

Actions of the meeting held on
Tuesday 23 September 2008, 13:30

Yorkshire Cancer Network

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

Present:

Ms I Cliffe	Bradford Teaching Hospitals NHS Foundation Trust
Ms M Beaumont	Calderdale and Huddersfield NHS Foundation Trust
Ms P Adam (Chair)	Leeds Teaching Hospitals NHS Trust
Ms H Chadwick	Mid Yorkshire Hospitals NHS Trust
Ms N Corfield	
Ms C Farrell	
Ms B Machin	York Hospitals NHS Foundation Trust

Apologies

Ms S Cameron, Ms S Cost, Dr A Dew, Ms M Fitzgerald, Ms V Hansen, Ms J Hoole, Mrs M Mahony, Ms L Taylor, Mrs J Toovey

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
17	The action log from the last meeting was agreed as being accurate.	N/A	N/A
3. Terms of Reference and Membership			
Log No	Action	Lead(s)	Deadline
18	The group reviewed and amended the Terms of Reference and Membership. To circulate terms of reference and membership to the group.	H Ryan	27/10/2008
4. Work Programme for the Group 2008-11			
Log No	Action	Lead(s)	Deadline
19	The group discussed the Work Programme, agreed tasks and made amendments. To circulate amended Work Programme to the group.	H Ryan	27/10/2008
5. Patient Information Pathway			
Log No	Action	Lead(s)	Deadline
20	The group discussed patient information pathways and agreed that two pathways would be produced: <ul style="list-style-type: none"> • Laryngectomy patient information pathway • Head & Neck patient information pathway The group agreed that nationally produced leaflets would be preferable, Local leaflets to be aware of but not necessary for Pathway. To research and circulate to the group.	M Beaumont	16/12/2008
6. AHP Update			
6.1 CNS's			
Log No	Action	Lead(s)	Deadline
21	The CNS post at York remains vacant and will be re-advertised.	N/A	N/A

Head and Neck Specialists Group : Actions of the meeting held on Tuesday 23rd September 2008 1:30 pm

6. AHP Update			
6.1 CNS's			
Log No	Action	Lead(s)	Deadline
22	Helen Chadwick's role has changed, she now sees all newly diagnosed laryngeal cancer patients.	N/A	N/A
6.2 Dietetics			
Log No	Action	Lead(s)	Deadline
23	There were no updates. To discuss at the next meeting.	All	16/12/2008
6.3 SALT			
Log No	Action	Lead(s)	Deadline
24	Nicola Verity is the new full time Head & Neck SLT working at Bradford along side Isla Cliffe.	N/A	N/A
25	Nina Corfield is undertaking her reflux audit on maxillofacial patients only.	N/A	N/A
26	Ashlie Denison is a Locum SLT working in Leeds until 19th December 2008.	N/A	N/A
7. Swallowing Difficulties During Radiotherapy & the Role of Oral Exercises			
Log No	Action	Lead(s)	Deadline
27	Paula Adam presented on recent literature review. To circulate to the group.	H Ryan/P Adam	27/10/2008
8. Any Other Business			
Log No	Action	Lead(s)	Deadline
28	•Supportive and Palliative Care Measures To discuss Supportive and Palliative Care Measures at the next meeting if published. To add to the agenda for the next meeting.	H Ryan	16/12/2008
29	•Educational Event The group were reminded of the Head and Neck Educational Event taking place on Friday 21st November 2008 at the Thackray Medical Museum.	N/A	N/A
30	•Head & Neck Pathway The group were reminded that the deadline for feedback on the Head & Neck Pathway and Gap Analysis is Friday 17th October 2008.	All	17/10/2008

Date of Next Meeting(s)

Tuesday 16th December 2008 1:30 pm
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