

Actions of the meeting held on  
Tuesday 13 December 2011, 13:30

Yorkshire Cancer Network

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

**Present:**

Mrs C Salt	Bradford Teaching Hospitals NHS Foundation Trust
Ms C Mercer	Calderdale and Huddersfield NHS Foundation Trust
Mrs S Topen	
Ms H Curtis	Harrogate and District NHS Foundation Trust
Ms N Corfield	Mid Yorkshire Hospitals NHS Trust
Miss L Ross	
Mrs M Dailey	User Partnership Group
Mr R Dailey	
Mrs B Machin (Chair)	York Teaching Hospital NHS Foundation Trust
Ms R Ratcliffe	

**Apologies**

Ms S Cameron, Ms H Chadwick, Mrs I Cliffe, Mrs S Cost, Ms C George, Ms N Haigh, Miss J Hoole, Mrs H Hurley, Ms G Jolly, Mrs R Wallace

<b>1. Welcome &amp; apologies</b>			
Log No	Action	Lead(s)	Deadline
39	Members were welcomed to the meeting and apologies were noted.	N/A	N/A
<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
40	The action log from the last meeting was agreed to be correct.	N/A	N/A
<b>3. Matters arising</b>			
<b>3.1 Membership List</b>			
Log No	Action	Lead(s)	Deadline
41	The membership list was felt to be accurate and the Group agreed that it can be recorded as so by the YCN.  All to note.	N/A	N/A
<b>3.2 Distress Thermometer</b>			
Log No	Action	Lead(s)	Deadline
42	The Group agreed the adapted version for head & neck cancer should be the one the Group uses from now on.  Members agreed that they would like this to be available with Trust logos on the YCN website.  Clair Irving to discuss with June Toovey.	C Irving	ASAP

<b>3. Matters arising</b>			
<b>3.3 Pharyngology Pathway</b>			
Log No	Action	Lead(s)	Deadline
43	<p>Members were informed that this is still being processed and the Group have all sent their comments back from each hospital site to the YCN for review. This will be discussed again at the head and neck NSSG in February 2012.</p> <p>Post meeting note: This has been signed off and is available at <a href="http://www.ycn.nhs.uk/html/downloads/ycn-headandneck-pharyngology-pathway-2011.pdf">http://www.ycn.nhs.uk/html/downloads/ycn-headandneck-pharyngology-pathway-2011.pdf</a>.</p>	N/A	N/A
<b>4. Patient Information Pathway and Prescription</b>			
Log No	Action	Lead(s)	Deadline
44	<p>Rosie Ratcliffe updated the group on information prescriptions as Hannah Hurley was unable to attend.</p> <p>Members were informed that the document was amended by Jane Archer, Information Lead at York and the group felt that it required further development. The original version adapted for head and neck was agreed as being suitable to use across the network for patients.</p> <p>Discussions were had surrounding the best format for completing it and also environment.</p> <p>At present, completing paper copies at the patients' first pre-treatment assessment were thought to be the most appropriate option.</p> <p>Rosie Ratcliffe to email the Head and Neck Information Prescription Pathway to Clair Irving for circulation to the Group.</p>	R Ratcliffe & C Irving	ASAP
<b>5. Survivorship updates</b>			
Log No	Action	Lead(s)	Deadline
45	<p>Caroline Salt informed the group that the Macmillan Project in Bradford is underway. The Project Manager is now in place and the Lead Psychologist starts in January 2012.</p> <p>Lisa Ross informed the group that the Wakefield team are focusing on up-skilling in the next year with a view to having Nurse/AHP led follow-up clinics in the 2nd year which will involve nasendoscopy.</p> <p>Rosie Ratcliffe attended the latest survivorship meeting in Harrogate and updated the group on the Network aims. The aim is to have a whole systems approach with different sites doing slightly different projects that in future we can share and learn from.</p> <p>All to note.</p>	N/A	N/A

<b>6. Discharge from hospital (peer review measure 11-2L-118)</b>			
Log No	Action	Lead(s)	Deadline
46	<p>Members were informed that in March 2011 a meeting was held to look at discharge from hospital. There was poor attendance at the meeting and the group felt this Peer Review measure still needs addressing.</p> <p>It is felt that a concise discharge form needs to be created to ensure Network consistency.</p> <p>CNS's are to meet on 30/01/12 at 1.30pm on Level 7, Bexley Wing, St. James's hospital to this discuss further.</p> <p>CNS's are to look at current pro-formas and come with comments.</p>	CNS's	30/01/2012
<b>7. Feedback from MDT's</b>			
Log No	Action	Lead(s)	Deadline
47	<p>Sarah Topen advised the group there are restructuring plans in process within the Dietetics Department at Huddersfield and Calderdale. This will involve reducing the amount of Dieticians' from 8 to 6. Staff will be applying for their own jobs.</p> <p>Sarah Topen to inform Mr Bem, Clinical Lead for Bradford MDT.</p>	S Topen	ASAP
<b>8. Nasogastric feeding guidelines - review/update</b>			
Log No	Action	Lead(s)	Deadline
48	<p>Members agreed that these guidelines need updating.</p> <p>Barbara Machin is to speak to Sarah Cameron regarding this.</p>	B Machin	ASAP
<b>9. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
49	<p>► Mugard</p> <p>Sharon McGrogan, Representative from Mugard, came to the meeting to discuss 2 products:-</p> <ol style="list-style-type: none"> <li>1. Mugard oral rinse which is used prior, during and after radiotherapy to protect the oral cavity.</li> <li>2. Xerotin which is spray for dry mouths.</li> </ol> <p>The Group said they will start suggesting these to patients and report back any comments.</p>	N/A	N/A
50	<p>► Tertiary Referral Guidelines</p> <p>The Group are to wait the update from Clinicians at Head &amp; Neck NSSG in February 2012.</p>	N/A	N/A

<b>9. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
51	<p>► User Involvement Lead</p> <p>Nina Corfield advised the group she can no longer commit to being User Involvement Lead for the group due to other commitments.</p> <p>Individuals are to consider taking on this role and feedback at next meeting, in the meantime Barbara Machin will step in.</p>	All	06/03/2012
52	To circulate the role description with the action log.	C Irving	ASAP
53	<p>► CNS Post</p> <p>Claire Mercer informed the Group that the CNS Band 7 post at Huddersfield and Calderdale will be advertised again shortly.</p>	N/A	N/A
54	<p>► Chair of YCN Board</p> <p>Barbara Machin advised the group that Sean Duffy is stepping down as Chairman of the YCN Board and that Matt Walsh will be taking his place.</p>	N/A	N/A
<b>10. NURSE BREAK OUT SESSIONS</b>			
<b>10.1 CNS Pathway - to finalise for 31st December</b>			
Log No	Action	Lead(s)	Deadline
55	<p>The CNS's agreed the CNS pathway.</p> <p>Caroline Salt to inform June Toovey.</p>	C Salt	ASAP

**Date of Next Meeting(s)**

Tuesday 13th March 2012 1:30pm  
E-Lounge, Trust Head Quarters, 4th Floor

Tuesday 12th June 2012 1:30pm  
Seminar Room 2, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Tuesday 18th September 2012 1:30pm  
Classroom 14 (Room 30), Education, Training and Development Centre (behind Trust HQ)

Tuesday 4th December 2012 1:30pm  
Classroom 14 (Room 30), Education, Training and Development Centre (behind Trust HQ)