

Actions of the meeting held on
Tuesday 18 September 2007, 13:30

Yorkshire Cancer Network

YCRN Conference Room 2, Ida Nurses Home, Cookridge Hospital

Present:

Ms I Cliffe	Bradford Teaching Hospitals NHS Foundation Trust
Ms S Cost	
Ms J Norton	
Ms J Denham	Harrogate and District NHS Foundation Trust
Ms P Adam	Leeds Teaching Hospitals NHS Trust
Ms S Cameron	
Ms L Copeland	
Ms H Chadwick	Mid Yorkshire Hospitals NHS Trust
Ms N Corfield	
Ms B Davis (Chair)	York Hospitals NHS Foundation Trust
Ms P Henshaw	

1. Apologies

Dr A Dew, Ms V Hansen, Ms J Hoole, Ms G Jolly, Ms K Stocks, Ms K Stromberg

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
15	The actions of the last meeting where accepted as a true record.		
4. Peer Review Debrief			
Log No	Action	Lead(s)	Deadline
16	In July a preliminary report was made available by the YCN 'National Peer Review'. This was to enable any discrepancies to be reported back to the YCN to be corrected but the review team's assessment could not be challenged. The deadline for this feedback has passed. Not all members present have seen this document Becky Davis to ask Network Support Officer, Georgina Thomson to attach this report with the action log.	G Thomson	01/10/2007
17	The final National Peer Review Report will be due in November 2007. To discuss this report at the next meeting.	All	04/12/2007
5.1. Terms of Reference			
Log No	Action	Lead(s)	Deadline
18	The Terms of Reference where discussed and agreed. Nina Corfield and Sarah Cameron will email further references for core documents in relation to SALT and Dietetics to include in final document.	N Corfield / S Cameron	04/12/2007

5.2. Vice Chair			
Log No	Action	Lead(s)	Deadline
19	Paula Adam was thanked and welcomed as Vice Chair, which she has agreed to start from April 2008		N/A
5.3. Group Objectives for the Next Year (action plan)			
Log No	Action	Lead(s)	Deadline
20	Group objectives for next year action plan will be agreed once Peer Review report available. To be discussed at the next meeting.		04/12/2007
6. Head & Neck Specialist Group Updates			
Log No	Action	Lead(s)	Deadline
24	Sarah Cameron agreed to forward the Network Support Officer, Georgina Thomson names and contact details of new people to be added to the group.	S Cameron / G Thomson	01/11/07
25	YCN to move from Cookridge Hospital starting in December 2007. Becky Davis to contact June Toovey with regard to future room bookings during and after the move from Cookridge.	B Davis	01/11/2007
6.1. CNS's			
Log No	Action	Lead(s)	Deadline
21	Sarah Cost reported that their Lead Consultant in Bradford, Steve Worrall is stepping down as Lead of Head and Neck Oncology and their MDT Coordinator is leaving. Lucy Taylor (dietitian) will be back from maternity leave shortly and so Bryony Clarke will no longer be acting up in this role. To reinstate Lucy Taylor as a member of the group.	G Thomson	28/09/2007
6.2. Dietetics			
Log No	Action	Lead(s)	Deadline
22	Sarah Cameron and Sarah Cost reported back from the Network gastrostomy meeting held last Monday. A third draft of Network Guidelines has been generated. Sarah Cameron will email the draft Network Guidelines to the group for comments. There are different pathways followed across the network and different approaches and consistencies need to be agreed as standard. There has been some difficulty so far getting agreement from all medical staff placing gastrostomies because of getting them all together across the network.	S Cameron	04/12/2007
23	Sarah Cameron reported that dietitians have agreed to take part in this meeting in the New Year and like the SALTs will have their meetings on the same afternoon.		N/A

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6.3. SALT			
Log No	Action	Lead(s)	Deadline
26	Nina Corfield reported back regarding her audit on Reflux in head and neck patients which is ongoing and she hopes to complete in the next few months. To be presented at a future meeting	N Corfield	Ongoing
27	Paula Adam informed the group about a survey she is doing, 'Use it or lose it', and plans to finalise it in December. The survey looks at whether swallowing exercises for patients who are nil by mouth can be effective. She plans to link with physiotherapists during this project. This may lead on to further work depending on her final analysis	P Adam	N/A
28	All members need to send the short précis before the next NSSG meeting which is on Thursday 18th October, so Sarah Cost (Vice Chair NSSG) can present the work that is being done across the network (For example, Nina Corfield's and Paula Adam's work they mentioned).	All	04/12/2007
29	Pat Henshaw shared a draft predictor of aspiration pneumonia which has been designed by Judi Hibberd (Dysphagia Specialist SALT, Coventry and RCST Dysphagia Advisor). She is happy for any members to trial it. Network Support Officer to send a hard copy by post to the group.	All	N/A
9. Any Other Business			
Log No	Action	Lead(s)	Deadline
30	Sarah Cost and Jane Norton discussed documentation that has been developed including a 'Looking after My Health Concerns' check list they are using in their pre-treatment assessment clinic which is proving very helpful. To be discussed at the next meeting.	S Cost / J Norton	04/12/2007
31	Paula Adam has produced a booklet called, 'Swallowing Difficulties during radiotherapy'. Planned in the near future this will be in the blue radiotherapy folder for patients.		N/A
32	Information Materials Sarah Cost reported on behalf of the Head and Neck Specialist Nurses that a decision had been made to withdraw from writing information booklets for all the head and neck sites as there was now an array of national materials and as there are 30 different sites in the head and neck the whole process would be complex, time consuming and financial resources are not available.		N/A

Date of Next Meeting(s)

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