

Actions of the meeting held on  
Tuesday 17 June 2008, 13:30

Yorkshire Cancer Network

Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

**Present:**

Ms M Beaumont	Calderdale and Huddersfield NHS Foundation Trust
Ms P Adam	Leeds Teaching Hospitals NHS Trust
Ms S Cameron	
Ms M Fitzgerald	
Mrs M Mahony	
Ms H Chadwick	Mid Yorkshire Hospitals NHS Trust
Ms N Corfield	
Dr A Dew	
Ms J Hoole	
Ms B Davis (Chair)	York Hospitals NHS Foundation Trust
Ms P Henshaw	
Ms B Machin	
Mrs H Ryan	Yorkshire Cancer Network
Mrs J Toovey	

**Apologies**

Ms I Cliffe, Ms S Cost, Ms C Farrell, Ms V Hansen, Ms L Taylor

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
1	Becky Davis welcomed Barbara Machin, Head and Neck Dietitian, York Hospital, Mary Fitzgerald and Marie Mahony, Head and Neck Specialist Nurses, Leeds Teaching Hospitals NHS Trust to the group.  Apologies were noted.  To update group membership.	H Ryan	June 2008
<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
2	The action log from the last meeting was agreed as being an accurate record.	N/A	N/A

<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
3	<p>•Rehabilitation Measures</p> <p>The Supportive and Palliative care measures will be published over the summer for consultation.</p> <p>The YCN Rehabilitation Sub-group are working on the AHP role relating to patient needs and a draft document is out for comment.</p> <p>The group have agreed to hold a workshop to discuss the assessment of rehabilitation needs to support holistic assessment.</p> <p>The YCN and HYCCN are producing a joint bid for an AHP Lead across the two Networks.</p> <p>Appropriate rehabilitation professional involvement in the NSSG clinical pathway development will be identified.</p> <p>To keep the group updated.</p>	J Toovey	On-going
4	<p>•Educational Event</p> <p>A YCN Head and Neck Group Educational Event is scheduled for Friday 21st November 2008 at the Thackray Medical Museum, Leeds.</p> <p>To circulate programme and registration form once finalised.</p>	H Ryan	August 2008
5	<p>•Network Patient Satisfaction Survey</p> <p>As a direct result of the Cancer Reform Strategy a National Patient Survey template is to be produced.</p> <p>The YCN User Partnership Group are establishing a working group to produce a Network agreed Patient Satisfaction Survey. It is anticipated that this group will first meet in July 2008. (First meeting arranged for 14th July 2008, 9.45am at Bexley Wing Lecture Room, St James's University Hospital, Leeds).</p> <p>To contact Colin Sloane, YCN User Involvement Facilitator is interested in taking part in the work to represent head and neck.</p>	All	On-going
6	<p>• Service Improvement &amp; User Involvement and Patient Information Lead</p> <p>The YCN Head and Neck Group roles for User Involvement &amp; Patient Information Lead and Service Improvement Lead are currently vacant.</p> <p>The group were asked to consider taking on the roles.</p> <p>The next YCN Head and Neck Pathway Development meeting will take place on 1st July 2008, 1.30pm at the Bexley Wing, SJUH.</p> <p>To circulate role descriptions to the group and inform Helen Ryan if interested in taking on either role.</p>	H Ryan/ All	July 2008
<b>4. Developing Group Objectives and Work Plan Priorities</b>			
Log No	Action	Lead(s)	Deadline
7	<p>The group will produce a work programme with agreed work priorities for 2008-11, led by Paula Adam.</p> <p>To liaise with Sarah Cost and Michelle Beaumont and draft a work programme once the draft YCN Head and Neck Work Programme has been circulated for comment.</p>	P Adam	July 2008

<b>4. Developing Group Objectives and Work Plan Priorities</b>			
Log No	Action	Lead(s)	Deadline
8	To circulate draft YCN Head and Neck Work Programme 2008-11 for comment.	H Ryan	June 2008
<b>5. Patient Pathway</b>			
Log No	Action	Lead(s)	Deadline
9	<p>June Toovey tabled a copy of the generic patient information pathway. The document outlines the general (not cancer or treatment specific) information resources routinely offered to patients at each stage of the cancer patient pathway. It was developed in partnership between Service Users and health professionals in the YCN.</p> <p>The generic pathway will be populated by each NSSG with cancer specific information.</p> <p>To email to the group a copy of the generic site patient information pathway and the site specific information pathway template.</p>	H Ryan	June 2008
10	Each speciality to populate the pathway with the minimum information that is routinely offered to all patients and bring back to the next meeting to identify and agree the information that is the most appropriate.	All	Review next meeting
<b>6. Matters Arising from AHP's</b>			
<b>6.1 Dietetics</b>			
Log No	Action	Lead(s)	Deadline
12	<p>Leeds Non Surgical Oncology Dietetic team currently carrying a number of staff vacancies putting additional pressure on an already under-resourced team. It is hoped that vacancies will be filled by the autumn.</p> <p>To keep the group updated.</p>	S Cameron	On-going
<b>6.2 SALT</b>			
Log No	Action	Lead(s)	Deadline
13	<p>Nina Corfield fed back the results from the reflux in head and neck cancer audit.</p> <p>The project on the Use of Oral Exercises during Radiotherapy has been re-submitted for marking to Manchester Metropolitan University.</p> <p>To feedback on project at a future meeting if/ when successful. Any questions/ queries in the meantime contact Paula Adam.</p>	P Adam/ All	Next meeting
<b>6.3 CNS's</b>			
Log No	Action	Lead(s)	Deadline
14	The draft Tracheoscopy UK Guidelines are out for consultation.	N/A	N/A

<b>7. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
15	<p>•Chair and Vice Chair of the Group</p> <p>Becky Davis informed the group that she would be standing down as Chair of the group as she is leaving her role as CNS at York to take on a new post as Matron of Cancer Services in Middlesbrough.</p> <p>The group thanked Becky Davis for her hard work and commitment as Chair and wished her luck in her new role.</p> <p>Paula Adam, as Vice Chair will take on the role of Chair from the next meeting.</p> <p>Michelle Beaumont volunteered to take on the role of Vice Chair, the group unanimously supported the proposal.</p> <p>To update the database accordingly.</p>	H Ryan	June 2008
<b>8. Date and time of next meeting</b>			
Log No	Action	Lead(s)	Deadline
16	<p>•Date and Venue of future meetings</p> <p>The date of the next meeting will be changed as some members present could not attend.</p> <p>It was agreed to hold future meetings at Leeds (Bexley Wing, St James's University Hospital) as this was a more accessible venue for all members across the Network.</p> <p>To confirm rescheduled meeting date and venue with the group.</p>	H Ryan	July 2008

**Date of Next Meeting(s)**

Tuesday 23rd September 2008 1:30 pm  
Seminar Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 16th December 2008 1:30 pm  
Seminar Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital