

**Actions of the meeting held on
Tuesday 16 March 2010, 13:30**

Yorkshire Cancer Network

Seminar Room 2, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Present:

| | |
|-----------------|--|
| Mrs S Cost | Bradford Teaching Hospitals NHS Foundation Trust |
| Mrs C Salt | |
| Mrs A Harwood | Calderdale and Huddersfield NHS Foundation Trust |
| Mrs S Topen | |
| Ms L Copeland | Leeds Teaching Hospitals NHS Trust |
| Ms M Fitzgerald | |
| Ms G Williams | |
| Ms H Chadwick | Mid Yorkshire Hospitals NHS Trust |
| Ms N Corfield | |
| Dr A Dew | |
| Miss J Hoole | |
| Mrs I Cliffe | NHS Bradford & Airedale |
| Mrs M Dailey | User Partnership Group |
| Mr R Dailey | |
| Mrs B Machin | York Hospitals NHS Foundation Trust |
| Ms R Ratcliffe | |
| Mrs A Millett | Yorkshire Cancer Network |

Apologies

Ms C Farrell, Mrs C Fernyhough, Ms G Jolly, Mrs M Mahony, Mrs L Taylor

| 2. Action Log from the last meeting | | | |
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| Log No | Action | Lead(s) | Deadline |
| 32 | <p>The group noted the following amendments/updates to the minutes from the last meeting:-</p> <ul style="list-style-type: none"> • Action 30 - to add Mary Fitzgerald to the membership of the Service Improvement meetings for Wakefield & Leeds. • SALT update – band 8a is starting at Bexley Wing Leeds in June 2010. • A Locum SALT is now working at Leeds. • Band 6 & band 7 SALT interviews are taking place at Leeds next week. • An innovation bid for posts for rehabilitation clinics has been made. • Leeds CNS's have started a pre-treatment assessment clinic on a Thursday. There is limited AHP input at present due to lack of posts. • The Laryngectomy study day still to organise which is being organised by Helen Chadwick. <p>Helen Chadwick is to update the group at the next meeting.</p> | H Chadwick | 08/06/2010 |
| 33 | <p>Mehmet Sen is to be asked to attend a future meeting as a guest speaker to update the group on the current research/quality of life research he is conducting.</p> <p>Barbara Machin is to organise this.</p> | B Machin | 08/06/2010 |

Head and Neck Specialists Group : Actions of the meeting held on Tuesday 16th March 2010 1:30pm

| 4. Patient Information Pathway | | | |
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| Log No | Action | Lead(s) | Deadline |
| 34 | Jane Archer is to upload the Head and Neck Information Pathway onto the YCN web which was signed off at last NSSG. | J Archer | ASAP |
| 35 | Julie Hoole is to contact and confirm with Jane Archer how it is to be used. | J Hoole | ASAP |
| 36 | Lorna McCaul (Consultant Restorative Dentist) from Bradford is to add to the pathway. | L McCaul | ASAP |
| 5. Supportive and Rehabilitation Pathway | | | |
| Log No | Action | Lead(s) | Deadline |
| 37 | <p>► Supportive and Rehabilitation Pathway for Nursing Input This requires a change in text: In the pre-treatment section it should state 'Refer complex needs patients to Head and Neck CNS's and Radiotherapy CNS (Lisa Copeland) and a Radiographer (Louise Wem).' The Nursing Pathway was then agreed.</p> <p>► Supportive and Rehabilitation pathway for SALT and Dieticians This is still to be finalised. The deadline for this is the end of April 2010.</p> <p>Dieticians and SALT's are to confirm the final pathway and are to send this via email along with Michelle Beaumont.</p> | Dieticians & SALT's | 30/04/2010 |
| 38 | The Dieticians & SALT's agreed to populate the pathway and then return it to Michelle Beaumont. | Dietitians & SALT's | 30/04/2010 |
| 39 | Each Site CNS's are to distribute the pathway to Physiotherapists for their input. | Site CNS's | 30/04/2010 |
| 40 | <p>The group discussed fact that OT referrals are not commonly made so they're not included.</p> <p>Site CNS's discussed the possible inclusion of lymphoedema teams, however further clarification is needed on this.</p> <p>The group were informed that the peer review measures for the Rehabilitation pathway have an August 2010 deadline.</p> <p>June Toovey previously asked for comments on the Head and Neck Cancer Rehabilitation pathway to be fed back from group. Members agreed to support the pathway and confirmed that it is not for individual patient use.</p> | N/A | N/A |
| 6. YCN Guidelines | | | |
| Log No | Action | Lead(s) | Deadline |
| 41 | <p>► Treatment Guidelines</p> <p>These are being reviewed and AHP's have been asked for comments. It was agreed to remove the section on AHP's. Once all Network Supportive Care and Rehabilitation pathways have been agreed, references to these will be inserted into the YCN guidelines.</p> <p>Michelle Beaumont is to liaise with Dave Sutton regarding this and is to update the group at the next meeting.</p> | M Beaumont | 08/06/2010 |

