

Present:

Ms S Cost	Bradford Teaching Hospitals NHS Foundation Trust
Ms S Cameron	Leeds Teaching Hospitals NHS Trust
Ms K Stocks	
Ms H Chadwick	Mid Yorkshire Hospitals NHS Trust
Ms J Hoole	
Ms B Davis (Chair)	York Hospitals NHS Trust
Ms P Henshaw	
Mrs H Ryan	Yorkshire Cancer Network
Ms J Toovey	

1. Apologies

Ms I Cliffe, Ms N Corfield, Dr A Dew, Ms C Farrell, Ms K Stromberg, Ms J Thornton, Mrs R Wallace

3.1. Meeting Format Feedback			
Log No	Action	Lead(s)	Deadline
1	<p>Membership</p> <p>Following consultation there was general consensus that the YCN, North Trent and Humber and Yorkshire Coast Cancer Networks would form separate Network Head and Neck Specialist Groups. It was agreed that a cross Network meeting should be held once a year to share good practice.</p> <p>To amend membership and title of the group to a single YCN Head and Neck Specialist Group.</p>	H Ryan	February 2007
2	<p>Terms of Reference</p> <p>June Toovey has produced template terms of reference for adoption by each of the Network nursing groups.</p> <p>To amend template for YCN Head and Neck Specialist Group and circulate for comment.</p>	B Davis	March 2007
3	<p>Terms of Reference</p> <p>To forward amendments to Becky Davis for sign-off at the next meeting.</p>	All	Next meeting (01/05/2007)
4	<p>Work Plan</p> <p>To produce a YCN Head and Neck Specialist Group work plan following Peer Review.</p>	B Davis	June 2007
3.2. Vice Chair			
Log No	Action	Lead(s)	Deadline
5	<p>No nominations for Vice Chair have been received.</p> <p>It was agreed that the Vice Chair should be an AHP member of the group to ensure equal participation and professional development.</p> <p>To re-circulate nomination form to AHP members of the group.</p>	H Ryan	February 2007

4. Network Action Plan - Local Support Teams Gap Analysis			
Log No	Action	Lead(s)	Deadline
6	To send individual locality amendments on Annex D 'Clinical Nurse Specialist and Allied Healthcare Professionals Current service provision and Gap analysis' of YCN Head and Neck Action Plan to Helen Ryan.	S Cameron, S Cost, B Davis and J Hoole	19/02/2007
5.1. Rehabilitation Plan - 2i-131			
Log No	Action	Lead(s)	Deadline
7	The Rehabilitation Plan has been finalised and printed, a rehabilitation protocol has been developed to sit alongside the rehabilitation plan. To work on rehabilitation audit tool and guidelines at next CNS meeting and address how to identify gaps in supportive care and bring back to next meeting.	CNS's	Next meeting (01/05/2007)
8	To audit the Network Rehabilitation Plan across the YCN in the autumn following Peer Review.	All	October 2007
6. Enteral Feed Meeting Feedback - 22/01/07			
Log No	Action	Lead(s)	Deadline
9	Sarah Cameron fed back to the group from the first meeting for the enteral feeding party for head and neck cancer which took place on 22nd January 2007. Sarah Cameron encouraged representation and input from across the YCN to contribute to the Network enteral feeding guidelines. To inform Sarah Cameron of representatives to be involved in the working group if not already included.	All	February 2007
7. Supportive Care Pathway Development Meeting - 23/01/07			
Log No	Action	Lead(s)	Deadline
10	Becky Davis, Sarah Cost, Sarah Cameron and Isla Cliffe met with June Toovey on 23rd January 2007 to discuss piloting the supportive care pathway development work. Trish Feber has already completed work on the supportive care pathway as part of her Masters on 'A Qualitative analysis of the information needs of patients undergoing treatment for head and neck cancer using focus groups' and sent a copy to June Toovey. To go through masters and pull out themes relating to the supportive care for discussion on how to take work forward at the next meeting.	J Toovey	Next meeting (01/05/2007)
8.1. Dietetics			
Log No	Action	Lead(s)	Deadline
11	Sarah Cameron has asked other Dietitians to attend this meeting, however this is difficult due to work commitments and lack of funding. Sarah Cameron highlighted the insufficient dietetic support service at Leeds and an in-depth group discussion followed. To take issue to NSSG for discussion on incorporating into Peer Review.	S Cameron	February 2007

Head and Neck Specialists Group : Actions of the meeting held on Tuesday 6th February 2007 1:30 pm

8.2. SALT			
Log No	Action	Lead(s)	Deadline
12	Pat Henshaw, on behalf of the SALTs, highlighted that this was an extremely important meeting for all to attend. To liaise with SALTs on holding a split SALT session on the YCN Head and Neck Specialist meeting dates.	P Henshaw	February 2007
8.3. CNS's			
Log No	Action	Lead(s)	Deadline
13	Sarah Cost has finalised the Airedale, Bradford and Calderdale and Huddersfield Head and Neck Cancer Resource file for health care professionals. To contact Sarah Cost for an electronic copy of the resource file if required.	All	June 2007
9. YCN Patient Information Update			
Log No	Action	Lead(s)	Deadline
14	To incorporate head and neck patient information mapping into supportive care pathway development work.	J Toovey and J Archer	June 2007
10. Trismus Project			
Log No	Action	Lead(s)	Deadline
15	Julie Hoole is currently producing a tool to measure what information is given to patients on trismus across the YCN. To forward trismus patient information of jaw stretching exercises to Julie Hoole.	All	March 2007

Date of Next Meeting(s)

Tuesday 1st May 2007 1:30 pm
YCRN Conference Room 2, Ida Nurses Home, Cookridge Hospital

Tuesday 18th September 2007 1:30 pm
YCRN Conference Room 2, Ida Nurses Home, Cookridge Hospital

Tuesday 4th December 2007 1:30 pm
YCRN Conference Room 2, Ida Nurses Home, Cookridge Hospital