

**Actions of the meeting held on
Thursday 11 June 2009, 13:30**

Yorkshire Cancer Network

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

Present:

Ms S Cost	Bradford Teaching Hospitals NHS Foundation Trust
Dr E Loney (Chair)	
Mr A Pick	
Mr D Sutton	
Ms S Cameron	Leeds Teaching Hospitals NHS Trust
Mrs M Mahony	
Mr T Ong	
Mrs I Cliffe	NHS Bradford & Airedale
Mrs S Fisher	University of Leeds
Mr P Whitfield	York Hospitals NHS Foundation Trust
Mrs A Millett	Yorkshire Cancer Network

Apologies

Miss P Adam, Ms M Beaumont, Dr C Coyle, Ms J Hoole, Dr M Sen

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
1	Was agreed as being an accurate record.	N/A	N/A
3. Finalised Head and Neck Pathway and Gap Analysis			
Log No	Action	Lead(s)	Deadline
2	Minor adjustments were suggested to the clinical pathway and gap analysis. Once the patient information link numbers are added the pathway will be a finalised document. To amend the pathway and gap analysis.	A Millett	June 2009
3	To circulate final pathway including patient information link numbers and gap analysis.	A Millett	June 2009
4	There was discussion around the accessibility of the pathway on the YCN website. If the pathway is to be available for public access the group suggested that there should be a statement added explaining that individual teams were striving to achieve the pathway. The timeframe for presentation of pathway and gap analysis to YCN Management Board or Commissioning Group was also discussed. To discuss issues with YCN Lead Team.	A Millett	June 2009

4. Feedback from Follow-up Questionnaire			
Log No	Action	Lead(s)	Deadline
5	<p>The group discussed the results from the YCN Head and Neck Follow-up questionnaire and a couple of amendments were made.</p> <p>A discussion followed on nurse-led clinics. TK Ong informed the group of the nurse led follow-up clinic at Leeds.</p> <p>To invite Ann Healey from Ward 91 at Leeds to the next meeting to discuss nurse led follow-up protocol.</p>	A Millett/ H Ryan	July 2009
6	To re-circulate questionnaire results with suggested amendments.	A Millett	July 2009
7	To send H Ryan anonymised pre-treatment assessment form for circulation to the group.	S Cost/ H Ryan	July 2009
8	<p>S Fisher informed the group of the follow-up study (Macmillan Study of Patient Specific Questionnaire).</p> <p>To present the results of the Study at the next meeting.</p>	S Fisher	Next meeting (07/10/2009)
5. Progress on Head and Neck Supportive and Rehabilitative Pathway			
Log No	Action	Lead(s)	Deadline
9	<p>A time-out meeting took place on 5th May 2009 to work on the head and neck supportive care and rehabilitation pathway along with the patient information pathway.</p> <p>A Millett circulated the draft supportive and rehabilitation pathway to the group for information.</p> <p>To circulate to the YCN Head and Neck Specialist Group first before consultation by the Service Improvement Group and NSSG.</p>	H Ryan	July 2009
6. Work Programme			
Log No	Action	Lead(s)	Deadline
10	<p>E Loney discussed whether the group should take on any more work currently.</p> <p>The consensus was to concentrate on the current workload before deciding on any future service improvement topics.</p> <p>E Loney informed the group of the proposed service improvement work in Bradford.</p> <p>The timing of the MDT, new patient clinic and follow-ups is being changed from August 12th 2009 to separate the patient discussion from the clinics. This will allow time between the two to bring back only those patients who actually need to see someone after MDT discussion and avoid wasted/ unnecessary patient appointments/ journeys. Also those clinicians/ AHPs who need to be present can know in advance who is coming/ how many patients they need to see.</p> <p>To keep the group updated.</p>	E Loney	On-going

7. Any Other Business			
Log No	Action	Lead(s)	Deadline
11	<p>•Membership</p> <p>The group discussed the membership. It was agreed that the MDT Service Improvement Leads or a representative should attend each meeting where possible in order to progress service improvement work.</p> <p>To confirm Service Improvement Leads/ representatives who should attend the group for Bradford, Leeds/ Mid Yorkshire and York and discuss again at the next meeting.</p>	H Ryan	July 2009

Date of Next Meeting(s)

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