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| 6. YCN Guidelines | | | |
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| 42 | <p>► Gastrostomy Referral Guidelines</p> <p>Sarah Cameron and Karen Dyker have been working on these. Karen Dyker is the lead. Assumptions have been made that Karen Dyker has liaised with Dave Sutton regarding this.</p> <p>Barbara Machin is to contact Karen Dyker to clarify this and is to report back at the next meeting.</p> | B Machin | 08/06/2010 |
| 43 | <p>► Alcohol & Detox Guidelines</p> <p>These have been previously agreed however they need signing off and review date setting.</p> <p>To review at the next meeting.</p> | All | 08/06/2010 |
| 44 | <p>► Breaking Bad News Guideline</p> <p>These have been signed off.</p> | N/A | N/A |
| 7. Peer Review | | | |
| Log No | Action | Lead(s) | Deadline |
| 45 | <p>The measures should be out by the end of April 2010. Each MDT will have to produce and upload 3 documents by August 2010 – Operational Policy, Annual Report & Work Programme as part of the self-assessment.</p> <p>If members need access to the YCN Peer Review tool they are advised to speak to their Trust Lead Cancer Nurse.</p> | All | N/A |
| 46 | For access to CQuINs, members are to speak to their Trust Cancer Manager. | All | N/A |
| 8. Any Other Business | | | |
| Log No | Action | Lead(s) | Deadline |
| 47 | <p>► Bradford Patient Contact Sheet</p> <p>Caroline Salt has now devised this as part of evidence for Peer Review and it was circulated at the meeting. This is given to the patient at pre-treatment assessment and then filed in the patient diary. Caroline Salt suggested a copy should also go in patients notes so it can be used for audit with reference to criteria 3.2 in the YCN Head and Neck Network Pathway.</p> <p>Caroline Salt is to email this to Clair Irving to send out with the action log.</p> | C Salt & C Irving | 01/04/2010 |
| 48 | <p>► National Patient Satisfaction Survey</p> <p>This is available on the DoH website but won't be available in time for Peer Review.</p> | N/A | N/A |
| 49 | <p>► Peer Review Audit Tool</p> <p>Clair Irving is to send this to the group with the action log.</p> | C Irving | 08/04/2010 |

| 8. Any Other Business | | | |
|-----------------------------------|--|------------|------------|
| Log No | Action | Lead(s) | Deadline |
| 50 | <p>► Key Worker Role</p> <p>Lisa Copeland commented on the new Key Worker role. She will take referrals from CNS's at peripheral sites for patients with complex needs/psychological needs/mask phobias and become the Key Worker for these patients during radiotherapy.</p> <p>A discussion then followed with regard to the referral process and role of Leeds CNS's being Key Workers. Currently, practice differs between MDT's regarding Key Worker transfer and contact numbers given to patients.</p> <p>To discuss further at the next meeting for further clarification.</p> | All | 08/06/2010 |
| 51 | <p>► Advanced Communication Skills Course</p> <p>Th group were informed that there is a long waiting list and there are difficulties with part-time staff accessing it. Members were advised to register if they have not already done so. Alison Harwood discussed the Peer Review measure but as 'desirable' as understood that waiting list is preventing prompt training. This issue has already been escalated to YCN.</p> <p>If anyone is interested in becoming a facilitator for the course they are to contact June Toovey.</p> | All | N/A |
| 52 | <p>YCN has distributed a draft leaflet for Head and Neck support with involvement from Moira and Rod Dailey.</p> | N/A | N/A |
| 53 | <p>Following the above discussions, the group split into professional groups to discuss relevant pathways.</p> | N/A | N/A |
| 54 | <p>► Head and Neck Network Pathway</p> <p>The group noted that alteration is required to secondary care follow-up with regard to frequency of follow-up.</p> <p>Angela Millett agreed to amend the pathway and to re-circulate to the group.</p> | A Millett | ASAP |
| 8.1 CLT Terms of Reference | | | |
| Log No | Action | Lead(s) | Deadline |
| 55 | <p>To discuss at the next meeting. Helen Chadwick is to action this.</p> | H Chadwick | 08/06/2010 |

Date of Next Meeting(s)

Tuesday 8th June 2010 1:30pm
Seminar Room 1, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 14th September 2010 1:30pm
Seminar Room 2, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 7th December 2010 1:30pm
Seminar Room 2, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital