05/2009 |

| <b>6. Progress on Head and Neck Supportive and Rehabilitative Pathway</b> |   |         |                           |
|---|---|---------|---------------------------|
| Log No  | Action  | Lead(s) | Deadline                  |
| 30  | <p>P Adam updated the group on progress. A Time-Out Day has been arranged on 13th March to work on the supportive and rehabilitation pathway and the patient information pathway.</p> <p>To keep the group updated.</p>   | P Adam  | Next Meeting (11/06/2009) |
| <b>7. Any Other Business</b>  |   |         |                           |
| Log No  | Action  | Lead(s) | Deadline                  |
| 31  | <p>•Work Programme</p> <p>Possible ideas for service improvement work were discussed. E Loney requested any ideas for improvement to head and neck cancer services which could be considered for inclusion into the YCN Head and Neck Service Improvement Work Programme.</p> <p>To forward service improvement work ideas to E Loney by 22nd May 2009.</p> | All     | 22/05/2009                |

### **Date of Next Meeting(s)**

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

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