

**Actions of the meeting held on
Monday 08 February 2010, 13:30**

Yorkshire Cancer Network

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

Present:

Dr E Loney (Chair)	Bradford Teaching Hospitals NHS Foundation Trust
Mrs L McCaul	
Mrs C Salt	
Ms M Beaumont	Calderdale and Huddersfield NHS Foundation Trust
Dr K Dyker	Leeds Teaching Hospitals NHS Trust
Mrs M Mahony	
Mr Z Makura	
Mr T Ong	
Dr M Sen	
Mr P Whitfield	York Hospitals NHS Foundation Trust
Mrs A Millett	Yorkshire Cancer Network

Apologies

Mrs S Cost, Mrs C Fernyhough, Mrs S Fisher, Dr S Kite

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
12	The action log from the last meeting was agreed as a true record.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
13	Ann Healey was unable to come to the meeting to update on her nurse led follow-up clinic. The group agreed they would like to invite her to the next meeting TK Ong to invite Ann Healey to the next meeting.	TK Ong	17/06/2010
14	Sheila Fisher was unable to come to the meeting to update on her follow-up study (Macmillan Study of Patient Specific Questionnaire). The group agreed they would like to invite her to the next meeting to do a short presentation. Clair Irving to invite Sheila Fisher to the next meeting.	C Irving	17/06/2010
15	The group decided that if Sheila Fisher or Ann Healey were not available to attend the next meeting, they would ask for a summary of their presentation to be circulated to the group and then to be discussed at the meeting. Clair Irving to request summaries should they be unable to attend.	C Irving	17/06/2010

4. H & N MDT Service Improvement Leads - discussion			
Log No	Action	Lead(s)	Deadline
16	<p>Elizabeth Loney informed the group that Helen Chadwick and Marie Mahony have been identified as Service Improvement Leads for Mid Yorks and Leeds respectively.</p> <p>The group now has Service Improvement Leads for all the MDTs.</p> <p>Elizabeth Loney would welcome their input at the Service Improvement meetings.</p>	N/A	N/A
5. Clinical pathway - update			
Log No	Action	Lead(s)	Deadline
17	<p>Angela Millett advised the group that some restorative dentistry aspects (as advised by Lorna McCaul) have been added to the Network pathway. The amended pathway has been uploaded to the YCN web and is available for download.</p> <p>It is planned that the Head and Neck Clinical pathway will be presented to the YCN Commissioning group on the 10th March 2010.</p> <p>The GAP analysis will accompany the pathway and the group updated this.</p> <p>Angela Millett to re-circulate the up to date GAP analysis.</p>	A Millett	17/02/2010
18	<p>Members to send in any amendments on the GAP analysis by the 1st March 2010.</p>	All	01/03/2010
6. Patient information pathway - update			
Log No	Action	Lead(s)	Deadline
19	<p>Michelle Beaumont briefly discussed the Patient Information pathway and the group agreed that this was ready to present to the NSSG for sign off.</p> <p>Clair Irving to upload this onto the YCN web.</p>	C Irving	26/02/2010
20	<p>Lorna McCaul mentioned that the Information pathway did not include any leaflets on restorative dentistry. She agreed to look into this. The group agreed that this would not stop the Information pathway being signed off.</p> <p>Lorna McCaul to provide Jane Archer with any leaflets that need adding.</p>	L McCaul	17/06/2010
7. Bradford pre-assessment audit			
Log No	Action	Lead(s)	Deadline
21	<p>In order to try and audit one of the criteria on the Network pathway, Elizabeth Loney tabled data collected on pre-assessment for patients with head and neck cancer at Bradford. The data was collected on a bespoke excel spreadsheet by a member of her team at Bradford. She was pleased to report that the data required was found in the patient notes in the majority of cases.</p> <p>Following this a discussion took place on whether it would be sensible to have a pre-assessment checklist that could be completed when the CNS, Dietician, SALT and Restorative Dentist had seen the patient. This would be kept in the patient's notes.</p> <p>Caroline Salt agreed to develop and pilot a checklist.</p> <p>Caroline Salt to update the group at the next meeting.</p>	C Salt	17/06/2010

8. Rehabilitation and Supportive pathways			
Log No	Action	Lead(s)	Deadline
22	Elizabeth Loney thanked Michelle Beaumont and the other Head and Neck Specialists for all the work they have done so far on the pathways. Angela Millett updated the group on the AHP joint Network post which will shortly be commencing. Angela Millett to liaise with Michelle Beaumont on taking forward the pathways and the best way to integrate into the Network pathway.	A Millett	17/06/2010

Date of Next Meeting(s)

Thursday 17th June 2010 1:30pm

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

Thursday 21st October 2010 1:30pm

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